

Cedar Lakes Woods & Gardens

Dear Vendor,

We are currently accepting applications for Cedar Lakes Woods & Gardens' 5th Annual Garden Show and Spring Festival on May 4th and 5th, 2019, and we would like to invite YOU!

Visitors will have the opportunity to pick out Mom's perfect gift the week before Mother's Day and admission will be discounted for all guests. We welcomed 3,600 visitors for our 4th Annual Garden Show and Spring Festival, and we are anticipating an even greater turnout this year due to our increased public exposure and improving advertising methods. Additionally, since our last annual festival, there have been numerous garden enhancements, as well as the completion of our fairy garden and tortoise enclosure! Because of all of this, we look forward to a great attendance rate this year and we hope to see you there!

When: Saturday May 4th, 2019 from 9:30 a.m to 5:00 p.m

Sunday May 5th, 2019 from 9:30 a.m to 4:00 p.m.

Where: Cedar Lakes Woods & Gardens

4990 NE 180th Ave., Williston, FL, 32696

Cost: \$100.00 (includes both days) + \$30.00 if electricity is needed

Contact: cedarlakeswoodsgardens@gmail.com

To apply as a vendor and for more info, please find the enclosed application. For vendors who have supported us in the past, we will try to honor your booth space requests. For your convenience, we have attached last year's lineup so you may see your previous space number. The deadline for any booth space requests is **January 31st, 2019**.

Applications will not be accepted after April 20th, 2019. Applications sent via mail postmarked after April 20th will be unaccepted and returned.

If you have been a vendor with us within any of our previous Spring Festivals, we offer a \$5.00 discount for each space, per number of years you have been a vendor with us. For example, if you have supported us all four years of the festival, your rental fee would be \$80.00 per space. And if you have supported us one year, your fee would be \$95.00 per space.

Become a Sponsor: Additionally, if you would like to become a listed sponsor of this event on the front page of our website, applicants can do so for an additional \$100. Any support is heavily appreciated!

Thank you,

Cedar Lakes Woods & Gardens Team



Cedar Lakes Woods and Gardens
5th Annual Garden Show & Spring Festival
May 4th & 5th 2019



Event Guidelines

PARTICIPATION: By invitation only.

DATE/TIME: Saturday, May 4th (9:30am-5:00pm) and Sunday, May 5th, 2019 (9:30am-4:00pm)

SPACE RENTAL: All confirmations of rental space are final. No refunds of fees will be available. The event will proceed rain or shine.

SALES TAX: Vendors are responsible for collecting 7% Florida sales tax.

SET-UP: Set-up will take place Thursday May 2nd and Friday May 3rd from 10:00 a.m. until 6:00 p.m. Also Saturday & Sunday between 7:00 a.m. and 8:30 a.m. You may pull up to your space, unload your vehicles, and then move your vehicle to the designated vendor parking area. Vehicles must be out of the display area before 8:45 a.m. Then you may begin set-up of your display, and someone will provide you with vendor wrist bands.

DISPLAY AREAS: Spaces are 15' x 15' and will be marked and numbered. All space preparation and tear down are the responsibility of the vendor. Vendors are asked to leave the site as they found it. Mulch or wood chips must be placed on plastic, not directly on turf. Cedar Lakes Woods and Gardens will usually accept donations of plants and mulch that vendors wish to leave behind. On site security will be provided Friday and Saturday nights, but we do not assume responsibility for theft or damage.

WATERING: Hose bibs will be available but it is the responsibility of vendors to bring hoses, watering cans, and/or backpack sprayers.

PARKING: There will be designated vendor parking. Overnight accommodations are available at adjacent Devil's Den Springs 352-528-3344 and Two Hawk Hammock 352-339-2026.

TEAR DOWN: Tear down will be at 4:00 p.m. on Sunday and must be completed by 7:00 p.m. unless other arrangements have been made. **FOR FURTHER INFORMATION, CALL 352-812-2279**



CEDAR LAKES WOODS AND GARDENS 5th Annual Garden Show & Spring Festival Vendor Application

Overview: This is our 5th Annual Garden Show & Spring festival and admission will be discounted at 25% – Adults \$9.00, Children (ages 6-13) \$4.00, Children under 6 FREE

When: Saturday May 4, 2019 (9:30am-5:00pm) and Sunday May 5, 2019 (9:30am-4:00pm). Set up will be Thursday and Friday May 3, 2019 from 10am – 6:00pm, and Saturday and Sunday mornings from 7:00 a.m. until 8:30 a.m. All vehicles must be moved to parking lot by 8:45am.

Space Rental: Plant, food, and garden accessories vendors are invited to rent one or more 15x15 spaces for \$100.00 each. Non-potable water faucets will be available, but it is the responsibility of vendors to bring whatever watering equipment they deem necessary. There is an additional \$30.00 charge for vendors requiring electricity. Take-down should occur between 4:00pm and 7:00pm on Sunday, unless other arrangements have been made. Plant Societies and other related educational groups (not selling items) are offered free display space to distribute literature and promote their offerings. The rent fee will be assessed only for booths engaged in sales. **Mail check and, if applicable, a copy of your nursery or food license with the application for consideration.** We will mail back the check if your type of business is not accepted. All confirmations of rental space are final. No refunds of fees will be available. The event is rain or shine. It is the vendors' responsibility to collect and pay sales tax on any items sold. To reserve a display space for this event, please complete and return the form below.

*Years that you have been a vendor: 2015 _____ 2016 _____ 2017 _____ 2018 _____ (See cover page.)

*I enclose \$ _____ in payment for _____ space(s) Need Electricity? (+\$30) Yes/No

Donation:\$ _____ Sponsor:\$ _____

*Name: _____ *Date: _____

*Business Name: _____

*Email: _____ *Phone: _____

*Address: _____

Sales tax number (if applicable): _____

Website: _____ *Booth space requests: _____

*Briefly describe what types of plants, foods, or other items (or information) you will offer.

*Tent/Table Frontage Dimensions: _____

Trailer Dimensions (if needed): Front _____ Depth: _____

Note: If you are a food vendor, or any vendor with a vehicle-display larger than 15' long, you will be required to purchase additional booth space(s).

As a representative of this business/ organization I have read and understand the guidelines and agree to abide by them. Our business agrees not to hold Cedar Lakes Woods and Gardens, Inc. liable for damage or loss of materials.

*Signed: _____ *Date: _____

Please return form, check and if applicable, license by mail to: Cedar Lakes Woods & Gardens 4990 NE 180 Ave, Williston, FL, 32696 www.cedarlakeswoodsandgarden.com