

**THIS PACKET CONTAINS INFORMATION THAT YOU WILL NEED  
TO PARTICIPATE AT THE 2018 CELEBRATE FAIRFAX! FESTIVAL**

**PLEASE READ**

With the 2018 Celebrate Fairfax! Festival drawing closer, we hope that you are getting as excited as we are!

This email is your Confirmation Packet, which includes information that you **MUST HAVE** in order to participate in the festival, including your Booth Number & Load-In times.

Your Confirmation Packet details information about festival hours, load-in, setup times, parking, and additional operational information that you will need upon arrival to the festival site. We strongly advise that you forward this Confirmation Packet to everyone who is assisting you with your operation, so that they also understand what is expected of them while they are here. All confirmation materials in this email (with the exception of tickets and passes) will also be available to download from our website: <http://celebratefairfax.com/get-involved/exhibitors/>.

Attached to this email are your complimentary tickets and parking passes. These items are attached as a pdf file. You **MUST PRINT ANY/ALL TICKETS** to enter the festival gates.

Once again, welcome to the festival. We look forward to seeing you next month!

Samantha Efthimiades Exhibits Coordinator 703-324-9424 (desk) 571-585-2171 (texting/on-site number) <a href="mailto:Samantha.Efthimiades@fairfaxcounty.gov">Samantha.Efthimiades@fairfaxcounty.gov</a>	Meagan Butkus Vice President & Chief Operating Officer 703-324-5457 (desk) <a href="mailto:Meagan.Butkus@fairfaxcounty.gov">Meagan.Butkus@fairfaxcounty.gov</a>
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Celebrate Fairfax, Inc.  
12000 Government Center Pkwy  
Suite 247  
Fairfax, VA 22035  
(f) 703-222-9784

## FIND YOUR BOOTH NUMBER & MOVE-IN TIME ON THE LIST BELOW:

**Please Note:** If you are unloading materials from your car into your booth on Friday the 9<sup>th</sup>, you must adhere to your assigned move-in time. Cars must be moved off-site at the end of your allotted time. **You may move-in on Thursday, June 8, 2018 between 4pm – 7pm or by appointment.** Overnight security will be provided from Thursday at 6pm through Sunday the 11<sup>th</sup>.

To download a .pdf copy of the exhibitor booth listing, go to: <http://celebratefairfax.com/get-involved/exhibitors/> and scroll down to the bottom of the page to find all of the materials in this packet.

Organization	Booth #	Move-In Day	Move-In Time
AAA Mid-Atlantic	107	Friday, June 8th	8:00am-8:30am
ABC - WJLA	253	Friday, June 8th	8:30am-9:00am
Alex and Ani	818	Friday, June 8th	8:00am-8:30am
Allied	255	Friday, June 8th	8:00am-8:30am
Amazing Dresses Handmade	408	Friday, June 8th	8:00am-8:30am
AOPS Academy	619	Friday, June 8th	9:30am-10:00am
Apple Federal	217	Friday, June 8th	10:00am-10:30am
AT&T	202	Friday, June 8th	8:00am-8:30am
AT&T Store	407	Friday, June 8th	9:30am-10:00am
Autobahn	251	Friday, June 8th	9:00am-9:30am
Baha'i Assembly of Springfield/Burke	105	Friday, June 8th	8:30am-9:00am
Baizaar	262	Friday, June 8th	9:30am-10:00am
Banfield Pet Hospital	820	Friday, June 8th	10:00am-10:30am
Bath Planet - See Thru Windows	214 216	Friday, June 8th	8:00am-8:30am
Bath Saver	322	Friday, June 8th	10:00am-10:30am
Beldon DC/LeafGuard	325	Friday, June 8th	8:30am-9:00am
Blue Ridge Canine	815	Friday, June 8th	10:00am-10:30am
Bozzuto	924	Friday, June 8th	10:30am-11:00am
Bravo Marketing Group	402	Friday, June 8th	8:00am-8:30am
Bubly	308	Friday, June 8th	8:00am-8:30am
Camp Twin Creeks - Gaga Pit	860	Friday, June 8th	9:30am-10:00am
Cancer Can Rock	103	Friday, June 8th	9:00am-9:30am
Children's Stage	607	Friday, June 8th	9:00am-9:30am
Chiropractic & Physical Therapy Center	429	Friday, June 8th	10:00am-10:30am
Church of the Free	100	Friday, June 8th	9:30am-10:00am
Cox Business	209	Friday, June 8th	10:00am-10:30am
Cox Communications	257	Friday, June 8th	9:00am-9:30am
Creativity Unlimited	636	Friday, June 8th	10:00am-10:30am
Crest Cleaners	200	Friday, June 8th	8:30am-9:00am
Cutco	424	Friday, June 8th	9:00am-9:30am

