

# **Reston Multicultural Festival 2001**

## **GUIDELINES for COMMUNITY ORGANIZATIONS**

### **COMMUNITY ORGANIZATIONS:**

Reston community organizations are encouraged to participate in the festival. Organizations can sponsor a kid's activity, provide volunteers to man an event or activity, or distribute information about their organization that is helpful to the community.

### **DEADLINE FOR APPLICATION:**

Space for booths is limited so please submit your application early. The deadline for applications is July 2, 2001.

### **FUNDRAISING:**

Individual fundraising by an organization is not allowed.

### **RAFFLE:**

The Festival will hold a raffle of multicultural children's toys. If you have an item that you would like to donate to that raffle, please contact Sharon Reddin (703-435-8689) or ShaRon Ambers-Blowe (703-295-6124).

### **BOOTH CONTENT:**

The Multicultural Festival will provide tables, chairs and tents for community organizations. The Festival will provide no service items. Each booth permit holder is responsible to obtain any required licenses, permits, etc. The Festival Committee reserves the right to prohibit the display and/or distribution of materials it alone deems illegal, obscene or otherwise offensive. The Festival Committee may limit the number and location of "same kind" vendors. All Festival Committee decisions are final.

### **LOCATION OF BOOTHS:**

The Reston Festival 2001 Steering Committee will assign the specific locations of the booths. Changes to the locations may be made at the sole discretion of the Steering Committee. Tentative booth locations will be a series of 10' x 10' tents in the Millennium Bank parking lot.

### **ASSIGNMENT AND USE BY OTHERS:**

Applicant space is restricted to one Applicant per space. The Applicant may not assign its space or permit to any other Applicant, person, firm or organization to use any part of such space without the express written permission of the Reston Multicultural Festival 2001 Steering Committee.

### **BOOTH SET-UP AND BREAKDOWN:**

Applicant's set up time is from 7:30am - 9:30am. Breakdown time is from 6pm - 7pm. The Reston Multicultural Festival 2001 is not responsible for vendor or rental items lost, stolen or damaged.

### **CLEAN-UP:**

Dumpsters will be provided at the Lake Anne Plaza loading dock. Applicant must make arrangements to dispose of its trash properly. Applicant must clean its booth space and leave it in the same condition it was received.

### **UTILITIES:**

NO ELECTRICITY, PHONE OR WATER WILL BE AVAILABLE at the booths. No generators will be allowed.

### **SIGNAGE:**

Community Organizations should provide their own signs.

### **CONTACT PERSON:**

Sharon Reddin (703-435-8689) and ShaRon Ambers-Blowe (703-295-6124). On Festival day check in at the Welcome Booth located at the bank entrance to Lake Anne Plaza.

**Failure of Applicant to comply with any of the terms, conditions, rules or regulations of this Application/Agreement shall constitute an automatic termination of this Agreement whereupon Applicant immediately shall remove its exhibit and articles from the premises and, at its own expense, restore the premises used by Applicant.**