

2023 Fall Plant Sale Vendor Agreement
Thursday, September 14th 4 – 7pm (MEMBERS ONLY)
Friday & Saturday, September 15th & 16th 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 (checks payable to Lewis Ginter Botanical Garden) and certificate of insurance are due by **August 25, 2023**. 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 for our website and location maps: (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.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 close of the sale, preferably paid by cash or check.**
- 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 the Plant Sale.
- I agree that any children or animals with me will be closely supervised at all times.

| Booth Fees: | Amount: |
|--|----------------|
| <input type="checkbox"/> 15' D x 10' W (single) space \$35 | \$ |
| <input type="checkbox"/> 15' D x 20' W (double) space \$50 | \$ |
| <input type="checkbox"/> # _____ 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: | |
| <input type="checkbox"/> 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 **August 25th:**

\$

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 they are not blown down or into other vendor spaces 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

Customer Pick-Up:

To assist your customers, we have volunteers that will transport sold items to the "Customer Pick-Up" 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 Customer Pick-Up 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 Customer Pick-Up

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

The Plant Sale will be located in parking lot C. Vehicles must be moved from the Plant Sale 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 PLANT SALE 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



Submit Forms & Payment to: Lewis Ginter Botanical Garden, 1800 Lakeside Avenue, Richmond, VA 23228
Phone: 804 262 9887 ext 335 || Fax: 804 266 9473 || email: plantfest@lewisginter.org || www.lewisginter.org