DC United	249	Friday, June 8th	8:00am-8:30am
Dee's Nuts & Snacks, LLC	409	Friday, June 8th	10:00am-10:30am
Disc Centers of America - Fairfax	302	Friday, June 8th	8:00am-8:30am
Dominion Virginia Power & Green Power	203	Friday, June 8th	10:00am-10:30am
EJ's Meats & Treats	814	Friday, June 8th	9:00am-9:30am
Elevation Build LLC	338	Friday, June 8th	8:30am-9:00am
Emerging Artists	904	Friday, June 8th	8:00am-8:30am
Empowering Action	106	Friday, June 8th	9:30am-10:00am
Enshin Karate of Fairfax	421	Friday, June 8th	9:30am-10:00am
Epoch Times	430	Friday, June 8th	9:00am-9:30am
Epoch Times	612	Friday, June 8th	8:00am-8:30am
European Wax Center	324	Friday, June 8th	10:30am-11:00am
F.H. Furr	254	Friday, June 8th	9:30am-10:00am
Fairfax County Animal Shelter	813	Friday, June 8th	8:00am-8:30am
Fairfax County Democratic Committee	425	Friday, June 8th	10:30am-11:00am
Fairfax County Department of Transportation	852	Friday, June 8th	10:30am-11:00am
Fairfax County Health Dept.	653	Friday, June 8th	10:00am-10:30am
Fairfax County Park Authority	625	Friday, June 8th	9:30am-10:00am
Fairfax County Republican Committee	413	Friday, June 8th	9:30am-10:00am
Fairfax County Water Authority	201	Friday, June 8th	9:30am-10:00am
Fairfax History Commission	1	Friday, June 8th	10:00am-11:00am
Fairfax Public Access	247	Friday, June 8th	8:30am-9:00am
Farm Fresh Home Foods	426	Friday, June 8th	8:30am-9:00am
FCPS Libraries	628	Friday, June 8th	9:30am-10:00am
Fire & Rescue CERT	652	Friday, June 8th	8:00am-8:30am
Fire & Rescue USAR Task Force	651	Friday, June 8th	9:30am-10:00am
Fire & Rescue with 3-4 vehicles	654	Friday, June 8th	10:30am-11:00am
Flight Trampoline Park	335	Friday, June 8th	10:00am-10:30am
Focus Family Martial Arts	618	Friday, June 8th	8:30am-9:00am
For Children's Sake of Virginia	113	Friday, June 8th	9:30am-10:00am
Glory Days Grill	329	Friday, June 8th	10:00am-10:30am
Goddard School	629	Friday, June 8th	8:00am-8:30am
Golden Boot Soccer	633	Friday, June 8th	8:30am-9:00am
Goldfish Swim School	617	Friday, June 8th	10:30am-11:00am
Great American Restaurants	319	Friday, June 8th	8:30am-9:00am
Gutter Helmet	303	Friday, June 8th	10:00am-10:30am
Happy Henna Guy	333	Friday, June 8th	9:30am-10:00am
Heartland Home Foods	419	Friday, June 8th	8:30am-9:00am
Herl Bath & Tiles	258 260	Friday, June 8th	10:30am-11:00am

Home Fix	802	Friday, June 8th	8:30am-9:00am
Hudson Orthodontics	635	Friday, June 8th	8:00am-8:30am
Inova Medical Group	627	Friday, June 8th	8:30am-9:00am
Innovation Health	307	Friday, June 8th	9:30am-10:00am
JES Foundation Repair	427	Friday, June 8th	9:30am-10:00am
Jules Enchanting Gifts	339	Friday, June 8th	9:30am-10:00am
Kids Crafts & STEAMworks Tent	602	Friday, June 8th	9:30am-10:00am
Kids First Swim School	610	Friday, June 8th	8:30am-9:00am
Kidz Dentistry	613	Friday, June 8th	10:00am-10:30am
KinderCare Learning Center	609	Friday, June 8th	10:30am-11:00am
Kitchen Saver	328	Friday, June 8th	8:00am-8:30am
KPC and Co Photography	900	Friday, June 8th	8:30am-9:00am
Launch Trampoline of Herndon	414	Friday, June 8th	8:00am-8:30am
LeafFilter	263	Friday, June 8th	8:00am-8:30am
Legion Of Mary	111	Friday, June 8th	10:30am-11:00am
Leidos	250	Friday, June 8th	10:00am-10:30am
Lets' Smile Dental	603	Friday, June 8th	8:00am-8:30am
Lil' Kickers	604	Friday, June 8th	10:00am-10:30am
Lilla Rose/Hip Klips	264	Friday, June 8th	10:00am-10:30am
LipSense	312	Friday, June 8th	8:30am-9:00am
Loco Lights and Bubbles	309	Friday, June 8th	10:00am-10:30am
LuLaRoe Denese Arnold	327	Friday, June 8th	9:30am-10:00am
LuLaRoe with Kelly and Lisa	336	Friday, June 8th	9:00am-9:30am
M & K Fun	320	Friday, June 8th	9:30am-10:00am
Mad Science	620	Friday, June 8th	8:00am-8:30am
Mary Kay Cosmetics	817	Friday, June 8th	9:30am-10:00am
Metropolitan Spine Health	800 801	Friday, June 8th	10:30am-11:00am
MidAtlantic Contracting	901	Friday, June 8th	9:30am-10:00am
MLM Home Improvement	401	Friday, June 8th	9:30am-10:00am
Mother Earth Herbal Apothecary	415	Friday, June 8th	10:00am-10:30am
Natural Balance Oils	304	Friday, June 8th	9:00am-9:30am
Navy Federal Credit Union	323	Friday, June 8th	9:00am-9:30am
Nectar of the Vine	265	Friday, June 8th	9:00am-9:30am
Northern Virginia Community College	102	Friday, June 8th	10:00am-10:30am
Nuhome Exteriors	208	Friday, June 8th	8:00am-8:30am
OEM - Escape Room	907	Friday, June 8th	10:30am-11:00am
OneVirginia2021	109	Friday, June 8th	9:00am-9:30am
Paige's Promotions	310	Friday, June 8th	9:00am-9:30am
Paris Love	400	Friday, June 8th	8:30am-9:00am

