

2025 Spring Garden Festival: March 22 & 23, 2025
Application: Nursery, Garden Related Supplies, Food

- This application must be completed, in full, with payment in order to be processed for review (no exceptions)
- Check only (no cash or credit card)
- Application deadline: Applications received at the facility after Feb. 1st are subject to a \$25 late fee and the application and check payment must be received at facility by Feb. 15th. Please note that we have limited spaces and the application process may close early if we have run out of vendor space.
- An acceptance/rejection response will be communicated through email. If rejected, the check will be shredded.

Business Name: _____ Name of contact person: _____

Website /Facebook/Etsy (etc): _____ Phone: _____

Address for correspondence: _____

City, State & Zip Code: _____ E-mail Address: _____

Circle ONE category that best describes your booth request:

Nursery Garden Related Supplies Food

Cost: APPLICATIONS RECEIVED AFTER FEBRUARY 1st ARE SUBJECT TO LATE FEE OF \$25.00

- | | |
|---|---|
| <input type="checkbox"/> Food Booth 15' x 15' @ \$225.00 (includes tax) | \$ _____ |
| <input type="checkbox"/> Standard Booth 15' x 15' @ \$200.00 (includes tax) | \$ _____ |
| <input type="checkbox"/> Electrical hookup 20 amps each @\$25.00 | # of amps _____ x \$25.00 each = \$ _____ |
| <input type="checkbox"/> Donation | \$ _____ |
| <input type="checkbox"/> Sponsor @ \$100 | \$ _____ |
| <input type="checkbox"/> LATE FEE, applicable if application is received after February 1st @ \$25.00 | \$ _____ |

All taxes are included

TOTAL \$ _____

Become a sponsor: If you would like to become a listed sponsor of this event on our website, applicants can do so for an additional \$100. Your support is appreciated!

MAKE CHECK PAYABLE TO: Kanapaha Botanical Gardens

**MAIL APPLICATION & CHECK TO: Kanapaha Botanical Gardens,
4700 S.W. 58th Drive, Gainesville, FL 32608**

Please Note: Each standard booth rental guarantees you a 15' x 15' space. If you require additional space beyond these limits, it will be necessary to reserve additional booth spaces. Please detail any special needs and booth area requests:

(required).

We will try to be as accommodating as possible, but cannot guarantee all requests.

Please describe below what types of plants, food or garden related supplies you will offer *(required)*:

*We reserve the right to ask you to pull any items (esp. food) not listed above

MUST ALSO INITIAL AND SIGN 3RD PAGE OF APPLICATION FOR CONSIDERATION

SPRING GARDEN FESTIVAL 2025-RULES & STANDARDS FOR ALL VENDORS

SPACE RENTAL: All confirmations of rental space are final. No refunds of fees will be available. The event will proceed rain or shine. Furthermore, vendors are responsible for protecting their goods sold from inclement weather (tent, containers etc.)

“ACTS OF GOD:” Kanapaha Gardens is not responsible for the event that cannot proceed during the scheduled time by an “Act of God” or act, rule, or order of a governing authority, including, but not limited to: hurricanes, floods, fire, epidemics, quarantines, shelter in place orders or other extreme weather or environmental conditions. In the conditions described in this paragraph and only if the event is cancelled entirely both days, the vendor may apply their full booth rental fee, and any other monies paid, to a voucher for the next year’s Spring Garden Festival or opt for 80% refund on monies paid.

SALES TAX: Vendors are responsible for collecting and paying the 7.5% state and county sales tax.

LICENSING: Vendors are responsible for having any of the necessary licensing to sell their good: Food license for food vendors, nursery registration/license and annual nursery inspection certificate for plant vendors etc.

SET-UP & RESTOCKING: Set up will take place Friday, 9 a.m. til 5:00 p.m., **with the last time of entry allowed at 4:15pm on Friday.** Saturday (set-up) & Sunday (restocking) between 7:45am and 8:45 a.m. Report to the check-in point and you will be directed to your space. **No vehicles are allowed entry into the interior after 8:20 am and all vehicles must be out of the display area before 8:45 a.m. on Saturday and Sunday. We do not recommend waiting until Saturday morning to do your vendor set up. With the exception of food vendors off-loading perishable food, no vendors will be allowed to restock or drive to their booth after 5pm on Saturday and must wait until 7:45am Sunday morning. Vehicles should unload as quickly as possible and immediately exit the festival area once set up is completed to help with traffic congestion.** Only hand carried restocking may be done during the festival.

