



2020 Spring PlantFest Vendor Agreement

THURSDAY, Apr 30th 4-7pm; FRIDAY, May 1st 9 - 5pm & SATURDAY, May 2nd 9 - 3pm
RAIN OR SHINE

Applicant Information - Please fill out completely

Company Name:		
Contact Name:	Phone:	
Mailing Address:		
City:	State:	Zip Code:
Email Address:		
Website and/or Facebook Address:		

The Vendor Agreement, registration fee (make checks payable to Lewis Ginter Botanical Garden or call to pay via credit card) and certificate of insurance are due by **April 3, 2020**. 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:
<input type="checkbox"/> 15' D x 10' W (single) space \$25	\$
<input type="checkbox"/> 15' D x 20' W (double) space \$40	\$
<input type="checkbox"/> # ___ 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:	
<input type="checkbox"/> Sale Leads Fee \$150 in addition to the booth fee. Instead of commissions (with no product to sell at PlantFest)	\$

Total Due By APRIL 3, 2020	\$
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Electricity, Water & Tents:	
Please bring your own tables, tent or other cover. All tents/covers are required to be adequately weighted on the asphalt 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.	
<input type="checkbox"/> I require electricity	<input type="checkbox"/> I require water
<input type="checkbox"/> I will bring a tent / canopy	

Insurance:

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 *unless* the homeowner's policy states that it covers off-site business-related events. Lewis Ginter must be the named as the certificate holder.

If you are a small business without insurance, please contact us at plantfest@lewisginter.org to discuss possible alternatives.

- I have enclosed the required certificate of liability insurance
- My insurance agent will send the required certificate of liability insurance
- If you sent your certificate of liability insurance and it's good through May, it is not necessary to submit another

Please make sure "PlantFest" is in the subject line if your agent is emailing or faxing your insurance certificate.

Plant Holding:

To assist your customers, we have volunteers that will transport sold items to the "Plant Holding" area as long as the items are properly identified with the customer's FULL NAME and you have a designated area in your booth for volunteer pick up.

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.**

- I will be using Plant Holding

Box Lunch: lunch menu / form attached.

If you are interested in purchasing box lunches, please select the box below & submit your order form with this agreement no later than April 3, 2020.

- I have enclosed my box lunch(s) order and payment (check payable to Meriwether Godsey).

Vendor Set Up:

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.

- Wednesday, 1pm-5pm
- Thursday, 8am-12pm
- Thursday, 12pm-3pm
- Friday, 6am-8am

All Vendors must be open 9am - 5pm Friday and 9am - 3pm Saturday

Signature:

- 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.

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

**LEWIS
GINTER**

lewisginter.org