



McLean Pet Fest 2019

Sunday, October 20, 2019

11:00am – 4:00pm

McLean Central Park, McLean, VA

Exhibitor Application



Organization/Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ St.: _____ Zip: _____

Office: _____ Cell: _____

Email (Required): _____

Website: _____

List a suggested 5 word teaser here (not the name of your business) Example: For All Your Pet Needs!

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Exhibitor Space:

| TYPE | COST | SELECT |
|---|----------------|--------|
| Exhibitor Booth - 10'x10' tent with back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs). | \$50 | |
| Non-Profit 501(c)3 Exhibitor Booth - 10'x10' tent with back wall and common side walls (Includes one (1) 3'x8'table and 2 chairs). | No Cost | |

EVENT DETAILS

McLean Pet Fest is produced by the McLean Community Center (MCC)

Date: Sunday, October 20th, 2019

Location: McLean Central Park (adjacent to Dolley Madison Library, 1244 Oak Ridge Ave, McLean, VA)

Exhibitor Load-in Hours: 6:30am – 9:30am

Event/Show Hours: 11:00am – 4:00pm

Exhibitor Breakdown Hours: 4:00pm – 7:00pm

Please Note

- The McLean Pet Fest 2019 is an outdoor event held rain or shine.
- The sale of animals at this event is strictly prohibited.



McLean Community Center, Special Events

1234 Ingleside Ave., McLean VA 22101

Email: events@mcleancenter.org



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Application Process: Submission of the application and payment information does not guarantee an Exhibitor the right to booth space at the McLean Pet Fest. All exhibitor applications will be reviewed by MCC staff prior to acceptance into the event and reservation of booth space. McLean Community Center reserves the right to refuse any exhibitor that it deems unsuitable for this event. Once MCC staff makes a determination as to the acceptance or rejection of the Exhibitor Application, the individual and/or organization will be notified via the email address provided. If the application is accepted, and the Exhibitor has been notified, the payment will be processed.

Exhibitor Responsibilities: The Exhibitor, including but not limited to its employees, agents and/or volunteers will be responsible for its operations and every part thereof, and for all materials, tools, equipment, appliances, and property used in connection therewith whether owned or leased by the Exhibitor or owned or leased by the McLean Community Center (MCC) and the County of Fairfax. The Exhibitor assumes all risks of direct and indirect damages or injury to person or property wherever located, resulting from any action, omission, commission or operation under this agreement, or in connection in any way whatsoever with the contracted work. Exhibitors are solely responsible for the security of their booth space. Booth space must be attended during event at all times by an adult 18 years or older.

Indemnity: By participating in this event the Exhibitor agrees to have Commercial General Liability Insurance, indemnify and hold harmless the County of Fairfax, the McLean Community Center and its Governing Board, employees, officers, volunteers and staff from liability for damages, county health and fire code violations, injury or loss to any person or property for any reason. The Exhibitor understands they are an independent party and are solely responsible for their booth/tent space and operation, and that McLean Community Center is just providing a place for Exhibitor to conduct their business.

Load-in: Load-in passes will be emailed prior to the event in October with Exhibitor's required load-in time, procedures, parking information and booth space number. **Exhibitors must be show-ready for the public by 10:30am.**

PLEASE NOTE: All vehicles will have to load-in via the parking lot at Dolley Madison Library. All equipment will need to be carted or carried in. No vehicles are allowed to drive in McLean Central Park. All exhibitors are responsible for bringing all of their equipment into, and out of, the park.

Commercial Deliveries: Please contact Special Events by Tuesday, October 1st, 2019 to schedule commercial rental equipment or material deliveries to the park, or any deliveries that will require a vehicle larger than a standard cargo van. Deliveries can be made between 6:30am and 9:30am on October 20th with prior approval. All deliveries must be completed, and vehicles removed by 9:30am. Special Events at events@mcleancenter.org.

Electricity/Water: There is no electricity/power or water available at the park. No generators are allowed. It is advised that exhibitors bring bottled water if needed.



