

THIS EMAIL CONTAINS INFORMATION THAT YOU WILL NEED TO PARTICIPATE AT THE 2017 FALL FOR FAIRFAX KIDSFEST

PLEASE READ

FALL FOR FAIRFAX KidsFest – September 30 & October 1, 2017

EXHIBITOR CONFIRMATION PACKET

LOCATION OF FESTIVAL: The Fairfax County Government Center

FESTIVAL HOURS – Saturday, September 30th 10:00 am – 7:00 pm
Sunday, October 1st 10:00 am – 5:00 pm

SCHEDULE FOR EXHIBIT SET-UP

Festival set-up is divided into two categories: 1.) Exhibitors who require vehicle transport and trailers to unload directly from vehicle to booth space and 2.) Exhibitors who can transfer materials to their space by hand or hand truck from a vehicle parked in on-site parking lots.

Friday, Sept. 29 2:00 pm – 6:00 pm

Exhibits that require vehicle transport to set-up **MUST** load-in during this time. These exhibitors may drive their vehicles directly onto the event site and generally* can park within 20 feet of their space for unloading. **Please remember the Government Center will still be open for normal business, so please be considerate and don't block traffic.*

Saturday, Sept. 30 7:30 am – 9:00 am

Exhibits which are light or small enough to deliver materials or equipment by hand may set-up during this time. Please Note: All exhibits must be open, fully staffed and operational by 9:30 am.

For safety reasons, NO VEHICLES WILL BE ALLOWED TO DRIVE ON-SITE FOR SET-UP ON SATURDAY (THE DAY OF THE EVENT). No exceptions will be made without prior CFI approval. Barricades will be in place Friday evening to lock down the Government Center roadways.

LOGISTICS FOR EXHIBIT SET-UP

We ask for your assistance in keeping vehicle aisle ways clear. It is important that once you have unloaded your equipment and boxes that you move your vehicle off the road. Thanks!

Traffic Flow for Vehicles to Access Festival Site For FRIDAY Load-In

To access the festival site, you **MUST** follow these directions:

- Once you are on Government Center Parkway, enter through the Red Gate (stoplight).
- Drive straight up to the front of the building and stop at the SCARECROW MAKING TENT for check-in. Look for the yellow banner blades (20 foot tall flags) close to the Government Center Building.
- Meagan Butkus (Festival Director) or Barry Feil (General Manager) will be stationed at this tent and will help direct you to your booth. **PLEASE HAVE YOUR BOOTH NUMBER READY.**
- Once you have arrived at your booth, please drop off all of your equipment and supplies and park in the nearest parking lot so as not to block traffic while setting up your booth.
- All booth numbers will be marked on the curb in front of the exhibit space.

PARKING AT THE FESTIVAL

On the day of the event, all exhibitors must enter through the Green Gate and park in the underground garage. Green Gate is open to exhibitor traffic parking in the garage only. Parking in the Yellow Gate lot is reserved for vehicles with valid and DMV-issued handicapped permits. In a separate email, you will receive an exhibitor parking pass valid for the underground garage. You may make up the three copies for your exhibit staff. Vehicles may be subject to inspection by on-site security.

EXHIBIT VOLUNTEERS AND WORKERS

Please be sure to direct the volunteers working your booth directly toward your exhibit space. ***They should not report to Volunteer Check-in, which is solely for festival volunteers.*** Be sure to make copies of the site map and the other information for your staff.

ELECTRICAL NEEDS

If you purchased an electrical hook-up at the time of application, you must provide your own extension cord(s). All cords must be no smaller than 3-wire, #12 grounded and should be 50' in length for outdoor exhibitors (it may not need to be that long, but in some cases this will be the distance you will need to run power). You may plug in only one cord, so it is encouraged that you bring a power strip to connect to your extension cord.

If you did not purchase electric service at the time of application but wish to do so, you must contact Meagan Butkus at the CFI office (703-324-5457) as soon as possible to find out if it can be made available. **Electrical service cannot be purchased the day of the event in most every circumstance.**

BALLOONS / HELIUM TANKS / STICKERS

BALLOONS AND HELIUM TANKS ARE PROHIBITED EVERYWHERE ON THE FESTIVAL SITE. No exceptions for exhibitors may be made. If you are handing out stickers, you must peel and stick them individually (on the person's clothing, a bag, etc....). Otherwise, the stickers may end up on tents or other property, potentially causing damage.

FEES/TAXES

All vendors are expected to collect, report, and remit any applicable state (Virginia) and local retail sales tax. By law, any vendor with a place of business within Fairfax County for 30 or more consecutive days and with annual gross receipts over \$10,000 must complete a Business, Professional and Occupational License (BPOL) application and pay a license fee. Please call 703-222-8234, PRESS 3 for more information regarding BPOL's.

INCLEMENT/EXTREME WEATHER

Be prepared! Bring provisions to protect your exhibit against all weather conditions. Rental canopies on-site come equipped with sidewalls for exhibitors to use as needed; however, rain gear, sunscreen, sunglasses and bottled water are all suggested supplies for exhibitors.

