

2003 FALL FESTIVAL EXHIBITOR SETUP REGULATIONS

Please read carefully in order to avoid problems during setup for the Fall Festival on October 11 (RAIN DATE: OCTOBER 12). QUESTIONS? CALL 703/385-7949 (Leslie Herman) or 703/293-7119 (Kathy Lewis)

NO VEHICLES WILL BE ALLOWED ENTRANCE INTO FESTIVAL AREA AFTER 8:30 AM. ALL VEHICLES MUST BE REMOVED FROM FESTIVAL AREA BY 8:30 AM. TRAFFIC FLOW TO ENTER THE FESTIVAL AREA IS ONE-WAY SOUTH ON UNIVERSITY DRIVE. FOR VENDOR PARKING LOOK FOR THE YELLOW SIGNS WITH RED DIRECTIONAL ARROWS INDICATING AVAILABLE PARKING LOTS.

- Public admission fee \$3. In order for you not to be charged day of, **you will need to use your booth vendor display card listing your business name and space number to enter and re-enter the festival area, otherwise it is to displayed on your booth during festival hours.**
- The space sizes on the street are 10 x 10.
- Exhibitors must display the enclosed parking pass on the dashboard of all vehicles that plan to enter the Festival area.
- Streets in the Festival area will be blocked off to general traffic at 6 am. Vendors may begin setting up on the streets at 6 am, **NO EARLIER.**

EXCEPTION: Food vendors with trailers that have been assigned a space in food court #1 on Sager Avenue only may set up on Friday evening. Food vendors must contact our office at 703/385-7949 (Leslie Herman) before Thursday, October 2, to make arrangements for Friday (October 10) pm setup.

- Food vendors must be set up by 9:00 am. No food vendor will be allowed to enter Festival area after 8:30 am.
- University Drive will be **ONE-WAY SOUTH** from 6-9 am. All exhibitors will enter University Drive from North Street.
- Main Street will be **ONE-WAY EAST** from 6-9 am and during break down.
- Exhibitors should locate their spot, unload vehicle(s), move vehicle(s) to the closest parking lot and then set up booth. During festival hours, all vehicles must be in the designated parking lots and not on the street.
- Handicap parking is available at the municipal parking lot located at North & University Drive (across from the parking lot used for teen activities) and at City Hall.
- Exhibitors must supply all their own display equipment, including tables, chairs, and trash bags. **All tents must be anchored per the manufacturer's installation instructions to resist wind and/or other loads.** Put debris in bags and leave at curb for trash pickup.
- There is no electricity available for any vendors. **FOOD VENDORS ONLY** are allowed to bring a silent generator - no hook-up is available to electricity. No arts & crafts vendors may have generators. Generators must meet Code Administration regulations or they may be removed.
- The middle of each space will be marked with a reflective card showing the number of the space. Both edges of each space will be clearly marked and exhibitor must keep his display within the confines of the marks, and no further than 10' into the street.
- All exhibitors must comply with the Virginia State Tax Regulations. Forms are included for your convenience. Food vendors must also comply with the Fairfax County Health Regulations and City Fire Marshal Regulations, copies are enclosed.
- No exhibitor may display "sale" or "reduced price" signs on their merchandise during the show hours.
- All exhibitors must keep their booth open for the entire festival. **ALL EXHIBITORS MUST STOP SELLING AT 5 PM, PACK YOUR MERCHANDISE AND DISMANTLE DISPLAYS.** Vendors should have display dismantled and on the sidewalk by 6 pm so that the street cleaning does not interfere or damage your display.
- At all times there must be a lane open down the middle of the street to allow for emergency vehicles. You must not park your vehicles in any way that will block the entire street.
- Exhibitors in spaces 562-617 and 34-94, will be allowed to come back up University Drive (against the one-way south) to get to their spaces for loading at the conclusion of the festival.
- Exhibitors are not allowed to bring pets into the Festival area.
- In case of inclement weather, a decision on whether to postpone the Festival until Sunday will be made at 5:30 am on Saturday morning. Please call 703/385-7858 to see if the Fall Festival has been postponed.
- Arts & Crafts vendors cannot park in the SunTrust Bank parking lot - lot is reserved for food vendors and entertainment.

(OVER)

IMPORTANT

TO HELP MAKE THE SETUP AND EXIT PROCESS BETTER FOR ALL VENDORS, PLEASE FOLLOW THE GUIDELINES LISTED BELOW:

- Have your parking pass displayed on your dashboard.
- Know where your spot is located and the closest parking to your space.
- The entrances to the Festival are:
 - Spaces 361-420, may enter Main Street from Chain Bridge Road/Route 123 only
 - Spaces 193-255 may enter Main Street from University Drive or Chain Bridge Road/Route 123
 - Spaces 150-169 may enter Sager Avenue from East Street
 - Spaces 446-471 may enter Sager Avenue from Chain Bridge Road/Route 123
 - All other spaces must enter from University Drive at North Street
 - Food vendors with large trucks must enter:
 - Food Court #1 -Location on Sager Avenue, enter from East Street not University Drive
 - Food Court #2 -Location in parking lot on University Drive, enter from Sager Avenue via Chain Bridge Road/Route 123
- Exit from the Festival **MUST** be as follows:
 - Sager Avenue food vendors (spaces 150-169) exit out East Street
 - Sager Avenue vendors (spaces 446-471) exit out Chain Bridge Road/Rt. 123
 - Main Street vendors (spaces 361-420) exit out University Drive south or Chain Bridge Road/Route 123
 - Main Street vendors (spaces 193-255) exit out East Street
 - University Drive vendors (spaces 256-360) exit out University Drive to Chain Bridge Road/Route 123. Do not use Armstrong Street to access Chain Bridge Road/Route 123.
 - University Drive vendors spaces (472-621) & (33-149) exit out University Drive south to Chain Bridge Road/Route 123. Do not use Armstrong Street to access Chain Bridge Road/Route 123.

PLEASE NOTE: COPYRIGHT AND/OR TRADEMARK IMAGES, NAMES AND PRODUCTS MAY NOT BE SOLD UNLESS YOU HAVE WRITTEN PERMISSION "TO SELL" BY HOLDER OF COPYRIGHT OR TRADEMARK. Examples are: "Disney", "Warner Brothers", "Precious Moments", professional and college sports teams.

FAILURE TO COOPERATE WITH GUIDELINES CAN PROHIBIT VENDOR'S PARTICIPATION IN FUTURE FESTIVALS.

International Festivals & Events Association

THANK YOU FOR PARTICIPATING IN THE 2003 FALL FESTIVAL

**IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT
LESLIE HERMAN AT 703/385-7949 (email: lheman@ci.fairfax.va.us)**

or

KATHY LEWIS AT 703/293-7119 (email klewis@ci.fairfax.va.us)