

**Indiana Garden Club's  
May Mart – Garden & Vendor Expo  
PO Box 1447, Indiana, PA  
724.541.4318**



49th Annual May Mart  
Friday, May 17, 2024 10:00 AM to 6:00 PM  
Saturday, May 18, 2024 10:00 AM to 4:00 PM

**S & T Bank Arena - White Township Recreation Complex  
495 East Pike, Indiana, PA 15701**

Indiana Garden Club is a non-profit organization with all fundraising efforts going toward annual scholarships for county high school and college students, community beautification, and state and local environmental agencies. May Mart is an important event that brings together the community with the common bond of interest in all facets of gardening.

The May Mart Tradition:

- A major spring event for over 45 years in Indiana
- Partnering with S&T Bank Arena to provide a safe and expansive venue
- Garden-oriented, hand-crafted, and home-made items
- Plants, plant vendors, related organizations, and food trucks
- Raffles, guest speakers, and give-aways
- Children's gardening activities
- Attendance close to 2000
- Publicity through social media and other sources

Plans for the annual May Mart have already begun!

- Exhibitor spaces are available NOW for our 2024 May Mart - Garden & Vendor Expo.
- Vendors choose to be located inside the double-rink building or spread to the lawn outside.
- Please download the application from our website and mail to P.O. Box 1447, Indiana, PA 15701
- Deadline for all applications is May 1, 2024.
- Applications received after that date will need to be paid in cash at the door.

# Indiana Garden Club May Mart – Garden & Vendor Expo

S & T Bank Arena - White Township Recreation Complex

Indiana, PA

May 17-18, 2024

## Vendor Contract

PLEASE NOTE DEADLINE FOR APPLICATIONS: May 1, 2024

### Duties of the Vendor

- A. Each vendor is responsible for acquiring a PA Sales Tax Number, displaying the appropriate certificate and collecting PA Sales Tax. Alcohol vendors need to provide proof of licensure with your application.
- B. You must provide all equipment and materials needed for your exhibit space. (i.e. tables, chairs, racks, skirting, extension cords etc.)
- C. Booths set up in the ice rink, along the walls cannot place or attach any items on the hockey glass.
- D. Outdoor vendors must be prepared for inclement weather and have their tent securely anchored. Please provide the size of your tent on the application.
- E. Sell ONLY the items described on your application.
- F. Upon your arrival at the complex, go directly to the Information table, just inside the front doors of the building
- G. All vendors are requested to donate an item to benefit the IGC Scholarship Program.
- H. Please note any special requests so they may be addressed before the event.

### Parking & Set-Up

- A. Please unload your vehicle, park in the lower lot just past the tennis courts, and then set up your display. Parking near the building or on the grass near the building is not permitted without prior permission.
- B. Handicap parking areas are designated for May Mart patrons only. If you have a physical condition which limits your ability to walk from the designated parking for vendors area, please contact us so we can make a more suitable arrangement for you.
- C. Set-up begins at 12:30 PM on Thursday and ends at 7:00 PM Thursday evening.
- D. Late set-up can occur on Friday morning between the hours of 7:30 AM and 8:30 AM. All booths must be set up by 9 AM Friday morning.
- E. All vehicles must be out of the loading/unloading area by 9 AM Friday. You must be completely set-up and ready to sell by 10:00 AM.
- F. The Indiana Garden Club requires that you occupy your space until May Mart ends on Saturday at 4 PM. We have advertised the specific hours of the event, and in fairness to all patrons and vendors, vendors are asked to refrain from tearing down before 4 PM.
- G. All vendors must exit the grounds by 8:00 PM.

## **S & T Complex Rules**

- A. The S & T Bank Arena is a NO SMOKING facility.
- B. White Township Recreation Complex is pet friendly outdoors. Pets are prohibited inside the S & T Bank Arena facility.
- C. You are required to have your own fire extinguisher with an A & B classification if your booth has electricity or open flame. This is a Fire Code Regulation.
- D. All vendors with heavy or dirty displays must place plywood & plastic on the floor surface for protection. All vendors with water displays and self-contained water gardens are to be properly protected to avoid leaks.
- E. The complex closes at sunset. An outdoor night security guard will be on duty from 6:00 PM through 7:00 AM on both Thursday and Friday evenings. The building will be kept locked at night.
- F. White Township shall always have the right to eject any person from the premises for any reason that White Township deems proper.

