



210 Savannah Rd
Fort Pierce, FL 34982

Registration GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Date & time: Saturday & Sunday October 12&13, 2024, 10 AM – 4 PM
- Participation:** Vendors selling anything related to Bonsai and similar Asian theme items, services or etc. **There is no restriction on how many vendors selling similar items may participate. You are expected to provide an item for raffle as this is a fundraising event for Heathcote Botanical Gardens.**
- Reservation:** Space reservations may be made by returning the completed application to HBG by September 20, 2024 for the early registration discount. Spaces are assigned by HBG in the order applications are received.
- Refund Policy:** Event will be held rain or shine. No refunds
- Tax and Licenses:** Vendors are responsible for collection and submitting Florida Sales Tax and current DOACS registration.
- Security:** Overnight security will be provided by Heathcote Botanical Gardens. **HBG will not be responsible for any missing items or broken items.** *Vendors setting up Friday there is NO overnight security.*
- Set Up/Breakdown:** Set up may begin on Saturday, October 12, at 7:30 AM and must be completed by 9:00 am. Break down may begin no earlier than 3:45 pm and must be complete by 5pm
No vendor will be admitted for set up after 8:30 am Saturday or Sunday.
- 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 gate. 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 9 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 may be asked to contain your items to your 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 is prohibited. This is to prevent damage to electrical and irrigation lines. Please use concrete blocks or other items.
 - 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. If you require a larger space it must be noted on the application

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 12 & 13, 2024, participating in the **Bonsai Expo**.

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 and expected 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

Vendor Space Reservation Form – Bonsai Expo 2024 – October 12 & 13, 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 may go into the any programs, website, blog or advertising)

Vendor locations will be assigned on a first come, first served basis. Please note how many 10x10 spaces you would like with a maximum of 3 spaces. _____. (Please choose only the amount of space you can fill we reserve the right to limit spaces bases on number of vendors.)

Do you have a trailer vendor that requires drive in set up location. (This is for vendors who sell out of a trailer NOT for vendors who have a trailer to bring their products to the location. _____.

Registration vendor fee: Vendors are expected to donate an item for our raffle table and that vendors promote their participation. If you are selling items there is a vendor fee and you will be electronically invoiced for the \$90 plus tax fee. **Bonsai applications received during the promotional period will receive a discount** (discount percentage is less as we get closer to the event so email early for the very BEST discount) and **vendors volunteering with the event are free.** In the body of your email with the attached application **please note if you are volunteering.** (volunteering means you are slated to assist Tom with a class, seminar, or presentation, set up or break down or pre-event preparations). For a promotional discount please inquire with your application as we must confirm you are a Bonsai related product prior to giving the current discount.

NON-PROFIT please contact us for participation and complete the application. 772-464-4672

Space is available on a first come, first served basis. Please email your completed application to info@heathcotebg.org. We prefer you email your application.

Or You may mail to: Heathcote Botanical Gardens
210 Savannah Rd
Fort Pierce, FL 34982

I have read and understand the guidelines for the Bonsai Expo 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 must reach Heathcote Botanical Gardens no later than **September 20, 2024** to secure participation space. This is a rain or shine event and I understand I am expected to be there unless the event is cancelled.

Signed: _____ Date: _____