



# HEATHCOTE Botanical Gardens

210 Savannah Rd  
Fort Pierce, FL 34982

## Registration GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Dates & times: Saturday October 18th, 2024, 9 AM – 4 PM  
Sunday, October 19th, 2025, 9 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 is no 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 February 23, 2025 for the early registration discount.
- Refund Policy:** Vendor fees are non-refundable. Event will be held rain or shine. *(In the event of an extreme weather incident like hurricane/ tornado/ flood/ fire Heathcote reserves the right to postpone the event\*. Vendors unable to attend the new date will receive a donation receipt and their fees will be applied as a donation to the gardens.)*
- Tax and Licenses:** Vendors are responsible for collection and submitting Florida Sales Tax and current DOACS registration.
- Security:** Overnight security will be provided on Saturday night only 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, October 18th at 7 AM and must be completed by 8:30 am. Restocking may begin on Sunday, October 19th at 7 AM and must be complete by 8:30 am. **No vendor will be admitted for set up after 8:30 am Saturday or Sunday. Friday set up is by approved advance request, there is no overnight security Friday to Saturday. Vendors are not to leave any food items overnight.**
- 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 Festival. 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 Festival area and guest parking by 8:30 am Saturday and 8:30 am Sunday.** *(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 October 18 & 19, 2025 participating in the **Fall Garden Festival**.

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**



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## Vendor Space Reservation Form – Fall Garden Festival 2025 – October 18<sup>th</sup> & 19<sup>th</sup> 2025. Pre-Early Registration Deadline: April 30, 2025.

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	Preference	Quantity of Spaces	Cost**	Total
*zone	_____ - _____ - _____		\$	\$

\*See enclosed map, these spaces are prioritized for non-profits. Locations are approximate and subject to change. We will be updating the map for 2024 and adding more spaces. **Spaces will be assigned per zone preferences.** For electronic billing of vendor fee email this form to us and request to be electronically invoiced for the amount owed. Online registration will be available End of April 2025.

Registration vendor fee \$101.65 (includes tax) (\$95 plus tax of 6.65) \*\*\*\* **Early Bird rate is \$80.25** (includes tax \$75 plus tax of 5.25)

NON-PROFIT price \$50. \*\*\*\* **Sign up as a Presenter at the event and save \$10 off your registration.**

Total Enclosed: \$ \_\_\_\_\_

**Space is available on a first come, first served basis. Please be sure and mark your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> 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@heathcotebg.org**

I have read and understand the guidelines for the Fall Garden Festival 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 **April 30, 2025**. \*Vendor fees are **non-refundable** including if rescheduled due to acts of nature, god or political unrest.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_



Heathcote Botanical Gardens  
 210 Savannah Road, Fort Pierce, FL 34982  
[info@heathcotebg.org](mailto:info@heathcotebg.org)  
 39<sup>th</sup> Annual Fall Garden Festival

772-464-4672  
[www.heathcotebotanicalgardens.org](http://www.heathcotebotanicalgardens.org)  
 October 18<sup>th</sup> and 19<sup>th</sup>, 2025

**Ask how to be a sponsors!**