Passanante's Home Food Service	317	Friday, June 8th	9:00am-9:30am
Paul Mitchell The School Tysons Corner	926	Friday, June 8th	9:30am-10:00am
Peace Frogs	804	Friday, June 8th	9:30am-10:00am
Peet's Coffee	207	Friday, June 8th	9:30am-10:00am
Power Home Remodeling	314	Friday, June 8th	8:00am-8:30am
Premium Spas and Billiards	256	Friday, June 8th	10:00am-10:30am
Prince William Home Improvement	908	Friday, June 8th	8:30am-9:00am
Pure Romance by Tiffany Brooks	301	Friday, June 8th	9:30am-10:00am
Rebounderz Sterling	321	Friday, June 8th	8:00am-8:30am
Red Carpet Remodeling	300	Friday, June 8th	8:30am-9:00am
Renewal by Anderson (Formerly Home Products of MD)	334	Friday, June 8th	8:00am-8:30am
Republic Services	630	Friday, June 8th	10:00am-10:30am
Reston Limousine	332	Friday, June 8th	8:30am-9:00am
Revolism	902 903	Friday, June 8th	10:00am-10:30am
Rise Against Hunger	117	Friday, June 8th	10:30am-11:00am
Robotics Pavilion	626	Friday, June 8th	9:00am-9:30am
Sam The Balloon Man	611	Friday, June 8th	9:30am-10:00am
Secret Springs Studio	909	Friday, June 8th	8:00am-8:30am
Shadowland Adventures	440	Friday, June 8th	8:00am-8:30am
Sheriff's Office + 3 Vehicles	655	Friday, June 8th	9:30am-10:00am
SOCO Swings	305	Friday, June 8th	10:30am-11:00am
Soldier Solutions LLC	428	Friday, June 8th	8:00am-8:30am
Southern Management Corporation	404 405	Friday, June 8th	9:00am-9:30am
Sportrock Climbing Center	261	Friday, June 8th	8:30am-9:00am
Stiilz.com	416	Friday, June 8th	9:00am-9:30am
Stohlman	252	Friday, June 8th	10:30am-11:00am
Studio One Screen Printing	330 331	Friday, June 8th	9:00am-9:30am
Tampa Bay Artwear	266 267	Friday, June 8th	10:30am-11:00am
Taste of Virginia Wine Bar	912	Friday, June 8th	9:00am-9:30am
The Home Doctor	306	Friday, June 8th	8:30am-9:00am
The Lasik Center (TLC)	210	Friday, June 8th	9:00am-9:30am
The National Museum of the U.S. Army at Fort Belvoir	313	Friday, June 8th	9:30am-10:00am
The Observation Deck	403	Friday, June 8th	10:30am-11:00am
Thompson Creek Windows	318	Friday, June 8th	10:30am-11:00am
Timeshare Exit	211	Friday, June 8th	10:30am-11:00am
T-Mobile	441	Friday, June 8th	8:30am-9:00am
TOGETHER Program	101	Friday, June 8th	8:00am-8:30am
TopGolf	212	Friday, June 8th	8:30am-9:00am
Train Boarding Station	601	Friday, June 8th	8:30am-9:00am

Unique Leather Designs	423	Friday, June 8th	10:00am-10:30am
VA 811	206	Friday, June 8th	8:30am-9:00am
Vacation Village Resorts	315 316	Friday, June 8th	10:00am-10:30am
VCA Southpaws	803	Friday, June 8th	8:30am-9:00am
Velofix	906	Friday, June 8th	9:00am-9:30am
Vintage Violet	634	Friday, June 8th	9:30am-10:00am
Vinyl-Lite Window Factory	410	Friday, June 8th	9:00am-9:30am
Virginia Dental Group PLLC	337	Friday, June 8th	10:30am-11:00am
Virginia International University	114	Friday, June 8th	8:00am-8:30am
Visit Fairfax	311	Friday, June 8th	10:30am-11:00am
Wash My Deck Elite Pressure Washing	340	Friday, June 8th	8:00am-8:30am
Washington Capitals	625	Friday, June 8th	8:30am-9:00am
Washington Parent	614	Friday, June 8th	9:00am-9:30am
Wegmans	621	Friday, June 8th	10:00am-10:30am
Window Nation	422	Friday, June 8th	8:00am-8:30am
Wyndham Properties	756	Friday, June 8th	9:30am-10:00am
Youth For Understanding	116	Friday, June 8th	9:00am-9:30am
ZeroG Custom Insoles	213	Friday, June 8th	9:30am-10:00am

**For a map detailing booth numbers, view our festival logistics map:**

Control + Click on map below to open a printable PDF file. Map prints best on 11 x 17 paper.



