

Spring Plant Sale

EVERYTHING GARDENING

February, 2019

Dear Vendor,

Heathcote Botanical Gardens cordially invites you to join us in celebrating our Spring Plant Sale – Everything Gardening, Saturday, March 30 – Sunday March 31. By members and visitor demand, we moved the Spring Plant Sale earlier in the year to better accommodate the planting season and our visitors! Most importantly, YOU, our Vendors, are what make this event at Heathcote so special!

Register early to get your favorite spot at a 20% discount! A 12' x 12' booth is only **\$75**. **Registration must be received by MARCH 1, 2019 to receive this early registration price.**

Registrations received **after MARCH 1st**, will increase to **\$100** per 12'x12' space. Non-profit booths are only \$35.

We look forward to having you at the Spring Garden Fest – Everything Gardening! Vendors MAKE the Garden Festival and we will continue to offer Free Admission to the public based on your comments. In the meantime, if you have any questions, please call Heathcote at (772) 464-4672 or email me at:

dkimes@heathcotebotanicalgardens.org.

With Appreciation,



Diane Kimes,
Executive Director

Spring Plant Sale

EVERYTHING GARDENING

Vendor Space Reservation Form – SPRING Garden Fest 2019

Early registration discount deadline: March 1, 2019

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

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____ Fax: _____

E-mail: _____ Website (for advertising) _____

NOTE: All vendors are responsible for paying 7% 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? _____

Space	Cost	Space # Preferences	Qty Space(s)	Total
* Early Registration	**\$75.00	___ - ___ - ___	_____	\$ _____
Non-profit booths	\$35	___ - ___ - ___	_____	\$ _____

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

** \$100 for registrations received after 3/1/19.

TOTAL ENCLOSED:	\$ _____
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Space is available on first come/first served basis. Please be sure to mark 1st, 2nd, and 3rd choices.

**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 March 1st for the early registration discount per space or by Friday, February 28, 2019 for \$75 per space to ensure inclusion in event program. Vendor fees are non-refundable. Confirmation will be sent prior to the Festival.**

SIGNED: _____

DATE: _____

NOTE: PLEASE SIGN THE HOLD HARMLESS AGREEMENT



210 Savannah Road
Fort Pierce, FL 34982

GUIDELINES FOR VENDORS AND EXHIBITORS

Date/Hours: Saturday, March 30, 2019: 9 AM – 4 PM; Sunday, March 31st, 2019, 10 AM – 3 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 Wednesday, August 1, 2018 for the early registration discount or by Friday, February 28, 2019 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, March 30th from 9 AM – 6 PM.

Set up may begin on Saturday, March 30th at 6:30 AM and must be complete by 8:30 AM

Restocking may begin on Sunday, March 31st 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.

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.



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 March 30-31, 2019 participating in the **Spring 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.

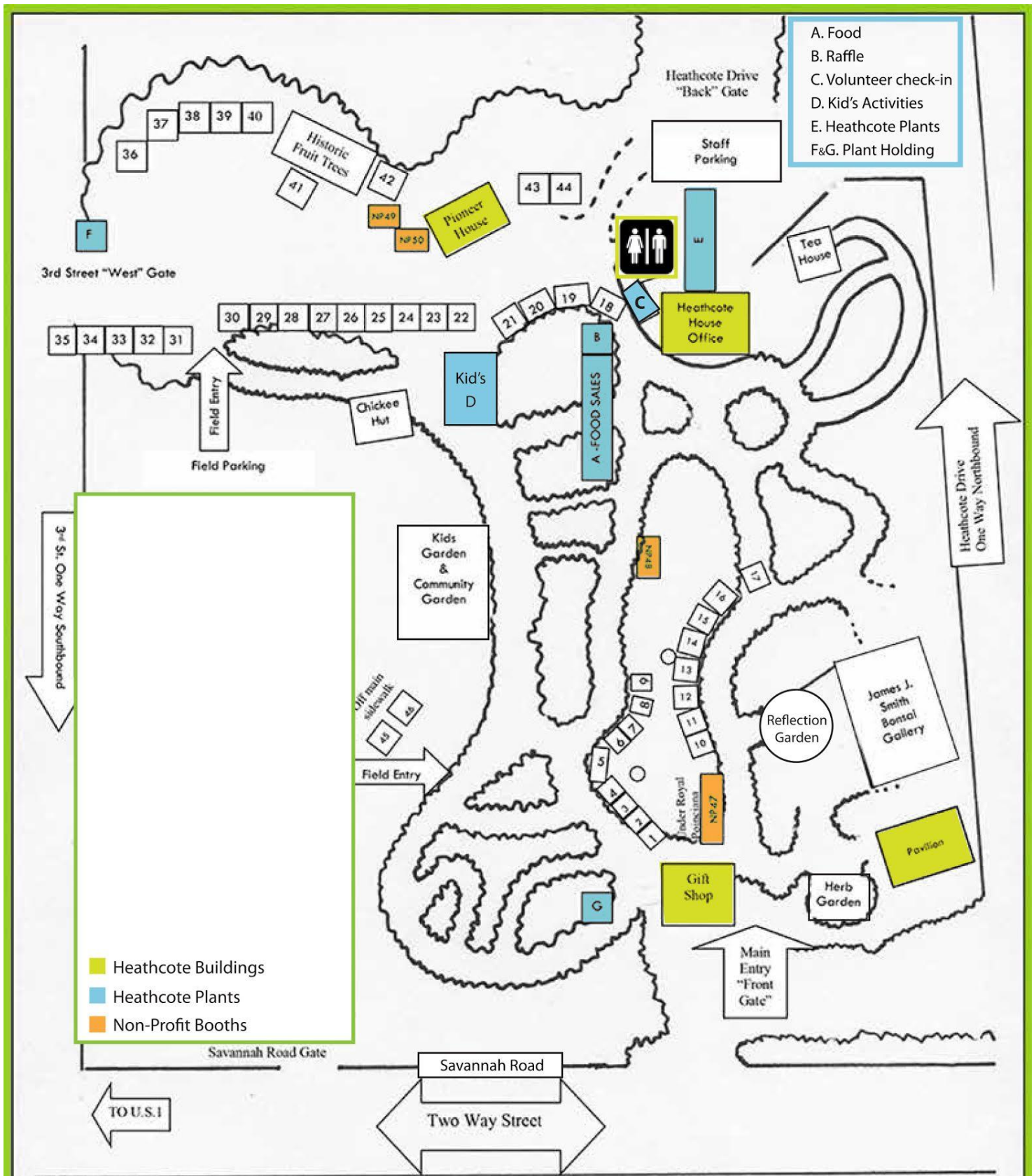
This indemnity and hold harmless shall likewise extend to the costs including legal fees and court costs incurred by Owner in the investigation of defense of such claims.

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

Witness **Heathcote Representative** _____
Date

**Return this form with your registration to:
Heathcote Botanical Gardens
210 Savannah Road
Ft. Pierce, Florida 34982**



- A. Food
- B. Raffle
- C. Volunteer check-in
- D. Kid's Activities
- E. Heathcote Plants
- F&G. Plant Holding

- Heathcote Buildings
- Heathcote Plants
- Non-Profit Booths

HEATHCOTE BOTANICAL GARDENS

210 Savannah Road, Fort Pierce, FL 34982 (772) 464-4672

info@heathcotebotanicalgardens.org www.heathcotebotanicalgardens.org

2017 GARDEN FESTIVAL - November 18th & 19th, 2017