



Vendor Display Request Form

Saturday and Sunday
October 23 and 24, 2021
Rain or Shine • Show hours:
9am to 4 pm Saturday & 9am to 3pm Sunday

Please join Friends in Pink for **The Bonsai Gathering** in The Gardens, Sponsored by The Friends of the Port St. Lucie Botanical Gardens. The event will be held at the Port St. Lucie Botanical Gardens, located immediately south of the intersection of Westmoreland Blvd. and Port St. Lucie Blvd. (2410 SE Westmoreland Blvd). Show times to the public will be 9am to 4pm on Saturday, and 9am to 3pm Sunday. Setup will commence Friday (October 22, 2021) from 9am to 6pm and must be complete prior to 8:30am on Saturday morning (October 23, 2021). Space is limited and all applications are on a **First Come First Serve Basis**.

<u>BOOTH SIZE</u>	<u>PRICE #1</u>	<u>PRICE #2</u>	<u>ELECTRICITY</u>
10' x 10'	<input type="checkbox"/> \$150.00	-OR- <input type="checkbox"/> \$100.00 plus Bonsai Donation worth at least \$50.00	<input type="checkbox"/> \$15.00 Additional Limited Availability

FULL NON-REFUNDABLE PAYMENT IS DUE WITH YOUR CONTRACT. PLEASE, ALL PAYMENTS MUST BE RECEIVED BEFORE 09/15/21 TO INSURE THE BONSAI GATHERING PARTICIPATION.

All vendors **must** provide a valid Certificate of Nursery Registration from the State of Florida (or Applicable State) and a Sales Tax number (optional). You are responsible for collecting and remitting any applicable sales tax to the Department of Revenue.

Name of Exhibitor/Company _____
[Please print]

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person/s _____ E-mail: _____

Cell # _____ Work # _____

Please describe what your booth or display will entail.

Each vendor will be responsible for the security and protection of their plants, crafts, display, wares, money, and personal property at this event. The Friends in Pink, Inc., the Friends of the Port St. Lucie Botanical Gardens, Inc. and the City of Port St. Lucie undertakes no responsibility for damage to craftsperson's or an organization's property due to theft, loss, accident, vandalism or weather. The City and the Friends reserves the right to deem any display or activity inappropriate for this family-oriented event.

The undersigned agrees to abide by the rules and regulations specified on the additional pages of this contract.

EXHIBITOR'S SIGNATURE _____ **DATE** _____

Continuation of Vendor Contract—page 2 of 2

Will you be setting up your booth on Friday, October 22, 2021? Yes No

If “No”, your vehicle must be removed from the sales area by 8:30 am Saturday morning.

Please initial your understanding of this request: _____

Circle type of vehicle you will be bringing: Van / Truck / Flatbed / Trailer

Specify approximate height and size of vehicle(s). This information is necessary to route traffic into the Gardens and onto the event lawn. _____

Do you require electricity (Limited Availability)? Yes No (thank you). Electricity is an additional \$15. Generators are not permitted.

Spaces will be allocated on a first come first served basis.

CONTRACTS MUST BE RECEIVED BY SEPTEMBER 15, 2021 TO INSURE INCLUSION IN OUR VENDOR PROGRAM.

Contact persons: Joseph Winkler (info@friendsin.pink)

**Please return contract (pages 1 & 2) to:
Name & Address if by mail**

**Make check payable to: Friends in Pink, Inc.
Attn: The Bonsai Gathering
1024 NE Jensen Beach Blvd.
Jensen Beach, FL 34957**

NOTES & UNDERSTANDINGS

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|------------------------|---|
| Reservation | Space reservations may be made by returning the completed contract and full payment to <u>Friends in Pink, Inc.</u> |
| Refund Policy | Vendor fees are non-refundable. This event will be held rain or shine. |
| Tax or License | Vendors are responsible for collecting and submitting Sales Tax and current State Nursery registrations. |
| Security | Friends in Pink, Inc., The Friends of the Port St. Lucie Botanical Gardens and the City of Port St. Lucie are and will not be responsible for any missing/damaged items. |
| Set up/ Restock | Set up begins on Friday, October 22, 2021 at 9:00 am, and must be completed by 6:00 pm. Set up on Saturday must be with specific permission of the Friends in Pink. Gates will open at 6:30 am and set up must be completed by 8:30am. All vehicles must be removed from the event area <u>before</u> 8:30 am Saturday or Sunday. No vehicles will be allowed in the sales area. Therefore, no vendor will be allowed to work” or “sell” out of their vehicles. Restocking may begin on Sunday, |

October 24, 2021 at 6:30 am. and must be completed by 8:30 am. Parking will be closely monitored by Gardens Traffic Coordinators.

- Vendor Vehicles** Vendor Vehicles will not be allowed to remain in the sales area unless specific permission is granted by the “Traffic Coordinators”. Vendors will have an assigned vendor parking area.
- Display Area** All booth spaces will be identified booth number on the grassy area.
- No tables or chairs will be provided or available for rent. Please supply same for needs.
 - The Port St. Lucie Botanical Gardens boast six foot wide concrete sidewalks throughout. Your booth area will be specifically lined out a reasonable distance from the edge of the sidewalk to allow customers to better view and visit your booth without blocking the sidewalk. Please respect this set back distance and do not encroach your merchandise or set up into this zone.
 - The PSLBG has an irrigation system and underground electric. Therefore, no tents can be staked. **Please secure all tents with weight.**
 - Please be considerate of your neighboring vendors and stay within your designated contracted space.
 - To protect the Gardens, please keep your area clean. Do not post materials on the trees.
 - All vendors must remove their own trash. A dumpster will be available near the Event Lawn for vendor use. Please do not dispose of your trash into the general trash receptacles around the Gardens.
- Booth Assistance** Volunteers of the Friends will be available on request to man your booth if you are in need of a lunch break or rest stop. A cell phone number will be provided to you for these requests.
- Pets** No pets are allowed in Port St. Lucie parks.
- Smoking** All Port St Lucie parks have designated smoking areas. Please respect these restrictions.
- Water Stations** Water stations will be marked and available for watering inventory. Please provide your own hoses and bucket.
- Break Down** No vendor will break down their display BEFORE the published show end time of (3:00 pm) unless special permission has been granted by the “Vendor Assistance Coordinator”. No Vendor vehicle may enter the event area until 15 minutes after the sale has officially ended.

This is a binding contract between the Friends In Pink, Inc. and the vendor who received this contract to participate in the 2021 The Bonsai Gathering. This contract is non-forwardable and should not be passed on to any other vendor.