



Herndon Parks and Recreation Department
P.O. Box 427
Herndon, VA 20172-0427
phone: 703-787-7300
fax: 703-318-8652
www.herndonfestival.net

May 23, 2013

Dear Sterling Park Amateur Radio Club:

The annual Herndon Festival is almost upon us. We hope you are excited and prepared for an outstanding Festival! The following information is in regard to your volunteer duties, directions, and parking, plus procedures for set up and breakdown for your exhibit:

VOLUNTEER RESPONSIBILITIES

5K/10K Race – Sunday, June 2 at 6:15AM

BOOTH SET-UP INFORMATION

Your booth must be ready for operation by 10AM Saturday. You will be allowed to leave your area set-up overnight, however security will not be provided. The Town and Festival organizers will not be held responsible if anything happens to your supplies or equipment. Please review the set-up times as follows:

ITEM: Demonstration

DAY: Saturday

BOOTH LOCATION: James Lot at Station Street (same location as 2012)

You will only be able to drive in the festival area at the designated time: Saturday, 7-8AM. Please arrive on time and realize if you come after the above times you will need to walk your items in.

You will need to enter the Festival area at the intersection of Station and Elden St. Once you unload, please move your vehicle and park. Please WAIT to set-up your display until you get back from parking your vehicle. The craft show, business expo and all the food vendors are all setting up at the same time. You have plenty of time to set-up after unloading.

PARKING

PARKING AREA: Lot H, Center Street at Elden Street

Please display the enclosed permit on the driver's side of the dashboard of the vehicle you are using to carry supplies. Please make this permit very visible. This pass will gain you access into the Festival area. Only one parking pass will be given per group. If other cars and people are

Executive Committee Members:

Mr. Bill Jonas ★ Mr. Arno Randall ★ Mrs. Ann Rust ★ Mr. Jason Trust ★ Mr. Les Zidel

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coming to help you, they will need to find parking other than the vendor lots. We recommend utilizing the shuttle bus lots at Worldgate Centre or Herndon High School. Encourage them to allow ample time to ride the bus.

To get to Lot I head out Station St, turn left on Center St., turn right on Vine St. then right onto Grace St.

BREAK DOWN

The Festival will continue until 11 p.m. on Saturday, and therefore you will need to breakdown your booth and walk items to the nearest exit, where you may pull your vehicle for pick-up. We may be able to get your vehicle to your intersection pending on crowd.

Your full cooperation will be appreciated in following the above instructions so that we can be assured of a successful event. If you have any questions or if you need special set-up arrangements, please call 703-501-5066. Remember, this event is held **RAIN OR SHINE!**

We greatly appreciate your willingness to participate in this event and look forward to seeing you at the Festival!

Sincerely,

John Mosesso

John A. Mosesso
Herndon Festival Volunteer Coordinator

PARKING

PARKING AREA: Lot B, Center Street at Edison Street

Please display the enclosed permit on the driver's side of the dashboard of the vehicle you are using to carry supplies. Please make this permit very visible. This pass will gain you access into the festival area. Only one parking pass will be given per group. If other cars and people are

