

2018 Spring Garden Festival - SPACE RESERVATION FORM
(Please print or type all information) March 24 & 25, 2018
THIS APPLICATION MUST BE COMPLETED, IN FULL, WITH PAYMENT
IN ORDER TO BE ACCEPTED AND PROCESSED (no exceptions!)
Application deadline: Must be received with payment by March 9th

Individual, Organization, or Business Name: _____

Name of contact person: _____ **Phone:** _____

Address for correspondence: _____

City, State & Zip Code: _____ **E-mail Address:** _____

Circle ONE category that best describes your booth request:

Arts & Crafts Nursery Garden Related Supplies Food Information*

*A donation is appreciated for Information booths to support Kanapaha Botanical Gardens.

Cost: APPLICATIONS RECEIVED AFTER MARCH 1st ARE SUBJECT TO LATE FEE OF \$25.00

() Food Booth 15' x 15' @ \$187.00 (includes tax) \$ _____

() Standard Booth 15' x 15' @ \$160.00 (includes tax) \$ _____

() Electrical hookup 20 amps each @\$20.00 \$ _____

() Donation \$ _____

() LATE FEE, applicable if application is received after March 1st @ \$25.00 \$ _____

Indicate Number & Size for Festival T-shirts:

Mark size & number: Small ____ Med. ____ Lrg. ____ XL ____ shirts @ \$12.00 each \$ _____

All taxes are included. TOTAL (Must include payment for consideration) \$ _____

MAKE CHECK PAYABLE TO: Kanapaha Botanical Gardens
MAIL APPLICATION & CHECK TO: Kanapaha Botanical Gardens, Spring Garden Festival,
4700 S.W. 58th Drive, Gainesville, FL 32608

Proceeds from booth rentals go to the Spring Garden Festival Committee (SGFC) Sponsors: Gainesville Garden Club, Inc. (GGC), Florida Nurserymen, Growers and Landscapers Association (FNGLA), and Kanapaha Botanical Gardens (KBG).

Vendor's State Sales Tax Number: _____ *(required)*

Please Note: Each standard booth rental guarantees you a 15' x 15' space. If you require additional space beyond these limits, it will be necessary to reserve additional booth spaces. Please detail any special needs and booth area requests:

_____ *(required)*.

We will try to be as accommodating as possible, but cannot guarantee all requests.

Please describe below what you will be displaying and/or selling *(required)* - please include your website information:

Please Note: Please do not sell plants identified as Category 1 Invasive Species as listed in the regional distribution of North and Central Florida as noted by the Florida Exotic Pest Plant Council (<http://fleppc.org/list/list.htm>). Sellers of plants are responsible for having a current Nursery Inspection Certificate. Sellers of food are responsible for having a food license. All sellers are responsible for collecting and paying to the government sales tax on products sold.

As representative of our business and/or organization I have read and understand the rules and regulations for the Spring Garden Festival and agree to abide by them. I recognize that failure to abide by them may result in exclusion from future festivals. I understand that all confirmations of rental space are final and no refunds will be available upon cancellation. Our organization and/or business agrees not to hold the SGFC, KBG, the FNGLA, nor the GGC, liable for damage or loss of materials.

Signed: _____ Date: _____

SPRING GARDEN FESTIVAL 2018
RULES & STANDARDS FOR ALL VENDORS & CONCESSIONAIRES

DATES & HOURS - Saturday, March 24, 2018 9:00 a.m. - 5:00 p.m.

Sunday, March 25, 2018 9:00 a.m. – 5:00 p.m.

BOOTH RENTAL

Payment will be \$160.00, which includes tax. Full payment is required to reserve a space. Food booth fees will be \$187.00 plus electric, if needed, which includes tax.

REFUNDS

All confirmations of rental spaces are final; **THERE WILL BE NO REFUNDS OF FEES.** The event will proceed rain or shine.

PRICES

It is suggested that plant material be priced no lower than 10% below average retail value.

**SALES TAX
SETUP**

Vendors are responsible for collecting and paying the Florida Sales tax.

