



County of Fairfax, Virginia

To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

Reston Multicultural Festival Arts & Crafts Exhibitor Guidelines

1. Exhibitors and/or their assistants must be present for the duration of the Festival and not leave their booth unattended. Assistants should have name tags on at all times (RCC will provide name tags).
2. Exhibitors are responsible for delivery, handling, and set up and take down of their own displays.
3. Exhibitors agree to keep their space clean during and after Festival hours. Storage beneath draped tables are permissible.
4. Exhibitors shall not anchor or affix anything to tent walls, pavement or any other part of the plaza.
5. Exhibitors shall observe all fire and safety regulations. All booth materials shall comply with local fire regulations.
6. No alcohol, smoking, or vendor-owned pets are permitted in the Arts & Crafts vending area. An exception is made for Seeing Eye dogs and/or animals that provide support for the handicapped.
7. Exhibitor booths must not interfere with or obstruct from view any adjacent exhibit spaces or aisles. Tables may not be moved or re-arranged by vendors.
8. Exhibitors agree to exhibit professional behavior at all times during the show and bear all expenses due to damages caused by their actions. Failure to comply with these rules and agreement terms, or to cooperate with the show staff and exhibitors, may be grounds for removal from the show and may jeopardize future participation.
9. Exhibitors will receive a 6' by 3' table for displays and distribution of materials, one table sign, and nametags.
10. Booth spaces will be available for set up beginning at 7:30 a.m. and must remain open until 5 p.m.
11. The Reston Multicultural Festival Planning Committee, their representatives, agents and/or staff will not assume responsibility for any booth or vendor materials. If desired, exhibitors must obtain their own insurance, at their own cost.
12. I recognize that there are some inherent risks to participating in certain programs/activities and, accordingly, agree to hold the Reston Community Center, its Board of Governors, staff members, volunteers, harmless from any and all liability for property damage, harm or bodily injury which may result from my participation. I acknowledge that I have been advised to carry my own insurance while participating in this program
13. Booth space is limited to the exhibitor and assistants to whom it is assigned. Exhibitors may not sublet space to anyone else.
14. Any items that could be construed as weapons, by design or misuse, are not permitted.

Reston Community Center

2310 Colts Neck Road

Reston, Virginia 20191

703-476-4500 phone • 800-828-1120 TTY • 703-476-8617 fax

www.restoncommunitycenter.com

