



2018 Spring PlantFest Vendor Agreement

|| THURSDAY, May 3rd, FRIDAY, May 4th & SATURDAY, MAY 5th || RAIN OR SHINE

Applicant Information - Please fill out completely

Company Name:

Contact Name:

Phone:

Mailing Address:

City:

State:

Zip Code:

Email Address:

The Vendor Agreement, registration fee (checks made payable to Lewis Ginter Botanical Garden) and certificate of insurance are due by **April 4, 2018**. Registration is limited to vendors of plants and other garden related items. Non-refundable registration fee.

Please furnish a brief general description of the types of merchandise you plan to sell:

Vendor Responsibilities:

- I agree to donate 15% of my before-tax sales to Lewis Ginter Botanical Garden, payable at the closing of the sale.
- As a vendor I am responsible for collecting my own sales tax.
- I understand that Lewis Ginter Botanical Garden, its members and volunteers are not responsible for any accident, liabilities or problems which may occur before, during, or after PlantFest.
- I agree that any children with me will be closely supervised at all times.

Booth Fees:

Amount:

☐ 15' D x 10' W (single) space \$25

\$

☐ 15' D x 20' W (double) space \$40

\$

☐ # ____ of additional 15' D x 10' W space \$25 each

\$

Table & Chair Fees:

____ of 6' table(s) \$10 each

\$

____ of chairs \$3 each

\$

Sales Lead Fees:

☐ Sale Leads Fee \$150 in addition to the booth fee. Instead of commissions (with no product to sell at PlantFest)

\$

Total Due By APRIL 4, 2018

\$

Electricity & Tents:

Please bring your own tables, tent or other cover. All tents/covers are required to be adequately weighted to the ground so that the tents will not be blown down or into other vendors in the event of high winds. If electricity is needed, you will be responsible for supplying your own extension cord.

☐ I will need access to electricity

☐ I will bring a tent / canopy

Insurance:	
<p>Lewis Ginter Botanical Garden requires vendors to have a minimum of \$1 million dollars liability insurance in effect for the sale dates. This should be business coverage, not homeowners <i>unless</i> the homeowner's policy states that it covers off-site business-related events. Lewis Ginter must be the named as the certificate holder.</p> <p>If you are a small business without insurance, please contact us at plantfest@lewisginter.org to discuss possible alternatives.</p> <p><input type="checkbox"/> I have enclosed the required certificate of liability insurance</p> <p><input type="checkbox"/> My insurance agent will send the required certificate of liability insurance</p> <p>Please make sure "PlantFest" is in the subject line if your agent is emailing or faxing your insurance certificate.</p>	
Plant Holding:	
<p>To assist your customers, it is recommended you bring a wagon for plants to be transported to our "Plant Holding" area. We have volunteers that will help you with this process as long as the items are properly identified with the customer's name and you have a designated area in your booth for volunteer pick up.</p> <p>For the safety of our customers and vendors, purchased merchandise can be picked up by customers in their cars only at the Plant Holding area. Security does not allow customers to drive near, behind or into the sales booth area to pick up purchased merchandise.</p> <p><input type="checkbox"/> I will be using Plant Holding</p>	
Box Lunch: NEW lunch menu / form attached.	
<p>If you are interested in purchasing box lunches, please select the box below & submit your order form with this agreement no later than April 4, 2018. Payments need to be made to Meriwether Godsey.</p> <p><input type="checkbox"/> I will be ordering box lunch(s).</p>	
Vendor Set Up: Tell us when you will arrive.	
<p>PlantFest will be located in parking lot C. Vehicles must be moved from the PlantFest area as soon as unloading is completed. ALL VENDORS, THEIR STAFF AND VOLUNTEERS MUST PARK IN THE DESIGNATED AREA. It is critical that we leave as many parking lot spaces available for our PLANTFEST CUSTOMERS! We appreciate your cooperation and understanding with this request.</p> <p><input type="checkbox"/> Wednesday, 1pm-6pm <input type="checkbox"/> Thursday, 7am-12pm <input type="checkbox"/> Thursday, 12pm-3pm <input type="checkbox"/> Friday, 7am-8am</p> <p>All Vendors must be open 9am - 5pm Friday and 9am - 3pm Saturday</p>	
Signature:	
<p><input type="checkbox"/> I have read this Vendor Agreement and agree to abide by all the conditions set forth herein. I Further declare that all of the information I have provided above is correct.</p>	
Signature of applicant	Date

Submit Forms & Payment to: Lewis Ginter Botanical Garden, 1800 Lakeside Avenue, Richmond, VA 23228
Phone: 804 262 9887 ext 335 || Fax: 804 261 0500 || email: plantfest@lewisginter.org