NO STAKING INTO THE GROUND

A sprinkler system and water lines have been installed in the grassy areas of the Government Center property. Any exhibitor (including all of their personnel) who damages the water lines and/or sprinkler heads due to staking will be responsible for repair/replacement expenses. Suggestions for anchoring your tent include: sandbags or weights.

CHANGES TO EXHIBITOR LOGISTICS

All logistical needs must have been clearly indicated on your application. Change requests can be made without penalty no later than Monday, September 25, 2017. If changes are made after that date, exhibitors will incur a 20% surcharge for any additional rentals (electricity, etc...). Outside generators (unless already arranged with Festival Director) will not be permitted for use by exhibitors as noise levels and fumes may detract from the effectiveness of neighboring exhibitors' booths.

SECURITY

The Festival will provide a 24-hour security patrol, beginning Friday, September 28th at 7:00pm. The provision for security patrols does not, however, guarantee exhibitors against loss or theft. Therefore, the following precautions should be taken:

- Do not leave valuable merchandise unattended, especially overnight.
- Secure all valuables when leaving booth.

REMOVAL OF EXHIBITS

NO DISPLAY MAY BE DISMANTLED PRIOR TO THE END OF THE EVENT AT 5:00 PM ON SUNDAY. Once pedestrians have been cleared from the site, you will be permitted to drive up to your booth to load out. Because the clearing of the site may take up to 30-45 minutes, we recommend that you deconstruct your exhibit space while waiting for the site to be cleared. Staff will notify exhibitors when the event site is clear and cars are allowed up to booth spaces. If items can be carried or hand-carted to your car, you may do so at any time after 7pm on Saturday or 5pm on Sunday.

TRASH REMOVAL

Exhibitors and vendors are required to remove all items from their booths and to clean their immediate area. Equipment, supplies and exhibit materials that are left behind are not the responsibility of Celebrate Fairfax or the County of Fairfax, or their employees and volunteers. Any items left behind will be discarded immediately by trash removal staff.

Any exhibitor not leaving their space as they found it upon their arrival will be charged the fee for repair or cleaning as necessary and may be denied future participation in Celebrate Fairfax events.

EXHIBITORS:

- 1) Are prohibited from using sound amplification without prior approval from the Festival Director.
- 2) Must conduct all sales activities within the space for which they contracted. Selling and/or soliciting in the aisles or elsewhere on site is **not permitted**. Additionally, vendors may not move their booth locations without prior approval from the CFI Festival Director (only in extreme cases will requests be considered).
- 3) Food and Beverage Sampling. Exhibitors may not dispense alcoholic beverages. Dispensing of other beverages must be in cup form and no larger than 4 ounces. Any food being dispensed must be done so at no cost to Festival-goers and must be sample-sized (not greater than 2 ounce). Any vendor dispensing food and/or beverage samples will be required to obtain a permit from the Fairfax County Health Department. Sampling of any type will not be permitted if it was not included on the list of activities indicated on an exhibitor's event application.
- 4) Under NO circumstances may the asphalt be damaged - no metal objects, fencing, etc.
- 5) Sub-letting the booth or any equipment provided by the Festival is prohibited.
- 6) Exhibits are not allowed to exceed the height of 8 feet or extend outside the side of their space, including video or graphic projection of images, unless approved by the CFI Festival Director in advance of the Festival.
- 7) Must remain open during all open exhibition times, unless previously approved by the Festival, and be manned at all times during hours of operation.
- 8) May not hold contests or drawings that require a fee to be paid by the applicant unless a

win is guaranteed. No fees may be charged to receive "free" items or gifts. If part of the operating procedures for an exhibiting business is to require attendance at a future meeting, event, or place of business by a potential client in order to receive a gift of any kind, this **must be clearly stated** at the exhibitor's booth at the Festival. **No exceptions!**

- 9) By law, must obtain a raffle permit from the Charitable Gaming Commission if a product is being raffled at a cost to participants and the exhibitor is a non-profit organization AND if overall revenues from raffle will exceed \$25,000. Call (804) 371-9967 for assistance.
- 10) **Must provide certificate of insurance by September 25, 2017.** The certificate must name both Celebrate Fairfax, Inc. and the County of Fairfax as the additional insured. Coverage should be for an amount not less than \$1 million for general liability and damages.

Any exhibitor found in violation of the above rules, or other Festival rules that were printed in the Exhibitor Application or announced on the Festival Site upon arrival, will be issued a warning and removed from the Festival if indicated violation continues.

ADDITIONAL INFORMATION

Please check the Fall for Fairfax KidsFest website for any additional information you may desire. Comprehensive schedules of all programs, concerts and other performances, maps, directions, and much more are provided at www.FallforFairfax.com. You may contact Meagan Butkus at (703) 324-5457 as well.

All of us at Celebrate Fairfax, Inc. are pleased to have you join in the success of Fall for Fairfax. Staff and volunteers will be available to assist you with any questions or problems that may occur on site. See you soon!

IMPORTANT DATES

The 37th annual CELEBRATE FAIRFAX! FESTIVAL will return June 8-10, 2018. Check www.CelebrateFairfax.com for more details.