



Marion County Master Gardeners' **Spring festival**
Always the 2nd weekend in March!



2232 NE Jacksonville Road, Ocala FL 34470
www.marioncountyfl.org/springfestival
352-671-8400

Saturday, March 14 8 a.m. to 4 p.m. Sunday, March 15 9 a.m. to 4 p.m.

COMMERCIAL VENDOR APPLICATION

Company name: _____
Physical address: _____
Contact name: _____ Primary phone: _____
Email address: _____ Secondary phone: _____
FL nursery license #: _____ Effective/Expires: _____

Our aim is to provide our patrons with the widest selection of gardening needs and wants without excessive duplication of vendor inventories. Please list gardening items intended to be sold at this year's event below.

Please indicate your preference(s) below. Space assignments upon receipt of a 50% down payment.
We will do our best to accommodate your choices but do not guarantee exact space(s) requested.

Sizes	Cost	Available spaces	Endcap + 10%*	Endcap spaces	1st choice space #	2nd choice space #	Total space fee due
12'x12'	\$100	66-71, 105-110, 123-125	\$110	65, 72, 122			\$
15'x15'	\$150	2-11, 46-55, 73, 74, 76-83, 86-94, 97-103	\$165	1, 12, 45, 56, 75, 84, 85, 95, 96, 104			\$
15'x20'	\$165	14-27, 30-43, 58-63	\$181.50	13, 28, 29, 44, 57, 64			\$
25'x25'	\$280	114-121	N/A	N/A			\$
30'x30'	\$350	111, 112	N/A	N/A			\$
35'x35'	\$400	A	N/A	N/A			\$
50'x30'	\$550	113	N/A	N/A			\$

*Endcaps are identified on the vendor map with red borders.

Electric available for certain locations upon request for \$40 per plug used.

I have read and agree to the commercial vendor terms and conditions.

Please provide a link to your company's website or social media address to be included in our advertising. Reference us (www.marioncountyfl.org/springfestival) in your advertising for the area's largest all-in-one garden and plant expo.

Company website: _____

Social media address: _____

Please send completed application via email to mcmgsf@outlook.com or via mail to our address above.



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COMMERCIAL VENDOR TERMS AND CONDITIONS

Please read carefully.

Marion County Board of County Commissioners, University of Florida, Marion County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), and/or UF/IFAS Master Gardeners will not be responsible for any loss, damage, nor injury to any person or property of participating commercial vendors (vendors) of the Marion County Master Gardeners' Spring Festival (Festival).

Payment: Once your completed application has been approved, you will receive an email with your payment alternatives. A nonrefundable deposit of 50% of your total space reservation fee is required by Thursday, Oct. 31, 2019. Vendors who do not meet the October deadline may not be included in Festival advertising, including the Festival's day-of-event flier. The balance will be due by Monday, Feb. 10, 2020. If we have not received your final payment by Monday, Feb. 10, 2020, the Festival Committee reserves the right to sell the space to another vendor.

Space assignments: Spaces will be assigned after receipt of a 50% down payment. Once space(s) have been assigned, **NO REFUNDS WILL BE MADE**. Space parameters will be clearly defined prior to set up; extending beyond boundaries is prohibited. Space subletting is prohibited without prior approval from Festival Committee Chair. **Should the Festival configuration change, vendors will be assigned a space of equal value.**

Vendor parking: During Festival operating hours, all vendor vehicles must be parked in the designated vendor parking area. No vendor vehicle of any kind will be allowed on the grounds once the Festival gates open. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first-served" basis and can be accessed **via Gate 5 only** for the duration of the weekend. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park efficiently to allow for as many vendor vehicles as possible in these prime spots. All overnight recreational vehicles (RVs) **MUST** be approved and paid for at the time of final payment. RVs will be required to park in the vendor parking lot and should notify Festival staff during initial set up.

Set-up times and gates are restricted to the following:

Date	Time	Gate
Thursday, March 12	noon-7 p.m.	1, 2, 5
Friday, March 13	8 a.m.-7 p.m.	1, 2, 5
Saturday, March 14	6-7:30 a.m.	5
Sunday, March 15	7-8:30 a.m.	5

Vendors **WILL NOT** be allowed on Festival grounds for **set up outside these times**.

Parking **WILL NOT** be allowed at the main gate **at any time during festival** hours of operation.

Event requirements: 1) Vendors are required to keep their booth space neat, clean and aesthetically pleasing for the duration of the Festival. 2) All vendors are required to sell at retail prices during the Festival. 3) All vendors selling plants at the Festival are required keep their current NURSERY CERTIFICATE OF INSPECTION easily assessable during Festival hours of operation. 4) Vendors must provide their own tents, tables, chairs, electrical cords and garden hoses (if intending to use free, external water connections available to all vendors). **Note:** Only hand watering will be

allowed for spaces located under the pavilion. 5) All tents must be secured to protect your product and the inventory of other vendors. NOTE: wind is a problem at this time of year. 6) The selling of invasive plants is prohibited (see listing here: www.fleppc.org). 7) Vendors, please note, garden apparel DOES NOT include T-shirts. 8) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds. 9) Vendors will be responsible for leaving their space(s) in the same condition as prior to the Festival.

Restocking: Replenishment of booth(s) will be allowed during the Festival and after closing. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON FESTIVAL GROUNDS DURING OPERATING HOURS.** Vehicles will not be allowed to park at main gate at any time during festival hours of operation. Only designated vehicles for Festival staff and emergency response vehicles will be allowed on Festival grounds during Festival hours of operation.

Prohibited on Festival grounds: 1) Generators. 2) Obstructions to walkways. 3) Digging holes. 4) Hose watering in spaces located under the pavilion. 5) Dogs and pets other than certified service companions. 6) Bicycles and motorized vehicles.

Security: The Festival grounds will be patrolled on Friday and Saturday nights.

Break down times: Sunday, March 15, from 4:15 to 7 p.m. and Monday, March 16, from 8 a.m.-noon.*

DUE TO SAFETY CONCERNS FOR VENDORS AND GUESTS, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING FESTIVAL GROUNDS PRIOR TO 4:15 P.M. ON MARCH 15.

*Breakdown is permitted on Monday, March 16, only with prior approval of Festival Committee Chair.

Non-discrimination policy: It is the policy of Marion County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The Festival affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.



