

2026 Spring Plant Sale Vendor Agreement

Thursday, April 30th 9 am – 6 pm

Friday, May 1st 9 am – 6 pm

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 **March 23, 2026**. Registration is limited to vendors selling plants and other garden related items. Registration fees are non-refundable.

Brief description of your product: (As responsible garden stewards, nothing from the Virginia State Invasive Species List [Invasive Plants Species List \(virginia.gov\)](http://virginia.gov) or Buxaceae family are permitted 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, May 1, 2026.**
- As a vendor I am responsible for collecting my own sales tax and 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:

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

\$50.00

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

\$

Table & Chair Fees:

____ of 6' table(s) \$20 each

\$

____ of chairs \$5 each

\$

Sales Lead Fees:

Sale Leads Fee \$200 in addition to the booth fee. (No product, no commission)

\$

Total Payment including Registration is due by **March 23rd:**

\$

Electricity, Water & Tents:

Vendors are responsible for supplying and setting up their own tables, tents or other covers. The sale is on asphalt so tents/covers must be **adequately weighted** 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

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

Plant Pick Up:

To assist your customers, we have volunteers that will transport sold items to the “Plant Pick Up” area as long as the items are properly identified with the customer’s FULL NAME (first and last).

For everyone’s safety, we do not allow customers to pick up their purchases from their cars, except for at Plant Pick Up.

- I will be using Plant Pick Up

Vendor Set Up time is Wednesday 9am -3pm : It is extremely helpful to know when you plan to set-up.

The Plant Sale will take place in Parking lot B. It is imperative that ALL vehicles are out of the sale area no later than 30 minutes prior to the opening of the sale each day.

Vendor parking will be in the Overflow of Parking Lot C. Overflow is the grass area behind lot C, facing Hilliard Road. **PLEASE DO NOT PARK on the asphalt.** It is critical that we keep the parking spaces open for customers!

- Wednesday AM, 9am–12pm Wednesday PM, Noon-3pm

Vendors are required to participate both days.

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
Attention: Plant Sale || Phone: 804 262 9887 ext 335 || email: plantfest@lewisginter.org || www.lewisginter.org