

2022 Spring PlantFest Vendor Agreement

(New) Thursday, May 12th 4 – 7pm (Members Only Pre-Sale)

(New Friday Hours) Friday & Saturday, May 13th & 14th 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 1, 2022**. 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 \(virginia.gov\)](http://www.invasivespecieslist.com) 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.
- I agree that any children with me will be closely supervised at all times.

Booth Fees:

Amount:

15' D x 10' W (single) space **\$35**

\$

15' D x 20' W (double) space **\$50**

\$

_____ of additional 15' D x 10' W space **\$35** each

\$

Table & Chair Fees:

_____ of 6' table(s) **\$15** each

\$

_____ of chairs \$3 each

\$

Sales Lead Fees:

Sale Leads Fee **\$200** in addition to the booth fee. Instead of commissions (with no product to sell at PlantFest)

\$

Total Payment including Registration is due by **April 1st:**

\$

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 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

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.

Wednesday, 9am-3pm Thursday, 9am-3pm

Vendors must participate all three days, Thursday 4 -7pm, Friday & Saturday 9-3pm

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