

## MEMORANDUM OF UNDERSTANDING

Virginia American Revolution 250 Commission (VA250)  
and  
Alexandria250 (“Partner”)

**Effective Date:** March 26, 2026

**Event:** *Sails on the Potomac* (“Event”)

**Date/Location:** June 12 - June 14, 2026/ Alexandria Waterfront

### 1. Purpose

The Parties will collaborate to plan, promote, and present the Event as a VA250 Signature Event and as part of the “America. Made in Virginia.” initiative. This MOU outlines the roles, responsibilities, and funding parameters associated with the Event.

### 2. Roles

#### 2.1 Partner Responsibilities

The Partner will:

- a) Serve as host site (if applicable) and lead venue and guest operations in accordance with its policies and procedures;
- b) Coordinate the Partner’s programmatic participation and on-site logistics; and
- c) Be responsible for all costs not funded by VA250, including all food, beverage, and catering expenses.

#### 2.2 VA250 Responsibilities

VA250 will:

- a) Serve as presenting partner and coordinate VA250’s participation, outreach, and promotional support; and
- b) Provide funding support as described in Section 4, subject to applicable Commonwealth of Virginia requirements and restrictions.

### 3. Budget

The estimated Event budget is \$476,000, including categories such as rentals, speaker travel and lodging, entertainment, marketing, and other production-related costs.

A detailed budget may be attached as **Exhibit A** and incorporated herein. The Parties acknowledge that VA250 funding will be applied only to approved, non-food and non-beverage expenses as outlined in this MOU.

### 4. VA250 Funding Support; Commonwealth Restrictions

#### 4.1 Funding Amount

VA250 agrees to provide funding support in the amount of \$200,000 representing approximately 42% of the total estimated Event budget.

#### 4.2 Prohibition on Food and Beverage

The Parties acknowledge that VA250 is a state entity and that VA250 funds may not be used for food, beverages, or catering under any circumstances. The Partner shall be solely responsible for such costs.

#### 4.3 Permitted Use of VA250 Funds

VA250 funds may be used only for non-food and non-beverage Event-related expenses, including:

- Rentals
- Speaker travel and lodging (excluding meals, per diem, or incidental hospitality expenses)
- Entertainment
- Marketing and promotional costs
- Other mutually agreed-upon, compliant expenses

VA250 funds may not be reallocated in a manner that directly or indirectly supports prohibited expenses.

#### 4.4 Payment

VA250 will remit payment following execution of this MOU and receipt of any required documentation, and in accordance with Commonwealth-approved procedures.

#### 4.5 Changes and Overages

Any material changes to the Event scope, budget, or use of VA250 funds must be agreed to in writing (email sufficient) by both Parties in advance.

VA250 shall not be responsible for any budget overruns or costs exceeding the agreed funding amount.

### 5. Post-Event Summary

Within sixty (60) days following the Event, the Partner will provide VA250 with:

- a) A brief written summary of Event outcomes; and
- b) A line-item accounting sufficient to demonstrate that VA250 funds were used in compliance with the permitted-use restrictions outlined in this MOU.

### 6. Name/Logo Use and Publicity

Each Party may use the other's name and logo to promote the Event, both before and after it occurs, subject to prior written approval (email sufficient) and brand guidelines. The Parties will coordinate press materials and public statements relating to the Event. Both Parties have the right to broadcast, display, and distribute any audio video recording or photographs of the Event, throughout the world, on a nonexclusive, royalty free basis, whether procured or created by the other party or a third party, and shall be named as a licensee on any contract with a third party to create the same.

### 7. Compliance; Liability; No Waiver

Each Party will comply with applicable laws and internal policies. Each Party is responsible for its own acts and omissions. Nothing in this MOU waives any immunities or defenses available to VA250, the Commonwealth of Virginia, or the Partner. Notwithstanding the foregoing, VA250 shall be named as an additional insured on the Partner's commercial general liability policy for any third party claims arising from the Event caused in whole or in part by the acts or omissions of VA250, and a certificate of insurance shall be provided to VA250 naming it as an additional insured.

### 8. Entire Understanding; Amendments

This MOU reflects the Parties' good-faith understanding regarding the Event and may be amended only in a writing signed by both Parties.

