

# VENDOR APPLICATION

## 2019 Garden Fair



Friday, May 31, 2019  
12:00 pm - 7:00 pm

Saturday, June 1, 2019  
8:00 am - 2:00 pm

Vendor Name	Vendor's Authorized Representative		
Mailing Address	City	State	ZIP Code
Phone Number	E-mail Address		
Website or Facebook Site			

New Vendor	<input type="checkbox"/>	Name of vendor who recruited you:
Returning 2017 Vendor	<input type="checkbox"/>	
Former Vendor	<input type="checkbox"/>	

<b>Vendor Space</b>		
Number of 10 ft x 10 ft covered space in a 20x20 tent (2 sides to sell): ___@ \$180/space		Total Due: \$ _____
Number of 10 ft x 10 ft covered space in a 10x10 tent (3 sides to sell): ___@ \$265/space		
<b>Vendors:</b>		
<ul style="list-style-type: none"> <li>Please indicate your desired booth space preference below. See Garden Fair Vendor Map.</li> <li>All spaces are on blacktop.</li> <li>Vendor spaces are under a 10x10 tented space (if selected above) or under a 20x20 tented space (if selected above).</li> <li>All spaces are on paved areas.</li> <li><b>GBBG will assign spaces for vendors beginning March 1, 2019</b> based upon the date the contract and payment was received and the vendor's indicated preferences.</li> <li>GBBG will assign a space for the vendor if no preference is designated.</li> <li>In the event that a vendor's space preference cannot be fulfilled, GBBG will contact the vendor to discuss alternative space locations.</li> </ul>		
<b>Preferences are below:</b>		
1.	2.	3.
4.	5.	6.

<b>Space Set-up Needs</b>		
• Electrical Hook-up (you provide extension cords; not available in some spaces) _____	@ \$50 =	\$ _____
• Tent Side (20' long-fits 2 sides of tent) _____	@ \$15 =	\$ _____
• 8 foot table _____	@ \$14 =	\$ _____
• Chair _____	@ \$3 =	\$ _____

## Vendor Benefits

- **FREE admission** for guests and parking.
- 4 two-day vendor parking passes per vendor. These passes are to be used only by staff working at the fair.
- Additional free vendor parking at NWTC Lot G.
- Light breakfast served for vendors: Saturday (6 am-7:30 am)
- 4 vendor beverage vouchers for soda or water at the Garden's Beverage Tents.
- Vendor Relief-volunteers to provide a short break.
- GBBG provides safely secured tented space and overnight security.
- Listing in Garden Fair program.
- Listing on Garden Fair webpage with link to vendor website (if provided).

## Vendor Participation (highly recommended)

### Ask the Expert!

\_\_\_\_\_ Yes, I would like to participate within my tent space. Please indicate what information/topics/demonstration(s) you are willing to share with the guests attending Garden Fair.

### Presented in vendor's tent

Topic(s): \_\_\_\_\_

Short Description: \_\_\_\_\_

### Customized Plant Containers

- Guests are able to select a variety of plants from your selection to create a customized plant container.
- Vendors will be responsible for providing the container.
- Vendor and/or guest will bring their purchased plants and container to the Customized Container Tent.
- GBBG will provide the soil for vendor/guests to pot their plants in the container to take home.
- This will occur all day for both Friday & Saturday (first come, first serve until soil runs out).

\_\_\_\_\_ Yes, I would like to participate. Please indicate who will be responsible for potting containers.

Vendor Responsible for potting **OR** Guest Responsible for potting **(please circle/highlight)**

## Vendor Product & Services Listing

Please select the most appropriate categories for your product(s) or services(s). If you do not find any acceptable categories, please write down any product(s) or services(s) below.

