2021 Fall PlantFest Vendor Agreement
FRIDAY, Sept 17th 9 - 5pm & SATURDAY, Sept 18th 9 - 3pm
RAIN OR SHINE

Applicant Information – Please fill out completely

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<th>Company Name:</th>
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<td>Contact Name:</td>
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<td>Website and/or Facebook Address:</td>
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The Vendor Agreement, registration fee (make checks payable to Lewis Ginter Botanical Garden) and certificate of insurance are due by **August 20, 2021**. 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:

(Note: As responsible garden stewards, vendors are not allowed to sell anything from the Virginia State Invasive Species List [Invasive Plants Species List (virginia.gov)] at PlantFest. Also due to the Boxwood Blight outbreak and the safety of our vendors and customers, Boxwoods or anything from the Buxaceae family are not allowed on the premises.)

**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.

**Booth Fees:**

- □ 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 Payment including Registration is due by August 20th:**

$
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.

☐ I require electricity  ☐ I require water  ☐ I will bring a tent / canopy

Insurance: (Make sure you select a box below)
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 September, it is not necessary to submit another copy

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 behind or into the sales booth area to pick up purchased merchandise.

☐ I will be using Plant Holding

Vendor Set Up: (Make sure you select a box. It is extremely helpful to know when you plan to arrive.)
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.

☐ Thursday, 9am–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