

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



Friday, May 19, 2023 9:00 AM to 7:00 PM
Saturday, May 20, 2023 9:00 AM to 4:00 PM

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

Dear Potential 2023 May Mart Participant:

Plans for the annual May Mart have begun. Exhibitor space is available for indoor and outdoor vendors at the upcoming 2023 May Mart - Garden and Vendor Expo.

Applications will be reviewed in the order in which they are received. We cannot guarantee specific spaces. We strongly suggest you submit your application as soon as you know you will be attending the event.

The deadline for application is May 1, 2023

Your payment in full must accompany your application.

Any application received after May 1 must be paid for in cash at check in.

We will be notifying you of your acceptance by email or phone.

Failure to participate in the event will result in the forfeiture of your exhibitor's fee.

The Indiana Garden Club reserves the right to limit the number of concessions in various categories.

The Indiana Garden Club will provide publicity for May Mart – Garden & Vendor Expo

Other publicity will include the IGC website, Indiana Tourist Bureau, area newspapers, banners, signs, flyers, Facebook, Instagram, S & T Bank Arena advertising, radio, District and State Garden Club memberships, and other selected advertising.

All vendors will be provided 2 wrist bands for the two-day event. If you need additional wrist bands for you or people helping in your booth, the cost is \$1 each.

All vendors are requested to donate an item to benefit the **IGC Scholarship Program**.

The drawing of a Vendor ticket for a free spot for May Mart 2024 will be on Friday.

The Indiana Garden Club will comply with any COVID restrictions in place at the time of the event.

2023 May Mart Committee

Important Information and Instructions for ALL May Mart Participants

Fill out and return the attached application by May 1 with payment

- 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.
- 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 the previous year.**
- Please note any special requests so they may be addressed before the event.

Indicate the need for electricity on the application form

This service cannot be provided at the last minute. *

- Vendors requiring 220 electrical outlets will be located near available outlets.

All setup should be contained in a 10' x 10' open space, unless additional space is purchased by the vendor. All merchandise must be kept in the allotted area. No exceptions.

- You must provide all equipment and materials needed for your exhibit space. (i.e. tables, chairs, racks, skirting, extension cords etc.)
- Some inside booths may be set up using the ice rink safety guard as a back drop. **No materials can be attached or placed on the safety guard.**
- Outdoor vendors must be prepared for inclement weather and have their tent securely anchored. **Please provide the size of your tent on the application.**

Upon your arrival at the complex, go directly to the Information table, located just inside the front doors of the arena.

- **Please plan to unload your vehicle, park it, and then set up your display.**
 - Set-up begins at 12:30 PM on Thursday and ends at 7:00 PM Thursday evening.
 - Late set-up can occur on Friday morning between the hours of 7:30 AM and 8 AM. (No Later).
 - **All booths must be set-up by 8:30 AM Friday morning.**
 - **All vehicles must be out of the loading/unloading area by 8:00AM Friday.** You must be completely set up and ready to sell by 9:00AM.
 - **Handicap parking areas will be designated for May Mart patrons only.**
 - **PLEASE BE CONSIDERATE OF PATRONS. DO NOT PARK YOUR VEHICLE IN THE CUSTOMER PARKING AREA IN FRONT OF THE BUILDING.**
 - **All vendor parking will be in the lower parking lot, just past the tennis courts. Please do not park beside the building**

Bring a license if you plan to sell plants, food, or alcohol

Each vendor is responsible for acquiring a PA Sales Tax Number, displaying the appropriate certificate and collecting PA Sales Tax. Alcohol vendors will need to provide proof of licensure to White Township.

Sell ONLY the items described on your application

The Indiana Garden Club reserves the right to prohibit the sale of items not listed on your application.

The Indiana Garden Club requires that you OCCUPY YOUR SPACE until May Mart ends on Saturday at 4:00 PM. We have advertised the specific hours of the show and in fairness to all patrons and vendors, vendors are asked to refrain from tearing down before 4PM.

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. All vendors must exit the grounds by 8:00 PM.

The S & T Bank Arena is a NO SMOKING facility.

The S & T Bank Arena is located less than 1.25 miles from the heart of downtown Indiana. The complex has easy access for travelers, being less than one mile from the 422 exit of State Route 119.

- White Township Recreation Complex is pet friendly outdoors. Pets are **prohibited** inside the facility.
- 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.**
- All vendors with heavy or dirty displays must place plywood & plastic on the floor for protection. Water displays and self-contained water gardens are to be properly protected to avoid leaks.
- **Keep your area free of garbage and recycle properly**
Provide your own garbage bags and place them in the designated areas.
- The complex closes at sunset. An outdoor night security guard will be on duty from 7:00 PM through 7:00 AM on both Thursday and Friday evenings. The building will be kept locked at night.
- White Township shall always have the right to eject any person from the premises for any reason which, White Township deems proper.

The Indiana Garden Club and White Township do not accept any responsibility for lost, stolen or damaged property.

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

For additional information and up-to-date announcements,

visit our website: www.indianagardenclub.org or see us on



VENDOR INFORMATION - PLEASE PRINT CLEARLY			
Name: _____		Booth Name: _____	
Vendor Type: (Check one):			
Handcrafted _____	Plants _____	Garden Related _____	
Food _____	Alcohol _____	Other _____	
Description of booth contents: (Photos included)			
Address: _____		City: _____	
State: _____	Zip: _____	Website: _____	
Phone: _____		Email: _____	
Instagram: _____		Facebook: _____	

COSTS AND FEES	
Indoor or Outdoor Exhibitor Space	
_____ 10' x 10' (Inside)	\$ 85.00
_____ 10' x 10' (Outside)	\$ 85.00
_____ 10' x 20' (Inside)	\$150.00
_____ 10' x 20' (Outside)	\$150.00
Size of Food Truck -----	\$160.00
Size of trailer including tongue _____	
Extras: (include # of outlets needed)	
_____ Electric (Inside) _____ # of outlets @ \$15 per	\$____.00
_____ Electric (Outside) 110 _____ # of outlets @ \$25 per	\$____.00
Check # _____ Date: _____	Total Enclosed: \$ _____

Return Applications & Payment to:
 Indiana Garden Club
 PO Box 1447
 Indiana, PA 15701

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: _____