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li><input type="checkbox"/> Perennials</li><li><input type="checkbox"/> Annuals</li><li><input type="checkbox"/> Wildflowers</li><li><input type="checkbox"/> Native Plants</li><li><input type="checkbox"/> Roses</li><li><input type="checkbox"/> Succulents</li><li><input type="checkbox"/> Cacti</li><li><input type="checkbox"/> House Plants</li><li><input type="checkbox"/> Bonsai Trees</li><li><input type="checkbox"/> Orchids</li><li><input type="checkbox"/> Ground Cover Plants</li><li><input type="checkbox"/> Ornamental Grasses</li><li><input type="checkbox"/> Water/Pond Plant</li><li><input type="checkbox"/> Flower Bouquets</li><li><input type="checkbox"/> Bulbs</li><li><input type="checkbox"/> Vines/Climbing Plants</li><li><input type="checkbox"/> Trees</li><li><input type="checkbox"/> Shrubs</li><li><input type="checkbox"/> Conifers</li><li><input type="checkbox"/> Hostas</li><li><input type="checkbox"/> Rose Bushes</li><li><input type="checkbox"/> Vegetable Plants</li></ul> | <ul style="list-style-type: none"><li><input type="checkbox"/> Culinary Herb Plants</li><li><input type="checkbox"/> Medicinal Herb Plants</li><li><input type="checkbox"/> Tea Herb Plants</li><li><input type="checkbox"/> Fragrance Herb Plants</li><li><input type="checkbox"/> Fruit Trees/Plants</li><li><input type="checkbox"/> Flower Seeds</li><li><input type="checkbox"/> Vegetable/Herb Seeds</li><li><input type="checkbox"/> Fruit Seeds</li><li><input type="checkbox"/> Seed Starters</li><li><input type="checkbox"/> Raised Garden Beds</li><li><input type="checkbox"/> Soils</li><li><input type="checkbox"/> Mulch</li><li><input type="checkbox"/> Garden Tools</li><li><input type="checkbox"/> Plant Care</li><li><input type="checkbox"/> Pots/Planters</li><li><input type="checkbox"/> Hanging Baskets</li><li><input type="checkbox"/> Containers</li><li><input type="checkbox"/> Landscaping</li><li><input type="checkbox"/> Outdoor Living</li><li><input type="checkbox"/> Bird Baths</li><li><input type="checkbox"/> Handcrafted Garden Art</li></ul> |
|---|---|

Other products/services:

## Payment

Please sign & date all materials and return with payment by 4/26/19:

Green Bay Botanical Garden  
Attn: Hanna Goral  
2600 Larsen Road, Green Bay, WI 54303

**TOTAL ENCLOSED \$** \_\_\_\_\_

Checks can be made out to: Green Bay Botanical Garden **or** please provide credit card information:

Name as it appears on the card:			
Billing Address:	City	State	Zip Code
Card Type: <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa			
Credit Card Number:	Expiration Date:	Three (3) Digit Security Code:	

Subject to the terms and conditions hereinafter set forth, I, as an authorized representative of my group, business or organization hereby acknowledge that I have read and understand the terms and conditions of this Vendor Application and in Appendix A: Garden Fair Policies, Rules and Regulations and agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

For Office Use

Received: \_\_\_/\_\_\_/\_\_\_ Confirmed: \_\_\_/\_\_\_/\_\_\_

Check #: \_\_\_ Space Number(s): \_\_\_\_\_

Insurance Cert. Rec'd     Seller's Permit Rec'd

## Appendix A: Garden Fair Policies, Rules and Regulations

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Green Bay Botanical Garden's Garden Fair is going back to its roots of being a local, community plant and gardening sale. This is a horticultural event promoting plants, gardening, landscaping services and handcrafted garden art. PLEASE NOTE: Only plants, landscaping companies, garden clubs, greenhouses, bulbs, containers, garden supplies, yard-care or handcrafted garden art items will be allowed and authorized by Green Bay Botanical Garden (GBBG). GBBG reserves the right to limit participation of certain vendors. All plant material and related items must be in excellent condition and of high quality. To maintain the quality and customer service of Garden Fair, all applications are reviewed each year and past participation does not automatically approve your application. Fees will be returned to vendors who have not been chosen to participate in the Garden Fair.