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Occupancy/Equipment/Clean-Up: Booth space occupancy is limited to four (4) people maximum per shift. Exhibitor booth space is approximately 10'x10'. Exhibitors must keep their entire display inside their booth space, keep their booth space in good order and clear of debris. Boxes must remain out of sight and within the confines of the booth. Tables draped to the ground are encouraged. Trash must be removed as it accumulates. Exhibitors will not leave their booth space unattended. Booth space must be attended during event at all times by an adult 18 years or older. Neither the MCC, Fairfax County nor the Fairfax County Park Authority will assume responsibility for Exhibitor belongings. Booths may not be reassigned, shared or sublet to another person/organization.

Signage: Exhibitors should provide their own professional-quality identification signs. Exhibitor signage may not stand outside Exhibitor's booth space nor obstruct other booths. No signage may be posted anywhere else within the boundaries of the park. Signage placed outside the park may be removed by Police if considered a safety issue.

Solicitation/Pamphleting: Exhibitors, their staff and/or volunteers and associates may only solicit or distribute giveaway items within the confines of their contracted booth space on behalf of any business, organization, political or social cause. No canvassing is allowed inside the park. Exhibitor booth space may not serve as a restocking and/or supply station for roving bands of supporters or staff who independently canvass inside or outside the park grounds.

Mascots, Balloons and Compressed Gas Tanks (propane, helium) are Prohibited.

Advertising: This event is advertised in the MCC Program Guide (reaching 22,000+ households), local news publications, the MCC website and email lists, as well as through various social media channels. Exhibitors are encouraged to promote McLean Pet Fest on their website, social media channels, newsletters and are encouraged to contact their local customer base and link to the MCC website at www.mcleancenter.org/special-events.

Animal Welfare: Pet Fest promotes responsible pet ownership and animal welfare. We require all animals on-site to be in compliance with all relevant local, state and federal laws and ordinances. All animals brought onsite must have up to date vaccinations and/or medical documents. All animals onsite must be treated and managed in a way that a reasonable person would consider humane and caring. MCC staff reserves the right to restrict and/or evict any exhibitor who they feel is not acting in accordance with the best interest of the animal, or in a way that is deemed inhumane or cruel.

Sale of Animals: The McLean Community Center expressly prohibits the sale of any and all animals at this event.

State Tax & Health: Exhibitors are responsible for collecting and reporting Virginia State Sales Tax (6%) and abiding by all County, State, and Federal Health and Safety requirements. Furthermore, Exhibitors agree to indemnify and hold harmless Fairfax County, the McLean Community Center, and its Governing Board, employees, officers and staff from any liability resulting from their failure to adhere to these regulations.





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Cancellation Policy/Rain or Shine: Festival is held rain or shine, but if weather or other conditions are determined to be unfavorable, festival officials operating together with Police and Fire officials, reserve the right to cancel all activities. No refunds will be issued in this instance. There is no rain date for the festival.

Written Requests for Refunds: 50% cancellation fee if postmarked 30 days prior to event date. This paragraph supersedes any other McLean Community Center refund policies.

Use of Photos: All photos taken during any MCC event may be used for promotional purposes by MCC. By participating in McLean Pet Fest, the Exhibitor, their staff, volunteers and subcontractors authorize the use of all photos obtained.

Exhibitor/Applicant/Authorized Representative certifies:

“I have read and understand these Terms and Conditions. As signatory, I guarantee that all members and participants of my organization and/or business will be informed of and abide by each of these Terms and Conditions.

Name _____ Title _____

Signature _____

Date _____ Federal ID Number _____





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Payment Form

Organization/Business Name: _____

Contact Name: _____

Mailing Address: _____

City: _____ St.: _____ Zip: _____

Office: _____ Cell: _____

Email (Required): _____

Exhibitor Space:

Business Rate: \$50

Non-Profit Rate: \$0

(Non-profit organizations may be required to submit proof of non-profit status)

Payment Information: *Pay by check (made payable to: McLean Community Center), money order or credit card.*

MC VISA AMEX DISCOVER Card #: _____

Amount: \$ _____

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

Billing Address: _____

Signature: _____

Authorized Representative certifies:

I have read and understand the Terms and Conditions on the Exhibitor Application. As signatory, I guarantee that all members and participants of my organization and/or business will be informed of and abide by each of these Terms and Conditions and that I am authorized to submit payment for this event in the amount indicated above.

Name _____ Title _____

Signature _____

Date _____ Federal ID Number _____