**Signatures**

**Virginia American Revolution 250 Commission (VA250)**

By: Jessica W. Kilgo

Name/Title: Jessica W. Kilgo, CFO

Date: 4/22/24

**Alexandria250**

By: JF PARAJON

Name/Title: JF PARAJON

Date: 3.31.26

David Levin

Assistant City Attorney  
Approved as to Form

<b>Sails on the Potomac</b>	
<i>June 12-14, 2026</i>	<b>Budget</b>
<b>Expenses</b>	<b>\$ 476,000</b>
<b>Tall Ship Appearance Fees</b>	<b>\$ 71,000</b>
<i>Gazela</i>	<i>\$ 25,000</i>
<i>Kalmar Nyckel</i>	<i>\$ 30,000</i>
<i>Sultana</i>	<i>\$ 10,000</i>
<i>Tall Ship Providence</i>	<i>\$ 6,000</i>
<b>Festival</b>	<b>\$ 275,000</b>
<b>Equipment</b>	<b>\$ 75,000</b>
<i>Tents</i>	
<i>Rental equipment</i>	
<i>Sound/Media</i>	
<i>Signage</i>	
<i>Transportation</i>	
<i>Music</i>	
<i>Toilets</i>	
<i>Cooling tent</i>	
<i>Hotel for Mobile Museum driver</i>	
<b>City Fees</b>	<b>\$ 150,000</b>
<i>4 days 24/7 Security</i>	
<i>TES fees</i>	
<i>Rec fees</i>	
<i>Marina fees</i>	
<i>Police/Sheriff</i>	
<i>EMS</i>	
<i>Parking</i>	
<b>Materials</b>	<b>\$ 20,000</b>
<i>Passports</i>	
<i>Photography</i>	
<i>Booth activities</i>	
<i>Volunteer/Staff shirts</i>	
<b>Staff</b>	<b>\$ 30,000</b>
<i>Booth Contractors</i>	
<i>OHA Seasonals</i>	
<b>Fireworks</b>	<b>\$ 50,000</b>
<b>Events</b>	<b>\$ 55,000</b>

<i>January 26 Kick Off</i>	\$	5,000
<i>Thursday Kick Off ODBC</i>	\$	10,000
<i>Crew Party</i>	\$	10,000
<i>Friday Night Ship Reception</i>	\$	10,000
<i>Saturday Fireworks Reception</i>	\$	10,000
<i>Sunday ticketed Reception</i>	\$	10,000
<b>Marketing</b>	<b>\$</b>	<b>25,000</b>

**RESOLUTION NO. 3162**

**RESOLUTION OF THE CITY OF ALEXANDRIA TO PARTICIPATE IN THE VIRGINIA250 COMMEMORATION**

**WHEREAS**, the City of Alexandria, Virginia was established in 1749 and today is a thriving community and celebrates its diverse history; and

**WHEREAS**, the City of Alexandria played a critical role in the nation's quest for independence, from the Fairfax Resolves to George Washington's route to Yorktown;

**WHEREAS**, the City of Alexandria is dedicated to the furtherance of economic development and tourism in the City, region, and throughout the Commonwealth; and

**WHEREAS**, the Virginia America 250 Commission (VA250) was created in 2020 by the Virginia General Assembly for the purpose of preparing for and commemorating the 250th anniversary of Virginia's participation in American independence; and

**WHEREAS**, VA250 has requested that each locality form a committee to aid in planning for the commemoration period envisioned as 2024 through 2031; and

**WHEREAS**, the City of Alexandria will form a local VA250 committee to be recognized as Alexandria250 under the auspices of the Office of Historic Alexandria in collaboration with City agencies including Visit Alexandria, Recreation Parks and Cultural Activities, Alexandria City Public Schools, and the Alexandria Library, as well as local museums, historical organizations, and community partners; and

**WHEREAS**, the Alexandria committee will plan and coordinate programs and initiatives occurring within the City of Alexandria and communicate regularly with VA250 to promote and commemorate the Semiquincentennial of the nation;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Alexandria, Virginia, that it hereby resolves to support the Virginia America 250 Commission and their efforts to commemorate the 250th anniversary of Virginia's participation in American independence as "Alexandria250".

This resolution is effective immediately upon its adoption by the City Council.

ADOPTED: May 23, 2023

  
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JUSTIN WILSON                      MAYOR

ATTEST:

  
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Gloria Sitton, CMC                      City Clerk