



EXHIBITOR APPLICATION

MCLEAN PET EXPO

SATURDAY, OCTOBER 17, 2009

APPLICATION DEADLINE: September 18, 2009

Date Received:

The **MCLEAN PET EXPO** is an event celebrating all things pet-related. From dogs and cats to lizards and fish, we are looking for exhibitors who want to promote their products and services, or educate and entertain patrons. All spaces will be located outdoors at McLean Central Park (adjacent to the McLean Community Center) 1244 Oak Ridge Avenue, McLean, VA22101. Exhibitor spaces are **10'x10'**. Spaces **do not include** tent, table, chairs, water or electricity.

Applications are considered in the order in which they are received. Preferential treatment is given to tax-district residents, business, and organizations. Event will be held rain or shine. Applications must be postmarked by the above date. Any application received after the deadline will be waitlisted **ONLY** if all application criteria are met.

APPLICATION MUST BE COMPLETE OR IT WILL NOT BE CONSIDERED.

BOOTH CLASSIFICATION: Please check **ONE** keyword that best describes your business/organization. This information will be used for placement of your booth. A limit on the number of booths of any single category will be enforced to insure all exhibitors receive maximum visibility.

<input type="checkbox"/> Agility Instructors	<input type="checkbox"/> Pet Acupuncture	<input type="checkbox"/> Pet Assisted Therapy	<input type="checkbox"/> Pet Education/Literature	<input type="checkbox"/> Pet Jewelry
<input type="checkbox"/> Pet Massage	<input type="checkbox"/> Pet Non-profit Organization	<input type="checkbox"/> Pet Photography/Portraiture	<input type="checkbox"/> Pet Related Art	<input type="checkbox"/> Pet Related Gifts
<input type="checkbox"/> Pet Shelters	<input type="checkbox"/> Boarding Kennels	<input type="checkbox"/> Containment System Reps	<input type="checkbox"/> Food Reps	<input type="checkbox"/> Groomers
<input type="checkbox"/> Kennel Supplies	<input type="checkbox"/> Obedience Trainers	<input type="checkbox"/> Pet Adoption Organizations	<input type="checkbox"/> Pet Boutiques	<input type="checkbox"/> Pet Fashion/Apparel
<input type="checkbox"/> Pet Food Bakeries	<input type="checkbox"/> Pet Sitters	<input type="checkbox"/> Pet Supply Reps	<input type="checkbox"/> Rescue Leagues	<input type="checkbox"/> Veterinarians
<input type="checkbox"/> Other				

CONTACT INFORMATION:

ORGANIZATION/BUSINESS NAME: _____

NAME: _____

MAILING ADDRESS: _____

CITY: _____ ST: _____ ZIP: _____

PHONE: _____ FAX: _____ CELL: _____

EMAIL: _____

WEBSITE: _____

CHOOSE TYPE OF BOOTH SPACE:

Type	Cost per Space	# of Spaces (2 max)	Total Cost
General Exhibit Booth	\$150.00 each		\$.
Non-Profit Booth: Copy of IRS Letter must be sent with application	\$100.00 each		\$.

Food Concessions: Exhibit Booths may NOT sell any food or drink for consumption on site. There is a special area for these booths. If you would like to apply to be a Food Vendor at the McLean Pet Expo you may download a Food Vendor Application from our website: www.mcleancenter.org/special-events.

Can you provide vaccinations for pets at your booth?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can you provide micro chipping identification for dogs and cats?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you are an exhibitor that has pet apparel, would you be interested in participating in a pet fashion show? (Must provide your own "models")	<input type="checkbox"/> YES <input type="checkbox"/> NO
If you are an exhibitor that has pet entertainment, would you be willing to participate in a stage show?	<input type="checkbox"/> YES <input type="checkbox"/> NO

Sponsorships: If you are interested in being a sponsor please contact Sam Roberts – 703-790-0123.

PAYMENT INFORMATION: Pay by check (made payable to: McLean Community Center), money order or credit card.

MC VISA AMEX Card #: _____ Amount: \$ _____

Exp. Date: _____ Name as it appears on Card (PRINT): _____

Billing Address: _____

Signature: _____

PROGRAM LISTING: How do you want your booth activity to be listed in the Event Program? Limit of 5 Words.