### Vendor Spaces.

1. Spaces are either a 10-foot x 10-foot covered tent or a 10-foot x 10-foot covered space under a 20-foot x 20-foot tent. The cost to reserve a 10-foot x 10-foot covered space under a 20-foot x 20-foot tent is \$180. The cost to reserve a 10-foot x 10-foot covered tent is \$265. Please be respectful to all vendors and their space. Full payment for space and equipment is due with application. **Final deadline for vendor registration is April 26, 2019.**
2. **GBBG will assign spaces for vendors beginning March 1, 2019 based upon the date the contract and payment was received and the vendor's indicated preferences. GBBG will assign a space for the vendor if no preference is designated.** In the event that a vendor's space preference cannot be fulfilled, GBBG will contact the vendor to discuss alternative space locations.
3. **GBBG rents all tents and equipment through an approved rental company.** Vendors MAY NOT bring in their own tents due to liability and safety of guests. If a vendor brings in their own tent they will be asked to take it down.
4. **Vendors may not sublease their space.** Sublease includes renting, sharing, donating or in any way allowing another company or person to display or advertise in an exhibitor's space.
5. Vendors must provide their own tables, chairs, display shelves, watering cans, and protection from inclement weather, UNLESS these supplies have been ordered and paid for. **Electricity is available in most 10-foot x 10-foot tent spaces for an additional fee of \$50. Vendors must bring their own extension cords and safely secure them to not be a trip hazard.**
6. Vendors **MAY NOT** exceed their 10-foot X 10-foot covered space for display purposes. **Reminder:** This event needs to be accessible to guests and members of the community and fair to all vendors. **Reminder:** Items stuck in the lawn or grass without prior permission from GBBG in 2019 will be asked to be removed. **If a vendor exceeds their 10'X10' space, intrudes in the walkway, blocks another vendor they will be asked once to take down and move their merchandise. If a vendor needs to be reminded a second time to take down or move their merchandise they will be asked to leave the fair immediately and will not be able to display for future years.**

### Handcrafted Garden Art Vendors.

1. Must submit three (3) photos of their completed work with their application for evaluation.

### Vendor Set-up/Tear-down.

1. Vendors may set up their booth space on Thursday, May 30, 2019, from 12 p.m. to 6 p.m. or on Friday, May 31, 2019 from 7 a.m. to 11 a.m. **Vendor agrees to have booth ready by 11 a.m. on Friday and will not dismantle their booth until 2 p.m. on Saturday.**
2. Vendors should be prepared to fully stock their booths for the entire two-day period. **Re-stocking must be completed Saturday from 6 a.m. to 7:30 a.m.**
3. **No motorized vehicles may be brought into parking bays 4 & 5 at any time the show is open to the public and also one hour before or after the event.**
4. Vendors are requested to clean all debris from their booth space(s) before they leave **and place garbage in the appropriate garbage receptacles. All items from your spaces need to be out of GBBG grounds by 7 p.m. on Saturday.**

**Liability and Security.**

1. The vendor agrees to indemnify and hold harmless Green Bay Botanical Garden, Inc., its directors, officers, employees, agents and volunteers, from claims arising out of its participation in the 2019 Garden Fair, including claims caused by the negligence, errors or omissions of GBBG. GBBG will take all reasonable precautions to protect vendors from such loss.
2. GBBG will not be liable for injuries to, or loss or damage to the property of, the vendor, its employees, agents, guests, or attendees, arising out of the 2019 Garden Fair, including but not limited to injuries, losses, or damage due to theft, vandalism, fire, smoke, water from any source, electric failure, or defects in booths, tents or other equipment.
3. **Our gated lot will be locked throughout the entire weekend after the event has closed. We have cameras in the parking lot and will have overnight security checking-in throughout the weekend as well to ensure safety of your products.**
4. For the safety and security of our Garden guests, Green Bay Botanical Garden does not permit the right to carry concealed weapons on the Garden grounds.

**Insurance Requirements.**

1. GBBG requires a certificate of insurance that includes a 30-day notice of cancellation of coverage or of material change in the coverage.
2. By April 26, 2019, vendors must provide a certificate of General Liability insurance including, premises and operations and products and completed operations coverage. The limits must be \$1,000,000 per occurrence and \$1,000,000 aggregate. Green Bay Botanical Garden, Inc. must be named as an additional insured on the policy.
3. Workers Compensation including Employers Liability Coverage, must also be included with limits of \$100,000 occupational disease, \$500,000 per accident, \$100,000 per employee.
4. Please issue a Certificate of Insurance with the additionally insured as follows:

Green Bay Botanical Garden, Inc.  
Attn: Hanna Goral  
2600 Larsen Road  
Green Bay, WI 54303

**Cancellation.**

1. The Garden Fair is held rain or shine.
2. An 80% refund will only be given to vendors canceling on or before April 26, 2019.
3. No refund will be given after April 26, 2019 due to tent rentals and processing fees.

**Miscellaneous.**

1. Booth spaces must be staffed by vendors at all times.
2. **GBBG reserves the right to remove any vendor from Garden Fair and future Garden Fairs for unacceptable behavior, poor language and physical abuse toward a volunteer, staff member, other vendor or guest.**
3. **Absolutely no smoking or nicotine products are allowed on GBBG grounds.**
4. GBBG reserves the right to remove any vendor/participant from Garden Fair for non-compliance with the rules and procedures of GBBG.