

Mead Botanical Garden

GROWEMBER Plant Sale Policies and Procedures for Vendors and Exhibitors

GENERAL

GROWEMBER will take place at Mead Botanical Garden. It is an outdoor event. Proceeds benefit Mead Botanical Garden Inc., a non-profit organization dedicated to the programming and improvement of the Garden. **We appreciate your participation in GROWember!**

GROWember will occur on Friday afternoon and Saturday, November 6 & 7, 2020 as follows

On Friday afternoon, 2 – 6 p.m.

On Saturday, 8 a.m. – 4 p.m.

MBG Inc. requests that vendor registrations be submitted no later than Friday, October 16. MBG Inc. is unable to provide refunds once a registration fee is received.

Friday, November 6 - Set-up begins at 9 a.m. and must be completed by 2 p.m. for Vendors participating in Friday's sale.

Saturday, November 7 - The gates open to vendors at 7 a.m. Vendors should be ready for business by 8 a.m. Take-down starts at 4:00 p.m. and must be completed by 6 p.m.

Vendor Space - An area of land approximately 20' x 20', which may include trees, shall be provided for each Vendor's use from 9:00 a.m. on Friday through 6:00 p.m. on Saturday.

Location - Mead Botanical Garden located at 1300 S. Denning Drive, Winter Park, 32789 (Some GPS list it as 1500 S. Denning Drive) The entrance to the Garden is located at the intersection of S. Denning Drive and Garden Drive, three blocks east of State Road 17-92.

For questions, please call Emily Smith, MBG Program Manager, at 407-920-2070

VENDOR RULES

Due to COVID-19, extra space will be allocated between vendor booths. In addition, all vendors will be required to wear a mask to participate in the plant sale.

Parking shall be provided for **one** truck/trailer per vendor for the duration of GROWEMBER. Vehicles and trailers must not block pathways, other vendors or encroach on other vendors' areas. Vendors are limited to a vehicle with a weight of 1.5 tons or less. The vehicle may be used as a holding area. Mead Botanical Garden reserves the right to limit vehicle access, request that vehicles be moved and to direct traffic in such manner as it may determine necessary.

Vendors are required to provide tables, chairs, tents, display racks, extension cords, garden hoses and other items as necessary or appropriate to make an attractive display area. Only tents sized 10' x 10' or smaller are permitted.

Extension cords and garden hoses must not extend over walking paths and must be placed in a manner to ensure safe operation and safe access to vendor booths by pedestrians. Please bring mats to cover extension cords to prevent tripping hazard.

Mead Botanical Garden develops a layout that will showcase all vendors and exhibitors. Mead Botanical Garden reserves the right to assign the location for each vendor and exhibitor.

Vendors are responsible for staffing booths for the duration of the sale during the publicized times of the event.

Display area/booths must be maintained in a clean and organized fashion.

Vendors are responsible for cleanup in the vicinity of their operations.

Vendor generated trash must be removed from Mead Botanical Garden or, alternatively, reasonable small amounts of trash may be placed in the trash receptacles found throughout the Garden. In no event shall Vendors cause the overflow of trash receptacles.

Vendors must sell at retail pricing during the sale. No wholesale operations may be conducted at GROWVEMBER.

Vendors must collect and remit 6.5% Florida Sales Tax in accordance with applicable laws and regulations.

OTHER ITEMS PROVIDED BY MEAD BOTANICAL GARDEN, INC

Vendor space/booth assignments shall be made upon receipt of fully completed forms and full payment.

Vendor space/booth assignments may be revoked for failure to comply with these policies and procedures.

A limited number of water spigots and electrical outlets are available in the plant sale area. Vendors are encouraged to bring buckets to transport water.

Access to electricity **must be pre-arranged** with the GROWvember Chairman well in advance and is not guaranteed.

Vendors should be prepared to accept and process payment without need for electricity.

Vendors should note on their registration forms any special needs other than the space that is provided.

A map showing the location and assignment of booths will be available at check-in.

Mead Botanical Garden reserves the right to limit access by large trucks and to direct traffic in such manner as it may determine necessary.

The Garden main entrance will be locked **Saturday, at 6:30 p.m.** Please note, a pedestrian entrance is not gated and remains open. The Winter Park police will patrol the Garden area, however, Mead Botanical Garden Inc. and the City of Winter Park are not responsible for items left unattended.