



210 Savannah Rd
Fort Pierce, FL 34982

Registration GUIDELINES FOR VENDORS AND EXHIBITORS

- Date/Hours:** Dates & times: Saturday October 17th, 2026, 9 AM – 4 PM
Sunday, October 18th, 2026, 9 AM – 4 PM
- Participation:** Vendors selling plants, garden art, furniture, books, jewelry, unique items, 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 September 1, 2026**
- 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 collecting 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 17th at 7 AM and must be completed by 8:30 am. Restocking may begin on Sunday, October 18th at 7 AM and must be completed 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 leaving any food items overnight. Monday breakdown may be available this year so if interested please let us know.**
- 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 17 & 18, 2026 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



**Vendor Space Reservation Form – Fall Garden Festival 2026 – October 17th& 18th 2026.
Registration Deadline: September 1, 2026.**

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	_____ - _____ - _____		\$	\$
Electricity	Main lawn or Back Lawn			

*** Spaces will be assigned per zone preferences WE cannot promise an exact spot.**
 For electronic billing of vendor fee email this form to us and request to be electronically invoiced for the amount owed. There is a 3% processing fee on credit cards. Multi space vendors get an additional 10% off their vendor fee. Would you like a location with access to electricity. We have a limited number of spaces with that option. Main lawn 4 spaces and that is an additional \$25. Back lawn 4 spaces and that is an additional \$50. You must supply your own extension cord and it is for regular electricity. Electrical spaces are specific locations so not subject to a selection of zone. All are on a first-come basis.

Registration vendor fee \$133.75 (includes tax) (\$125 plus tax of 8.75 ** Any registrations submitted after September 1, 2026 will incur a late booking fee of \$25 on top of registration fee.**

NON-PROFIT price \$50. ** Sign up as a Presenter at the event and save \$25 off your registration.**

Total Enclosed: \$ _____

Space is available on a first come, first served basis.

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.
 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 **December 15, 2025 for early bird returning vendor fee promotional rate**. *Vendor fees are non-refundable.

Signed: _____ Date: _____



Thank you to our community sponsors!

