

**Open House Fall Plant Show & Orchid Show**  
at Kanapaha Botanical Gardens

**Overview:** Each October, Kanapaha Botanical Gardens holds an Open House & Fall Plant Sale, inviting visitors to see the facility **ADMISSION FREE**. Kanapaha Botanical Gardens formally opened to the public in October 1987 and the open house is a means of celebrating our 'birthday.' Free admission insures a very robust attendance.

**When:** Saturday, October 21 (9 - 5) & 22 (9 - 5), 2017. Set-up will be Friday, October 20 from 10 a.m. until 5:00 p.m. and Saturday and Sunday mornings from 8 until 8:45 a.m. All vehicles must be removed by 8:45 a.m. each day.

**Application Deadline:** Application and rental fee must be received by October 10, 2017

**Space Rental:** Plant, food and garden accessories vendors are invited to rent one or more 15 x 15 foot spaces for \$100 each. **If you are a food vendor (or any vendor) with a vehicle-display larger than 15' long, you will need to buy additional booth space(s). Booth spaces are contiguous to other rented booth spaces so it is the responsibility of the vendor to show up early if they need more than 15' when initially unloading.** Water faucets will be available but it is the responsibility of vendors to bring whatever watering equipment they deem necessary. There is an additional \$15 charge for vendors requiring electricity. Take-down should occur between 5 p.m. and 7 p.m. on Sunday unless prior arrangements have been made. Plant Societies and other related educational groups (not selling items or services) are offered free display space to distribute literature and promote their offerings. Donations are appreciated. A charge will be assessed only for booths engaged in sales. We will mail back the check if your business is not accepted. All confirmations of rental space are final. No refunds of fees will be available. The event will proceed rain or shine. It is the vendor's responsibility to collect and pay sales tax on items sold.

**Become a sponsor:** If you would like to become a listed sponsor of this event on our website, applicants can do so for an additional \$100. Any support is appreciated!

*Note: Orchids can be sold only by vendors who are participants in the Gainesville Orchid Society's show and who register separately through them. For more information, contact Georgia Shemitz (email: plbgs2@windstream.net)*

To reserve a display space for this event, please complete and return the form below:

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I enclose \$ \_\_\_\_\_ in payment for \_\_\_\_\_ space(s) \_\_\_\_\_ sponsor (y/n) \_\_\_\_\_ donation \_\_\_\_\_ electricity (y/n)

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Business Name: \_\_\_\_\_ email \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip Phone

Sales tax number \_\_\_\_\_ Website \_\_\_\_\_

Booth space requests\*: \_\_\_\_\_

**\*note: we try to accommodate booth assignment request, but there are many reasons why we can't guarantee your booth space request. We appreciate your understanding in this matter.**

Briefly describe what types of plants, foods or other items (or information) you will offer:

**As representative of our business and/or organization I have read and understand the rules and regulations for the Fall Plant Sale and Orchid Show 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 Kanapaha Botanical Gardens liable from any claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form to: Kanapaha Botanical Gardens , 4700 S.W. 58th Drive, Gainesville, FL 32608, 352-372-4981

## **Annual Fall Plant Sale and Orchid Show**

### **Guidelines for exhibitors**

**DATE/TIME:** Saturday, October 21 (9am-5pm) and Sunday, October 22 (9am-5pm) 2017

**SPACE RENTAL:** All confirmations of rental space are final. No refunds of fees will be available. The event will proceed rain or shine.

**SALES TAX:** Vendors are responsible for collecting and paying the 6.5% state and county sales tax.

**SET-UP:** Set up will take place Friday October 20 from 10 a.m. til 5:00 p.m. and Saturday & Sunday between 8 and 8:45 a.m. Report to the check-in point and you will be directed to your space. All vehicles must be out of the display area before 8:45 a.m.

**DISPLAY AREAS:** We can't guarantee vendors will be in the same space. Spaces are 15' x 15' and will be marked and numbered. **If you are a food vendor (or any vendor) with a vehicle-display larger than 15' long, you will need to buy additional booth space(s). Booth spaces are contiguous to other rented booth spaces so it is the responsibility of the vendor to show up early if they need more than 15' when initially unloading.** All space preparation and tear down are the responsibility of the vendor. Vendors are asked to leave the site as they found it. Mulch or wood chips must be placed on plastic sheeting, not directly on turf. Kanapaha Botanical Gardens will usually accept plants and mulch that vendors wish to leave behind as long as previous arrangements have been made. On site security will be provided Friday and Saturday nights but we do not assume responsibility for damage or theft.

**WATERING:** Hose bibs will be available but it is the responsibility of vendors to bring hoses, watering cans, and/or backpack sprayers.

**PARKING:** There will be limited vendor parking between the Herb Garden and Vinery. Remaining vendors must park vehicles in the vendor parking area of the arboretum. No one is allowed to sleep in vehicles over-night.

**TEAR-DOWN:** Tear down will begin at 5 p.m. on Sunday and must be completed by 7 p.m. unless prior arrangements have been made.

FOR FURTHER INFORMATION, CALL (352) 372-4981 EMAIL: KBOTANICAL@GMAIL.COM