DISPLAY AREAS: **We can’t guarantee vendors location.** Spaces are 15' x 15' and will be marked and numbered. **If you are a food vendor (or any vendor) with a vehicle-display larger than 15’ long, you will need to buy additional booth space(s). Booth spaces are contiguous to other rented booth spaces so it is the responsibility of the vendor to show up early if they need more than 15’ when initially unloading. Vendors must stay within their allocated vendor space.** 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 sheeting, not directly on turf. Kanapaha Botanical Gardens will usually accept plants and mulch that vendors wish to leave behind as long as previous arrangements have been made.

SECURITY: On site security will be provided Friday and Saturday nights but we do not assume responsibility for damage or theft. It is not advisable to leave extremely valuable items in your booth overnight.

WATERING: Hose bibs will be available but it is the responsibility of vendors to bring hoses & watering wands.

WRISTBANDS: When vendors check in on site they will receive a packet with 3 wrist bands and one parking pass to be used the whole weekend. **It is the responsibility of the individual picking up the packet to disperse the wrist bands within their organization ahead of time. If more wristbands are needed, vendors can buy 4 additional wristbands at half price (and more at full price) at the Kanapaha’s greetings desk until 5 pm deadline on Friday. After the deadline wristbands are only available for purchase at full price. All vendors must be wearing a wristband before entering Saturday & Sunday. If not, vendors will pay a \$12 admission charge at the admission table to enter. Wristbands are not available for pick up at will call on Friday, Saturday or Sunday.**

PARKING: There will be limited vendor interior parking between the Herb Garden and Vinery. Besides a medical emergency, the interior vendor parking gate remains closed during the festival and cars parked there must remain in place during the festival. If you need to be able to drive your vehicle during the festival hours (not inside the gardens), or the interior parking is full, you will park in the exterior vendor parking area. No one is allowed to sleep in vehicles over-night. Vendor parking decal must be displayed on your vehicle at all times. 2 OF 3

TEAR-DOWN: Tear down will begin promptly at 5 p.m. on Sunday and must be completed by 7:00 p.m. Vendors are expected to immediately tear down and **no vehicles are allowed entry into the interior after 6:15pm on Sunday.**

PETS: No pets (except licensed service dogs) will be allowed on the grounds during the festival. For licensed service dogs, please reach out thru email to inquire about additional service dog guidelines. No overnight pets are permitted.

We reserve the right to judge the appropriate conduct and items being sold at any time. We reserve the right to remove any vendors not following our guidelines, being disruptive or unprofessional at any time and will not issue a refund if removed from the festival.

FOR FURTHER INFORMATION, CALL (352) 372-4981 EMAIL: kanapahaevents@gmail.com

Initial

() I have all of the necessary licensing needed to sell my item.

() I understand all booth rental fees are final and that no refunds or vouchers will be given unless an “ACTS OF GOD” specifically described above.

() I understand that the location of booth space is not guaranteed.

() I understand that vendors must be wearing a wristband to enter the festival at all times and will be charged \$12 for entry if not wearing a wristband. The deadline for purchasing 4 half price wristbands is 5pm on Friday and vendors are responsible for passing out wristbands to their staff/helpers ahead of time. Kanapaha does not provide a will call service.

() I understand no vehicles will be allowed entry into the facility after 4:15pm on Friday, not after 8:20 am Saturday and Sunday and not after 5pm on Saturday. Only hand carried restocking may be done during the festival hours.

() I understand the need to quickly unload and immediately remove my vehicle to aid with traffic congestion.

() I will be respectful to Kanapaha staff & property, drive slowly, and not unnecessarily drive on our lawned areas.

() I understand that once parked, no vehicles are allowed into or out of the interior vendor parking area (between the Vinery and Herb Garden) during the festival hours and my vehicle must remain in place.

() I will only park in the two designated vendor parking areas and will not park in handicap or general parking areas.

() I will not go beyond my paid for and designated booth rental space.

() I understand that tear down of the spaces begins promptly on Sunday at 5pm and will not be given access to drive my vehicle into the interior after 6:15pm. Tear down must be completed by 7pm.

Please Note: Do not sell plants identified as Category 1 Invasive Species as listed in the regional distribution of North and Central Florida as noted by the Florida Exotic Pest Plant Council (<https://floridainvasivespecies.org/plantlist.cfm>).

As representative of our business and/or organization I have read and understand the rules and regulations for the Spring Garden Festival and agree to abide by them. I recognize that failure to abide by them may result in exclusion from the festival and future festivals. I understand that all confirmations of rental space are final and no refunds will be available upon cancellation. Our organization and/or business agrees not to hold Kanapaha Botanical Gardens liable from any claims, lawsuits, demands, causes of action, liability, loss, damage and/or injury, of any kind.

Signed: _____ Date: _____