## MAPS AND DIRECTIONS:

Celebrate Fairfax! Festival is located at the Fairfax County Government Center, 12000 Government Center Parkway, Fairfax, 22035. Parking is easy at nearby parking lots and Celebrate Fairfax! operates a FREE shuttle service.

### Shuttle Bus Hours:

Fri 4:30pm - 12:30am

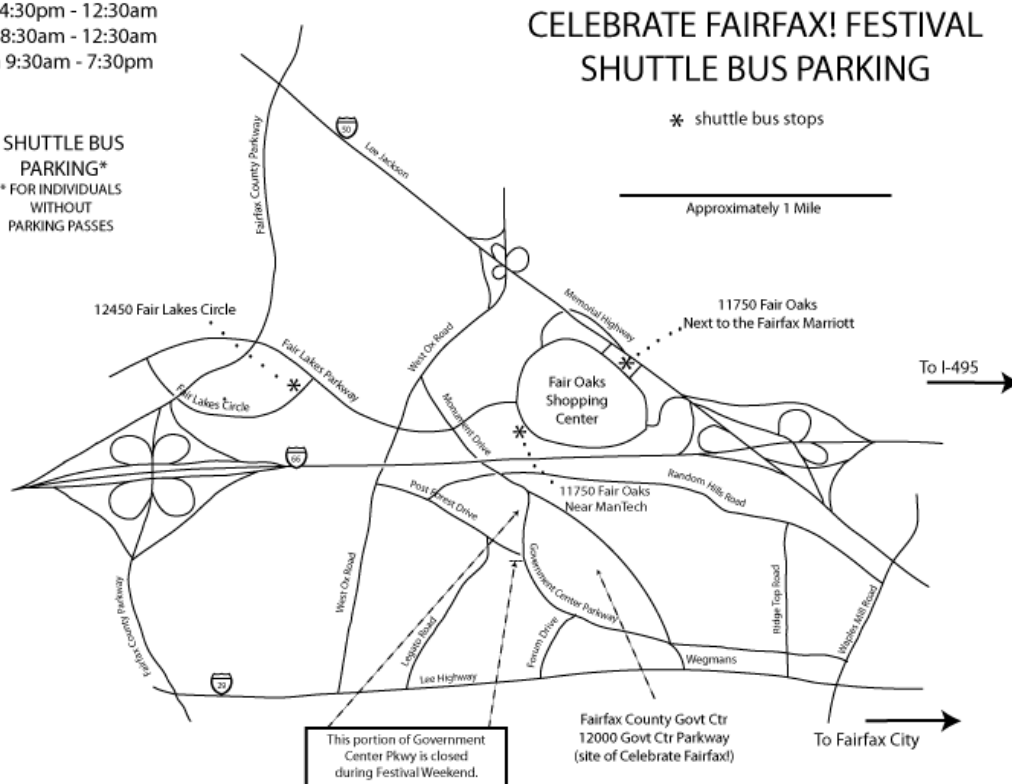
Sat 8:30am - 12:30am

Sun 9:30am - 7:30pm

### SHUTTLE BUS

PARKING\*

\* FOR INDIVIDUALS  
WITHOUT  
PARKING PASSES



\* Shuttle buses operate until one-half hour after the Festival closes.

There are two major remote parking areas serviced by the **FREE** shuttle bus to Celebrate Fairfax! Festival – **Fair Oaks Mall and 12450 Fair Lakes Circle**.

### Shuttle Stops

- Fair Oaks Mall: 11750 Fair Oaks – 2 stops (one near ManTech Corporation building, one near the Fairfax Marriott)
- Fair Lakes Circle: 12450 Fair Lakes Circle (Across from the shopping center with Kohl's, Dick's Sporting Goods and Whole Foods)

The following directions are designed to get you to the closest remote parking facility based on origin.

Traveling west on Route 50 **from the City of Fairfax**, enter the Fair Oaks Shopping Center parking lots and look for marked lots for Festival Parking. Both shuttle bus pick-up stops are in the auxiliary parking lots located on the outer ring road surrounding the mall (the parking lots furthest away from the stores!). One stop is located near the Fairfax Marriott and the other stop is close to the ManTech Corporation building. Both locations are well-marked.

Traveling east on Route 50 **from Chantilly**, exit right onto the Fairfax County Parkway (Rt 286). Take the very next exit to Fair Lakes Parkway. At the second stoplight from the exit turn left onto Fair Lakes Parkway, passing under the bridge and through the next stoplight. Turn right at the next stoplight onto Fair Lakes Circle and turn right at the first stoplight onto Roger Stover Drive into the parking lot for 12450 Fair Lakes Circle (across from the shopping center with Kohl's, Dicks Sporting Goods and Whole Foods).



Traveling northbound on the Fairfax County Parkway **from the Newington/Springfield/Burke area**, take the exit onto Fair Lakes Parkway and bear right onto Fair Lakes Parkway. Turn right at the first light onto Fair Lakes Circle and at the next light turn right onto Roger Stover Drive and into the first parking lot – 12450 Fair Lakes Circle (across from the shopping center with Kohl's, Dicks Sporting Goods and Whole Foods).