## **Rights Reserved by Indiana Garden Club**



- A. The drawing of a vendor ticket for a free spot for May Mart 2024 will be on Friday.
- B. There will be a complimentary Vendor breakfast at 9 AM on Friday.  
Complimentary coffee will be served to vendors both mornings.
- C. The Indiana Garden Club will provide publicity for May Mart – Garden & Vendor Expo. Other publicity will include the IGC website, Indiana Tourist Bureau, WhoFish, area newspapers, banners, signs, flyers, Facebook, Instagram, S & T Bank Arena advertising, local radio, District and State Garden Club memberships, and other selected advertising. It is recommended that you, as a vendor, also provide advertising for this event on your own social media accounts and other advertising platforms.
- D. Indiana Garden Club reserves the right to place vendors according to the booth space purchased. We cannot guarantee the same space/location you may have had in previous years.
- E. The Indiana Garden Club reserves the right to limit the number of concessions in various categories.
- F. The Indiana Garden Club reserves the right to deny application for future events to any vendor who does not remain with their space, ready to sell, through closing.
- G. The Indiana Garden Club and White Township do not accept any responsibility for lost, stolen or damaged property.
- H. Please note there is NO ATM machine on the premises

## Application

- A. Complete and return the vendor application by May 1 with payment.
- B. Please include a detailed description and three (3) photographs of the items you plan to sell. This is not a juried show; however, photographs are still required for all vendors and used to promote your business on our social media platforms.
- C. Indicate the need for electricity on the application form. This service cannot be provided at the last minute. Please note the upcharge for this service.
- D. 220 amp outlets and special 110 amp outlets are not available.
- E. All merchandise must be kept in the allotted area. Additional spaces may be purchased. Please indicate on your application if you require more than one spot.
- F. Please download the application from our website and mail to P.O. Box 1447, Indiana, PA 15701 or email your saved application to [igcmaymart@gmail.com](mailto:igcmaymart@gmail.com)
- G. Deadline for applications is May 1, 2024. Your payment in full must accompany your application. Any application received after May 1 must be paid for in cash at check in. Failure to participate in the event will result in the forfeiture of your exhibitor's fee.

Questions concerning space allotments, set-up and show information should be directed to Indiana Garden Club 724.541.4318 or [igcmaymart@gmail.com](mailto:igcmaymart@gmail.com)

For additional information and up-to-date announcements, visit our website:

[www.indianagardenclub.org](http://www.indianagardenclub.org) or follow us on Instagram  and Facebook .

\*\*Please complete the Vendor Application below and mail with your payment to:

Indiana Garden Club  
PO Box 1447  
Indiana, PA 15701

## Indiana Garden Club May Mart – Garden & Vendor Expo Vendor Application

<b>VENDOR INFORMATION</b>		<i>Please print clearly.</i>
Vendor Name:	Vendor Type (Check one): <input type="checkbox"/> Handcrafted <input type="checkbox"/> Plants <input type="checkbox"/> Garden Related <input type="checkbox"/> Food <input type="checkbox"/> Alcohol <input type="checkbox"/> Other _____	
Booth Name:		
Brief description of booth contents: (Photos included)		
Email:	Phone:	
Address:	Website/Instagram/Facebook:	
<b>COSTS AND FEES - Indoor or Outdoor Exhibitor Space</b>		
_____ 10' x 10' (Inside)	\$100.00	
_____ 10' x 10' (Outside)	\$100.00	
_____ 10' x 20' (Inside)	\$175.00	
_____ 10' x 20' (Outside)	\$175.00	
Size of Food Truck _____	_____ 2 days \$200.00	
Size of trailer including tongue _____	_____ 1 day \$125.00	
<b>EXTRAS</b> <span style="float: right;"><i>*220 amp and special 110 amp are not available</i></span>		
Electric (Inside) _____ # of outlets @ \$15 per outlet	\$____.00	
Electric (Outside) _____ # of outlets @ \$25 per vendor (Limit 2 outlets per vendor)	\$____.00	
<b>Check #</b> _____ <b>Date:</b> _____	<b>Total Enclosed: \$</b> _____	
Photo release permission: Indiana Garden Club has permission to photograph you/your items for sale and post on social media. Yes _____ No _____		
Vendors agree to abide by all applicable laws, ordinances and regulations pertaining to health, fire prevention, public safety and sales tax laws.		
Signature _____ Date: _____		