Booth assignments, a map, and additional information will be e-mailed prior to the Festival. Setup will take place Thursday from 10am-5pm, Friday from 9am-5pm, and Saturday from 7am-8:30am. **Extremely large delivery or recreational vehicles may have difficulty entering the setup area on Friday and Saturday; we encourage those vendors to set up on Thursday. No vehicles will be allowed on the grounds for Setup after 8:30am on Saturday.** If you arrive after 8:30am, you will not be permitted on the Festival grounds to setup, please plan accordingly! We will try to make accommodations, but the start of Festival can make this difficult with patron parking and buses entering the Festival.

DISPLAY AREAS

Booth spaces are 15' x 15' and will be marked and numbered. All set up and tear down are the responsibility of the vendor. Please protect the Gardens. Tarp or shade material may be erected. Vendors should consult with Garden employees before digging postholes to ensure that no underground irrigation or electrical lines are in the area. Vendors are asked to leave the site as they found it. Please fill holes before you leave the Festival. Mulch or wood chips must be placed on ground cloth, not directly on the turf. Keep the area clean and do not post materials on the trees or in any way harm the vegetation. Kanapaha Botanical Gardens will be happy to accept plants, mulch, sod or garden supplies that Vendors wish to leave behind. Please inform Alexis Caffrey or a representative of Kanapaha Botanical Gardens that you are doing so.

RESTOCKING

Hours for restocking are Saturday: 7-8:30am and 5-6pm; Sunday: 7-8:30am. Only hand carried restocking may be done during the Festival.

Vendors are encouraged to bring their own carts.

VEHICLES

Special parking for Vendors is provided. **Only one (1) parking pass will be provided per vendor.** No vehicles will be allowed in the display area for any reason during the Festival.

PETS

NO PETS (except licensed guide dogs) will be allowed on the grounds during the Festival. No overnight pets are permitted!

RECYCLING

ALL vendors, please see detailed recycling policies on the back side of these Rules & Standards.

POWER

Electricity will be available for **\$20.00 per 20 amps/110V service.** Power is limited to 20 amps per applicant.

WATER

Hose bibs will be available, but you are encouraged to **bring your own watering cans, hoses, or backpack sprayers.**

SECURITY

A security guard will be on patrol Friday and Saturday nights; however, it is advisable **not to leave** extremely valuable items in your booth overnight.

TEAR DOWN

Do not start tearing down or moving vehicles into the display area before 5pm on Sunday.

CLEAN UP

Any vendor who leaves excessive amounts of waste that has not been separated for recycling will be assessed a \$25.00 clean up fee. Failure to pay the fee will eliminate you from participating in future events.

As the Spring Garden Festival has grown each year, we in turn have learned and grown through our experiences in each successive event. We again will be working hard to reduce the environmental impact of the Spring Garden Festival by working to reduce waste.

Please read the following guidelines and policies that vendors are asked to adhere to for the upcoming Spring Garden Festival.

ALL VENDORS

All recyclable glass, plastic and metal should be placed in containers provided. All vendors are required to break down cardboard boxes and stack them in the rear of their booth space where they will be picked up each evening. **No other materials, garbage or COOKING OILS are to be left; they should be taken with you when you depart.**

Prior to tear down, non-recyclable materials should be placed in bag-lined garbage cans for easy pick up. Please do not put boards, other large items or anything that can puncture the liner in the trash cans. Large items that don't comfortably fit into the trash cans should be taken with you.

Vendors are asked to look for innovative ways to reduce their packaging and disposable items and use disposable items as much as possible.

FOOD VENDORS

We ask all food vendors to use paper products where practical. Stirrers, styrofoam or plastic cups, bowls or plastic utensils cannot be used if recyclable substitutes are commercially available. Eliminating plastic from the waste stream reduces the amount transported to a landfill from 20 cubic yards to one cubic yard.

Vendors found in violation of the above policy may be asked to refrain from further sales until they are in compliance and may not be invited back.

All food vendors are encouraged to ask their clients to use the containers for recycling glass, aluminum and plastic provided throughout the gardens. Cans, etc. used in food preparation should be rinsed out and separated for recycling.

As a result of your cooperation the Spring Garden Festival has been recognized with a Waste Reduction Award from the Alachua County Commissioners and a special recognition award from the Solid Waste Association of America.

We thank you for following these guidelines and policies when preparing for this year's event.

Spring Garden Festival Environmental Committee