Traveling southbound on the Fairfax County Parkway **from the Reston area**, take the exit to Fair Lakes Parkway. At the second stoplight from the exit turn left onto Fair Lakes Parkway, passing under the bridge and through the next stoplight. Turn right at the next stoplight onto Fair Lakes Circle and turn right at the first stoplight on Fair Lakes Circle into the parking lot for 12450 Fair Lakes Circle (across from the shopping center with Kohl's, Dicks Sporting Goods and Whole Foods).

**From I-66**, take the exit for the Fairfax County Parkway (Rt. 286) northbound. Take the exit onto Fair Lakes Parkway and bear right onto Fair Lakes Parkway. Turn right at the first light onto Fair Lakes Circle and at the next light turn right onto Roger Stover Drive and into the first parking lot – 12450 Fair Lakes Circle (across from the shopping center with Kohl's, Dicks Sporting Goods and Whole Foods).

**From I-95**, take the Capital Beltway to I-66 West. Proceed on I-66 to the Route 50 West exit. Proceed on Route 50 west to West Ox Road - South. Proceed south on West Ox Road to intersection of Fair Lakes Parkway and turn left at the stoplight onto Fair Lakes Parkway. At the second stoplight, turn left onto Fair Lakes Circle. At the first stoplight on Fair Lakes Circle, turn right onto Roger Stover Drive and into the parking lot for 12450 Fair Lakes Circle (across from the shopping center with Kohl's, Dick's Sporting Goods and Whole Foods).

**On-Site Map:** Control + Click on map below to enlarge the file.

**FIREWORKS SHOW**  
PRESENTED BY leidos  
JUNE 8<sup>TH</sup> FRIDAY 9:30PM  
JUNE 9<sup>TH</sup> SATURDAY 9:30PM

**FESTIVAL LEGEND**

- Recycling
- First Aid
- Information
- VIP Areas
- Beer & Wine
- Water
- Restrooms with Handicap Access
- ATMs
- Silent Disco
- Rock Wall (Fri & Sat)
- Volunteer/Special Guest Check-In
- Volunteer/Special Guest Hospitality
- Great American Wheel
- Lost Parents
- Inova Family Care Center
- STEAM Works
- LOVE Artwork
- Gaga Pit

..... **SUNDAY BREW**  
12PM - 6PM

**FESTIVAL HOURS**

JUNE 8 <sup>TH</sup> FRIDAY 6PM - 12AM	JUNE 9 <sup>TH</sup> SATURDAY 10AM - 12AM	JUNE 10 <sup>TH</sup> SUNDAY 11AM - 7PM
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INOVA Children's Hospital Avenue  
and DockDogs to close at 8:30PM Fri & Sat.

CELEBRATE FAIRFAX! FESTIVAL – JUNE 8-10, 2018

Summer Starts Here!

**EXHIBITOR CONFIRMATION PACKET**

**LOCATION OF FESTIVAL:** The grounds of the Fairfax County Government Center

**FESTIVAL HOURS –** These are the hours that the festival site is open to the public. The carnival closes at Midnight and most stages are done with performances by 11:00pm.

Friday	6:00 pm – 12:00 am
Saturday	10:00 am – 12:00 am
Sunday	11:00 am – 7:00 pm

**COMMERCIAL EXHIBITOR and VENDOR HOURS –** These are the minimum hours exhibitors on Main Street, Crosswalk, Community Showcase, Special Exhibits, The Hub and Yellow Gate Drive are expected to be open. Vendors may choose to stay open later if they like on Friday and Saturday.

Friday	6:00 pm – 10:00 pm
Saturday	10:00 am – 10:00 pm
Sunday	11:00 am – 7:00 pm

**CHILDREN’S AVENUE, and DOCKDOGS –** Except as approved by CFI's Vice President & Managing Director, hours of operation are:

Friday	6:00 pm – 8:30 pm (dark)
Saturday	10:00 am – 8:30 pm (dark)
Sunday	11:00 am – 7:00 pm

**SCHEDULE FOR EXHIBIT SET-UP**

Thursday, June 7 4:00 pm – 7:00 pm

***No prior notice is required to CFI if you will load-in during this time!***

Friday, June 8 7:30 am – 11:30 am

Please Note: For those exhibitors waiting until Friday to load-in, you have been assigned a one-hour period for load-in. Your load-in time is listed on the “Exhibitors” attachment to this email along with your booth location and number. Please notify Samantha Efthimiades should you need to adjust your time at [Samantha.Efthimiades@fairfaxcounty.gov](mailto:Samantha.Efthimiades@fairfaxcounty.gov) or 571-585-2171 (texts with business name). Not all times will have availability.

Friday, June 8 2:00 pm – 4:00 pm LATE SET-UP

**No exhibitors may set-up after 11:30am without prior approval.** If your exhibit does not require you to have your vehicle parked near your space, you may access underground

parking after 3:00pm and bring your materials directly to your space. You must supply your own hand truck as necessary. Vehicles must be off site by 3:30pm. ANY EXHIBIT NOT SET-UP BY 5 PM is considered to be a “no-show” and may be revoked by CFI without refund at CFI’s discretion.

