

2017 Spring Garden Festival - SPACE RESERVATION FORM
(Please print or type all information) March 18 & 19, 2017
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' @ \$185.50 (includes tax) \$ _____
- () Standard Booth 15' x 15' @ \$159.00 (includes tax) \$ _____
- () Electrical hookup 20 amps each @\$20.00 \$ _____
- () Electrical hookup 30 amps each @\$50.00 – very limited supply \$ _____
- () Electrical hookup 50 amps each @\$50.00 – very limited supply \$ _____
- () Donation \$ _____
- () **LATE FEE, applicable if Application is received after March 1st @ \$25.00** \$ _____

Electrical services above 20 amps are in limited supply and must be arranged with Alexis Caffrey at Kanapaha Botanical Gardens (352) 372-4981 in advance of the Festival!

If you have requested electrical hook up list specific appliances and voltage/wattage requirements: _____
_____ *(required)*

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: Spring Garden Festival
MAIL APPLICATION & CHECK TO: 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)*

Sellers of plants and plant materials must bring a copy of their current Nursery Inspection Certificate to the Festival in the event a State Inspector visits the Festival and requests to inspect your Certificate.

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 (list enclosed).

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 2017

RULES & STANDARDS FOR ALL VENDORS & CONCESSIONAIRES

DATES & HOURS - Saturday, March 18, 2017 9:00 a.m. - 5:00 p.m.

Sunday, March 19, 2017 9:00 a.m. – 5:00 p.m. (**NOTE CHANGE IN START TIME FOR SUNDAY!**)

BOOTH RENTAL	Payment will be \$159.00, which includes tax. Full payment is required to reserve a space. Food booth fees will be \$185.50 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	Vendors are responsible for collecting and paying the Florida Sales tax.
SETUP	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. Additional electrical services have additional cost and must be arranged in advance of the Festival, with Alexis Caffrey at Kanapaha Botanical Gardens (352) 372-4981!
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.