



GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Saturday, November 19, 2016 ~ 9 AM – 4 PM; Sunday, November 20, 2016 ~ 10 AM – 4 PM
- Participation:** Vendors selling plants, garden art, furniture, books, and garden accessories are invited to attend as well as plant societies and non-profits representing conservation and environmental groups. **There is no restriction of how many vendors selling similar items may participate.**
- Reservation:** Space reservations may be made by returning the completed application and full payment to Heathcote Botanical Gardens by Monday, August 1st for the early registration discount or Wednesday, October 20, 2016 for regular pricing.
- Refund Policy:** Vendor fees are non-refundable. The event will be held rain or shine.
- Tax & License:** Vendors are responsible for collecting and submitting Florida Sales Tax and current DOACS registration.
- Security:** Overnight security will be provided on Friday and Saturday nights by Heathcote Botanical Gardens. **Heathcote Botanical Gardens will not be responsible for any missing items.**
- Set Up/Restock:** Vendors may set up on Friday, November 18th from 9 AM – 6 PM.
Set up may begin on Saturday, November 19th at 6:30 AM and must be complete by 8:30 AM
Restocking may begin on Sunday, November 20th at 8 AM and must be complete by 9:30 AM
No vendor will be admitted for set-up after 8:30 AM Saturday or 9:30 AM Sunday.
Please contact the office at 772-464-4672 if other arrangements are needed.
- Vehicles:** Special access for setting up, restocking, and dismantling in the field area will be made available via the west gate, back gate and front gate. Large box trucks may be restricted to access from Field Parking only due to overhead trees. No vehicles will be allowed in the Gardens during the hours of the Festival. The front parking areas are for visitors only. There will be assigned parking areas for vendors – this will be noted in the Vendor Confirmation packet. **All vehicles must be removed from the festival area by 8:30 AM Saturday and 9:30 AM Sunday.**
- Display Areas:** All spaces will be identified.
- Please be considerate of your neighboring vendors and stay within your designated space.
 - To protect the Gardens, please keep your area clean. Do not post materials on the trees. Remove your own trash.
 - All space preparation and dismantling are the responsibility of the vendor
 - Holes made to place posts should not be dug without consulting Garden Staff. This is to prevent damage to electrical or irrigation lines.
 - Mulch or wood chips must be placed on plastic sheeting – not directly on the ground.
 - Vendors are asked to leave the sites as they found them.
 - Please do not cut or prune plants or trees that belong to Heathcote or other vendors.
 - Booth sitters will be scheduled, if requested, so that vendors may take a break. Booth sitters will not make sales or handle vendor's money.

Please contact Heathcote Botanical Gardens at (772) 464-4672
or email tjenkins@HeathcoteBotanicalGardens.org for more information!

Heathcote Botanical Gardens
November 19-20, 2016
Vendor Space Reservation Form

Early registration discount by August 1, 2016

Business Name: (as it should appear on program /map) _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____

All vendors are responsible for paying 6.5% sales tax to the State of Florida, and for FL DOACS registration.

What items are you selling? (This info will go in Garden Festival program and advertising!)

When will you set-up? _____

<u>Space</u>	<u>Cost</u>	<u>Space #</u> <u>Preferences</u>	<u>Qty Space(s)</u>	<u>Total</u>
Spaces 1 – 46*	\$160**	___ - ___ - ___	_____	\$_____

* See enclosed map; excludes non-profit spaces marked NP on map

** Non-Profit cost \$35

(Space is available on first come/first served basis. Please be sure to mark 1st, 2nd, and 3rd choices.)

Total Enclosed: \$

Please make check payable, and mail to:
Heathcote Botanical Gardens
210 Savannah Road, Ft. Pierce, FL 34982

I have read and I understand the guidelines for the Garden Festival and agree to abide by them. I have signed and returned with my payment this registration and the Hold Harmless form. Also by signature below I confirm I have liability insurance in effect at the time of the event. **These forms and payment must reach Heathcote no later than November 1st, 2016 with \$160 per space to ensure inclusion in event program. Vendor fees are non-refundable. Confirmation will be sent prior to the Festival.**

Signed: _____

Date: _____

PLEASE SIGN THE HOLD HARMLESS AGREEMENT

AGREEMENT OF HOLD-HARMLESS AND INDEMNITY

WHEREAS, the undersigned is a special permittee of Heathcote Botanical Gardens (hereinafter referred to as "Owner") to use a portion of the Botanical Gardens for the following generally described event, activity or purpose during the period of time from **November 18th - 20th, 2016** participating in the **29th Annual Garden Festival**.

WHEREAS, as a special permittee, the undersigned is, or may be authorized to bring upon the grounds of the Owner to participate with the undersigned in, or partake of, the above described event, activity or purpose which event, etc., the undersigned recognized is, or may be inherently hazardous to persons and/or property.

NOW, THEREFORE in consideration of the Owner's grant to the undersigned of the special permit to conduct or carry out his, her or its event, activity or purpose at **Heathcote Botanical Gardens**, the undersigned agrees, covenants, pledges and warrants to hold Owner harmless and to indemnify it from any and all losses or damages to persons or property, or claims thereof, arising, or claimed to have arisen from the event, activity, or purpose conducted or carried out by the undersigned, by one or more of the guests or invitees of the undersigned.

This indemnity and hold harmless shall likewise extend to the costs including legal fees and court costs incurred by Owner in the investigation of defense of such claims.

IN WITNESS THEREOF, the undersigned has/have affixed his/her/its hand(s) on the dates adjacent to his/her/their/its signature.

Witness	Permittee (Vendor)	Date
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Witness	Heathcote Representative	Date
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**Return this form with your registration to:
Heathcote Botanical Gardens
210 Savannah Road
Ft. Pierce, Florida 34982**