## **LOGISTICS FOR EXHIBIT SET-UP**

Exhibitors may load-in at anytime during the Thursday period. If loading in Friday, you must adhere to the indicated time in your email. The time shown is for unloading of materials and equipment **only**. Due to limited parking access, at the end of your assigned set-up period, you **MUST** move your vehicle off-site to the front parking lot of the Pennino building across from the Government Center (directions provided at set-up), show your parking pass to the security guard to access that parking lot. A Fastran shuttle bus is available to bring you back on to site or you can walk across the street at the stoplight. After 3:00pm, you **MUST** move/park your vehicle in on-site underground parking (with your vehicle pass). If you choose to leave the site and return after 3:00pm, please secure your booth items accordingly.

**NOTE: Personal vehicles will be permitted to park adjacent to your booth locations on Saturday (until 9:00am) and Sunday (from 9:00am-10:00am) mornings for restocking purposes. You may also use your hand truck to cart items from underground parking. Please note that we do have a 5K race taking place Sunday morning at 8am, so no cars will be allowed to drive on-site until after 9am.**

\*\* Unfortunately, we will not have extra sidewalls on-site available for rental.\*\*

## **PERMIT PARKING AT THE FESTIVAL**

Exhibitors will receive **two Exhibitor Parking Passes** by email that are barcoded. Each pass is good for one vehicle. You must present your pass to the gate attendant at the Green Gate in order to gain vehicular access to the event site to be scanned. You will need to have your pass scanned when you leave the site as well in order to regain access to the site. PLEASE NOTE: Each pass has its own barcode and can only be used by one vehicle at a time. One vehicle will be allowed onsite per barcoded pass.

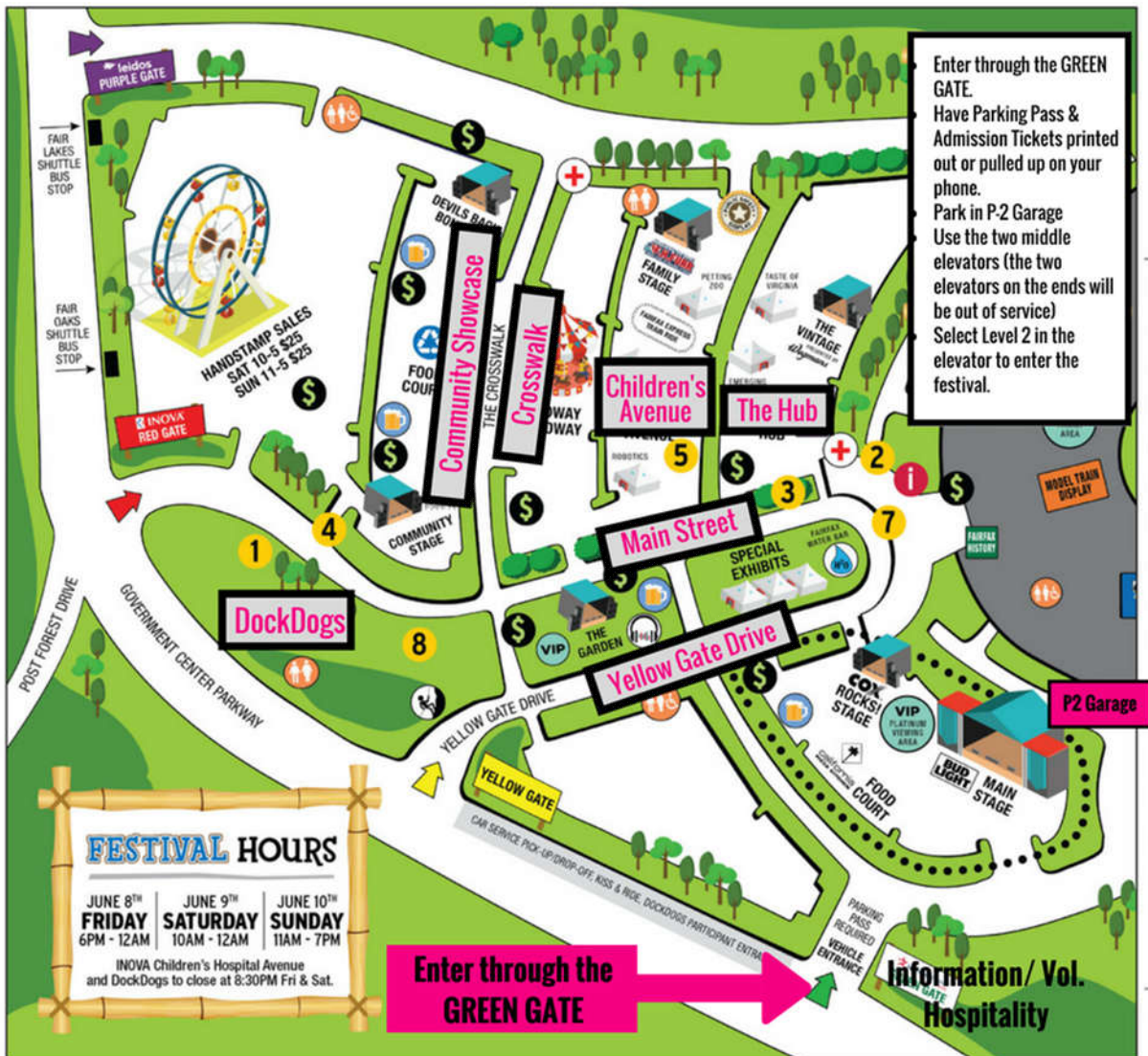
All individuals in the vehicle must have tickets to enter, either provided/purchased in advance or purchased at the gate (\$15 each).

