

Mead Botanical Garden

2022 GROWvember Fall Fest & Plant Sale

Policies and Procedures for Vendors and Exhibitors

Thank you for your participation in GROWvember. We are excited to provide you with this opportunity to share your plants and merchandise with our Mead Garden members and shoppers!

GROWVEMBER will take place at Mead Botanical Garden on Friday afternoon and Saturday, November 4 & 5, 2022. Proceeds from GROWvember benefit Mead Botanical Garden Inc., a non-profit organization dedicated to the improvement and programming of the Garden.

MBG Inc. requests that vendor registrations be submitted no later than Friday, October 15. MBG Inc. is unable to provide refunds once a registration fee is received.

HELP SUPPORT AND \$AVE! Take advantage of the special discounted vendor fee Mead Garden is offering to vendors who wish to be recognized as a MEAD GARDEN **PERKS PARTNER** and, as such, are willing to offer a 10% discount, small gift with purchase or other "perk" to Mead Garden members.

Below you'll find detailed information about GROWvember. Please reach out to Emily Smith, the GROWvember Chairperson's with any questions. Reach her at emily@meadgarden.org or call 407-920-2070.

GENERAL INFORMATION

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

Set-Up Info: A Mead Garden representative will greet and direct vendors to their booth area. Friday, Nov. 4 - Set-up opens at 9 a.m. and must be finished by 2 p.m. for vendors participating in Friday's sale.

Saturday, Nov. 5 - 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.

VENDOR RULES

Parking is provided for one truck/trailer per vendor for the duration of GROWVEMBER. 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 provide their own tables, chairs, tents, display racks, extension cords, garden hoses and other items needed 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 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 are expected to 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

Vendors participating as a PERKS PARTNER will be given an identifying sign to post at their booth and will receive special recognition throughout the event.

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

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 evening. 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.

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