



HEATHCOTE Botanical Gardens

210 Savannah Rd
Fort Pierce, FL 34982

Registration GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Dates & times: Saturday May 18th, 10 AM – 4 PM
- Participation:** Vendors selling plants, garden art, furniture, books, and garden accessories are invited to attend as well as plant societies and non-profits representing arts, conservation, and environmental groups. **There may be restriction on how many vendors selling similar items may participate.**
- Reservation:** Space reservations may be made by returning the completed application and full payment to HBG by May 3, 2024 for the early registration discount.
- Refund Policy:** Vendor fees are non-refundable. Event will be held rain or shine.
- Tax and Licenses:** Vendors are responsible for collection and submitting Florida Sales Tax and current DOACS registration.
- Security:** Staff security will be onsite the day of the event provided by Heathcote Botanical Gardens. **HBG will not be responsible for any missing items or broken items.**
- Set Up/Restock:** Set up may begin on Saturday, May 18 at 8:30 AM and must be completed by 9:30 am. **No vendor will be admitted for set up after 9:30 am Saturday. Friday set up is by approved advance request, there is no overnight security Friday to Saturday.**
- Vehicles:** Special access for setting up, restocking, and dismantling in the field area will be made available via the west gate, back gate and front date. Large box trucks may be restricted to access from Field Parking only due to overhead trees. **No vendor vehicles** will be allowed in the Gardens during the hours of the Event. The front parking areas are for visitors only. There will be assigned parking areas for vendors - this will be noted in the Vendor Confirmation email closer to the event. **All vehicles must be removed from the Event area and guest parking by 9:30 am Saturday.** (*Vendors with trailers that are staying onsite need to let us know in advance and will be assigned a parking space.*)
- Display Area:** All spaces will be identified.
- Please be considerate of your neighboring vendors and **stay within your designated space.** (*If you exceed your space, you will be asked to contain or charged for more space*)
 - To protect HBG, please keep your area clean. Do not post material on the trees. Remove your own trash.
 - All space preparation and dismantling are the responsibility of the vendor.
 - Holes made to place post should not be dug without consulting Garden Staff. This is to prevent damage to electrical and irrigation lines.
 - Mulch or wood chips must be placed on plastic – not directly on the ground.
 - Vendors are asked to leave their sites as they found them.
 - Please do not cut or prune plants or trees that belong to HBG or other vendors.
 - Typical tent space is 10x10. PLEASE be cautious when putting up tents to not disturb irrigation or electrical lines.

Agreement of Hold-Harmless, Indemnity and Photo Release

Whereas the undersigned is a special permittee of Heathcote Botanical Gardens (hereinafter referred to as "Owner") to use a portion of the Botanical Gardens for the following generally described event, activity, or purpose during the period of time from May 18 2024 participating in the **Engines in the Gardens Event**.

WHEREAS, as a special permittee, the undersigned is, or may be authorized to bring upon the grounds of the Owner to participate with the undersigned in, or partake of, the above-described event, activity, or purpose which event, etc., the undersigned recognized is, or may be inherently hazardous to persons and/or property.

NOW, THEREFORE in consideration of the Owner's grant to the undersigned of the special permit to conduct or carry out his, her or its event, activity or purpose at **Heathcote Botanical Gardens**, the undersigned agrees, covenants, pledges and warrants to hold Owner harmless and to indemnify it from any and all losses or damages to persons or property, or claims thereof, arising, or claimed to have arisen from the event, activity, or purpose conducted or carried out by the undersigned, by one or more of the guests or invitees of the undersigned.

This indemnity and hold harmless shall likewise extend to the costs including legal fees and court costs incurred by Owner in the investigation of defense of such claims.

Owner is permitted to publish or post pictures to publicize event. Including but not limited to social media, email contacts to patrons and advertisements, now and in the future.

IN WITNESS THEREOF, the undersigned has/have affixed his/her/its hand(s) on the dates adjacent to his/her/their/its signature.

_____ **Witness Permittee (Vendor)**
Date

_____ **Witness Heathcote**
Representative Date



HEATHCOTE Botanical Gardens

Vendor Space Reservation Form – Engines in the Gardens 2024 – May 18, 2024.

Registration Deadline: May 3, 2024

Business Name: (as it should appear on the program and map) _____

Contact Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Contact: _____ Email: _____

Social Media address: _____ Website: _____

NOTE: All vendors are responsible for paying the 7% sales tax to the State of Florida, and for FL DOACS registration.

What items are you selling? (This will go into the Garden Festival program and advertising)

When will you set-up? _____

Space	Space Number Preference	Quantity of Spaces	Cost**	Total
*Spaces 1-17	_____ - _____ - _____		\$	\$
*Spaces 18-46	_____ - _____ - _____		\$	\$

*See enclosed map Locations are approximate and subject to change. Lawn spaces will be filled first. If your choice is not available on the lawn you will be assigned to the closets space still available.

We will be electronic billing of vendor fee please make sure you email this form to us.

Registration vendor fee \$32.10 (includes tax)

NON-PROFIT price \$21.40****

Total Enclosed: \$ _____

Space is available on a first come, first served basis. Please be sure and mark your 1st, 2nd and 3rd choices.

Please make check payable and mail to: Heathcote Botanical Gardens
210 Savannah Rd
Fort Pierce, FL 34982

Payment by credit card is available via an electronic invoice.
www.HeathcoteBotanicalGardens.org
Forms can be emailed to
info@heathcotebotanicalgardens.org

I have read and understand the guidelines for the Event and agree to abide by them. I have signed and returned this form with my payment and the signed hold harmless form. Also, by signing below I confirm I have **liability insurance** in effect at the time of this event. These forms and payment must reach Heathcote Botanical Gardens no later than **May 3, 2024** for the early registration discount per space. Vendor fees are non-refundable.

Signed: _____ Date: _____



Heathcote Garden Map

Heathcote Botanical Gardens
 210 Savannah Road, Fort Pierce, FL 34982
Info@heathcotebg.org
 Engines in the Garden

772-464-4672
www.heathcotebotanicalgardens.org
 May 18th, 2024