Parking passes allow access into the parking garage under the Government Center (P-2) on **Friday after 3:00pm, and from 7:00am until one hour after closing on Saturday and Sunday**. Once your pass has been scanned at the Green Gate entrance, place your pass on your dashboard for easy visibility on-site. It is recommended that the passes be given to the staff on the first shift for your exhibit and to the last shift staff working your exhibit during the weekend if they will be bringing or removing supplies and/or merchandise. Please adhere to the following parking procedures:

**Friday prior to 3:00pm** – After unloading, please move your vehicle to the front parking lot at the Pennino

Building across the street from the Government Center. Show your pass to the security guard to access parking in that lot. You may also park on the upper levels of the parking garages across the street (behind the other County buildings – Herrity or Pennino). Exhibitors will be permitted to move their vehicles to on-site underground parking after 3PM as space permits. NOTE: Vehicles left in fire lanes for longer than your allotted set-up time may be towed at owner expense. The Government Center is still open for regular business on Friday until 4:30pm so all roads must have an open lane for traffic. Do not block traffic.

**Friday after 3:00pm and all day on Saturday and Sunday** – Enter through Green Gate (vehicular entrance) and follow signs to exhibitor parking on P-2 level. Spaces are available on a limited basis until 4:30pm on Friday. The Festival may be accessed by going to the second floor on the elevator from underground parking. Please note that only the two center elevator lobbies will be accessible without county ID. **Admission tickets (included in the email with the parking passes) will be taken at the Green Gate for all person(s) riding in your vehicle.** Additional tickets are available online at a discounted rate but may also be purchased upon entrance at the Green Gate (\$15 each for adults, \$5 each for children 3-12 years of age).



## **PARKING WITHOUT A PERMIT**

Parking without a permit is available across the street from the Festival site in the County's parking garages early in the day (these lots fill up rapidly on Saturday and Sunday). Free shuttle bus services are also available to the public on Friday evening and all day Saturday and Sunday, at marked lots on Fair Lakes Circle and from Fair Oaks Shopping Center. Please see the enclosed Area Map for specific pick-up location(s) and landmarks.

PLEASE NOTE: Due to on-site security measures, any unattended vehicle (parked legally or not) that does not have a visible Celebrate Fairfax! Festival issued parking permit may be towed at owner expense.

## **SHUTTLE BUS**

There are two shuttle bus routes: 1) the Fair Lakes shuttle bus will stop at the PURPLE Gate and transport passengers directly to the off-site Fair Lakes parking lot on Fair Lakes Circle; 2) the Fair Oaks shuttle bus will be routed around Fair Oaks Shopping Center (Fair Oaks Mall) to the RED Gate and back again to the Fair Oaks parking lots. The shuttle bus schedule is as follows:

	<u>Fair Lakes Circle (Marked Lots)</u>	<u>Fair Oaks Shopping Center</u>
Friday	4:30 pm – 12:30 am	4:30 pm – 12:30 am
Saturday	8:30 am – 12:30 am	8:30 am – 12:30 am
Sunday	9:30 am – 7:30 pm	9:30 am – 7:30 pm

If one of your staff without a Festival issued parking pass needs to be on site before 9:30am Saturday or Sunday, he/she may park in the County's parking garages across from the Festival Site. Parking may also be available in those locations after 9:30am on a first-come, first-serve basis.

## **EXHIBITOR ADMISSION TICKETS**

Just like the parking passes, exhibitor admission tickets are also being supplied to you electronically, each with its own bar code which will be scanned upon event entry and is good for one entry only. You must print them and bring them with you. **NO** additional complimentary exhibitor tickets will be available. Additional tickets may be purchased at a discounted rate at [www.celebratefairfax.com](http://www.celebratefairfax.com) or purchased onsite during the Festival at the regular price. If you fail to bring your exhibitor admission tickets with you on-site at any time during the Festival, you will be charged a \$5 re-print fee per ticket order.

## **BALLOONS / HELIUM TANKS / STICKERS / FACE-PAINTING**

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 and the backing is left on the ground polluting our community. No face-painting or balloon twisting will be permitted as some exhibitors who have been pre-approved to provide the above services.

## **SECURITY & SECURITY CHECKS**

The Festival will provide a 24-hour security patrol, beginning Thursday, June 7<sup>th</sup> at 6:00pm. 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.
- Utilize sidewalls to close your booth space. Sidewalls must have been purchased separately prior to May 24. You are responsible for putting up and closing your sidewalls at the end of each night. Unless you have received prior approval from CFI, all sidewalls must be taken down the following day at opening.
- If you did not purchase sidewalls and need to store delicate materials overnight, we will have a box truck available for overnight storage located in Beverage and Ice Operations area near the back of the KidWay MidWay.
- Secure all valuables when leaving booth.