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TERMS & CONDITIONS

MCLEAN PET EXPO

Produced by the McLean Community Center

EVENT DATE:

Saturday, October 17, 2009

HOURS: OPEN TO EXHIBITORS

7:30 a.m. – 7:00 p.m.

HOURS: OPEN TO PUBLIC

11:00 a.m. – 5:00 p.m.

1. **LOCATION:** The event is located at McLean Central Park, 1244 Oak Ridge Avenue, McLean, VA 22101 (corner of Old Dominion Drive and Rt. 123.) This is an outdoor event.
2. **REFUNDS:** No refunds 30 days prior to the event. Refunds under this paragraph will *only be considered if requested in writing*. Full refunds will be made only if event is cancelled by the Center. Please note that this paragraph supersedes any other Center refund policies.
3. **SET-UP TIME:** 7:30am – 10:30am. Exhibitors must pull their vehicles into the Dolley Madison Parking lot and unload their items onto carts operated by the McLean Community Center. You will then be driven to your assigned booth space to setup. You must be ready for the public no later than 11:00 a.m. However; if you are ready earlier than that and would like to open up to sell items to other vendors and staff you are welcome to do so whenever you are ready! Exhibitors may NOT begin packing up before 5:00 p.m. on the day of the festival. Booths must be removed by 7:00 p.m. More details and a map of load-in will be provided closer to the event.
4. **PARKING:** Exhibitors may park their vehicles in the UPPER LOT of the McLean Community Center main parking lot and the lot behind the Dolley Madison Public Library. You cannot park anywhere inside the park after setup. The only exception is a support vehicle for food concessions behind their stands.
5. **COMMERCIAL DELIVERIES:** Deliveries must be made between 7:00 a.m. and 10:00 a.m. Deliveries to your booth location will not be available after 10 a.m. Delivery vehicles must be removed by 10:00 a.m. Delivery vehicles must enter the park the same way exhibitors will enter.
6. **ELECTRICITY/WATER:** There is no power available at the park. You may bring a portable generator but please ensure that it is not too loud or you will be asked to turn it off. You may purchase your own generator mufflers to stifle the noise. It is advised that you bring your own bottled water if needed.
7. **BOOTH/EQUIPMENT/CLEAN-UP:** Booth spaces are 10x10 unless contracted otherwise. Your booth shall not block the view of another or encroach upon any other booth space. Be prepared for the weather. Exhibitors should provide their own tents which should be of show quality and in good condition. Exhibitors will supply their own tables, chairs, displays, and other items as needed. You are expected to keep the space in good order and clean up and remove ALL trash before leaving. Exhibitors will not leave the booth unattended and should understand that the Center and the Fairfax County Park Authority will not assume responsibility for the booth. Tents with long tie-down lines are prohibited as they cause trip hazards.
8. **SIGNAGE:** Exhibitors should provide their own identification signs, which should be of professional quality, and large enough to be seen.
9. **CANCELLATION POLICY/RAIN OR SHINE:** Festival is held rain or shine, but if weather conditions are extremely unfavorable, festival officials may cancel all activities. There is no rain date for the festival and no refunds will be made. Please call the Center for the latest information (703-790-0123).
10. **STATE TAX & HEALTH:** Exhibitors are agreeing that they are responsible for collecting and reporting Virginia State Sales Tax (5%) and abiding by all County, State, and Federal Health requirements. Further, they agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board from any liability resulting from their failure to do so.
11. **FIRE/SAFETY:** All canopy tents must be fire-rated displaying a visible CPAI-84 Fire Rated seal. NO PROPANE TANKS will be permitted under or near exhibitor tents.
12. **ADVERTISING:** This event is advertised widely in the Washington Post Weekend Section, local publications and newspapers and through radio, website and email advertising. It is included in the MCC Program Guide (circ. 20,000).
13. **INDEMNITY:** By participating in this event, the exhibitor agrees to indemnify and hold harmless the County of Fairfax and the McLean Community Center and its Governing Board from any and all liability for damage, County Health code violations, injury, or loss to any person or goods for any reason. The exhibitor understands that he/she is an independent party and is solely responsible for their booth space and operation, and that the McLean Community Center is just providing a place for the party to conduct their business.

BY SUBMITTING THIS APPLICATION YOU AGREE TO THE ABOVE TERMS AND CONDITIONS FOR THIS EVENT.