Our organization has instituted safety and security procedures that include but are not limited to:

- 1) Vehicle checks at the admission gates, including the possibility of requiring truck and other large vehicle drivers to open their cargo areas for visual inspection
- 2) Visual checks of personal bags and non-clear containers at our pedestrian entrances
- 3) Staff monitoring of “behind the scenes” locations, including the areas in and around the Food Courts, rides, stages, and other areas as well
- 4) The reinforcement of our neighborhood watch program, which provides contact information for all exhibitors and vendors to call should something seem out of place or otherwise suspicious.

It is possible that you may have minimal delays in accessing the site and we appreciate your cooperation with these procedures. Thank you!

## **NEIGHBORHOOD WATCH**

It is everyone’s responsibility to maintain a safe and secure environment for the Festival attendees, exhibitors, vendors and other visitors. Please keep watch of your general area for unsafe or suspicious behavior, hazardous impediments to pedestrian traffic or any other condition that you perceive to create a risk to festival visitors. If you or a neighbor has empty boxes after restocking, please dispose of them properly.

## **FEES/TAXES**

All vendors are expected to collect, report, and remit any applicable state (Virginia) and local retail sales tax. For your convenience, a state and local sales tax form will be available upon request in the Festival Office. 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! The event is rain or shine. Bring provisions to protect your exhibit against all weather conditions. If you have items that can be damaged by rain, bring tarp or plastic bins with lids for storage while not in use. Rain gear, sunscreen, sunglasses and bottled water are all suggested supplies for

exhibitors. Many of these items are available on-site from other festival vendors if needed.

## **NO STAKING INTO THE GROUND**

As a sprinkler system and water lines have been installed in the grassy areas of the Government Center property, nothing can be staked into the ground. 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.

## **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, June 4, 2018. If changes are made after that date, exhibitors will incur a 20% surcharge for any additional rentals (electricity, etc...), if available. Outside generators (unless already arranged with COO) will not be permitted for use by exhibitors as noise levels and fumes may detract from the effectiveness of neighboring exhibitors' booths. All outside generators must also have corresponding electrical permits for inspection by the fire marshal.

## **CANCELLATIONS & EXCLUSIONS**

Per the Terms and Conditions that everyone has initialed, once an exhibitor or vendor has been accepted, payment of fees is **non-refundable**. Exhibitors are permitted to distribute and/or sell their products without limit. However, sales must be confined to the exhibitor booth and all items to be sold must be listed on the exhibitor application and be approved by Celebrate Fairfax, Inc. (CFI). Exhibitors may NOT sell or giveaway bottled water or any other food or beverage item from their exhibit space. Exhibitors that have been granted food and beverage sampling rights must submit for and follow the appropriate Fairfax County Health Department permit requirements.

## **EXTRA RENTALS**

If additional rentals (tables, chairs, flooring, lighting, etc...) are needed, you must request them from the CFI office no later than May 30, 2018. The Festival will order the additional equipment for you and you will be required to provide credit card information for payment at the time of order placement. If changes are made after that time, exhibitors will incur a 20% surcharge for any additional rentals. Additional rentals requested will be provided based on limited availability.

## **CAMPING**

Camping is available (with a charge) at Burke Lake Park, Bull Run Regional Park, and at Lake Fairfax. For more information call (703)323-6601 at Burke Lake, (703)352-5900 at Bull Run, or (703)471-5414 at Lake Fairfax. Vendors and exhibitors are not permitted to stay on the Festival site overnight.

## **EXHIBITORS:**

- 1) Are prohibited from using sound amplification without prior written approval from the CFI's COO.
- 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 approval from the CFI's COO (only in extreme cases will requests even be considered).

- 3) 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 ounces). 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 and if written approval was not granted in advance by the CFI's COO.
- 4) Under NO circumstances may the asphalt be damaged - no metal objects, fencing, etc.
- 5) Are prohibited from sub-letting the booth or any equipment provided by the Festival.
- 6) Must not allow exhibits 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's COO in advance of the Festival.
- 7) 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!**
- 8) Must remain open during all open exhibition times, unless previously approved by the Festival, and be manned at all times during hours of operation. Exhibitors in canopies or Special Exhibits areas (spaces 200-350) may remain open later than 10:00pm on Friday and Saturday if desired.
- 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 June 2, 2018.** 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, may be issued a warning and removed from the Festival if indicated violation continues.*

**Please remember that all exhibits must be installed and ready to operate one hour prior to each day's opening and all vehicles off the event site. Vehicles parked in no-parking zones may be towed at owner's expense.**

### **ADDITIONAL INFORMATION**

Please check the Celebrate Fairfax! Festival 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.CelebrateFairfax.com](http://www.CelebrateFairfax.com). You may contact our office at (703) 324-3247 as well.

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



On-site contact information:

**Samantha Efthimiades**

Exhibits Coordinator

(703)-324-5392 desk

571-585-2171 (texting/on-site number)

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**Meagan Butkus**

Festival Director / VP & COO

[Meagan.Butkus@fairfaxcounty.gov](mailto:Meagan.Butkus@fairfaxcounty.gov)