



Marion County Master Gardeners' **Spring festival**



Always the 2nd weekend in March!
2232 NE Jacksonville Road, Ocala FL 34470
www.marioncountyfl.org/springfestival
352-671-8400

Saturday, March 11 8 a.m.-5 p.m. Sunday, March 12 9 a.m.-4 p.m.

COMMERCIAL VENDOR APPLICATION

Company name: _____
Physical address: _____
Contact name: _____ Primary phone: _____
Email address: _____ Secondary phone: _____
FL nursery license #: _____ Effective/Expires: _____

Our aim is to provide our patrons with the widest selection of gardening needs and wants without excessive duplication of vendor inventories. Please list gardening items intended to be sold at this year's event below.

*** 2017 BOOTH LAYOUT OPTIONS *** SEE NEXT PAGE ***

Due to possible impacts from construction of a new covered arena for the Southeastern Livestock Pavilion, our booth layout may be different than previous years. We have provided both layouts in this application packet and ask that you indicate your preferred booth(s) from each layout in the charts on the next page. As we near Festival weekend, we will learn which of the layouts will be necessary. Thank you for your cooperation and understanding.

Instructions:

- **Select** and enter your booth choice(s) from the **2017 Spring Festival layout**.
- **Select** and enter your booth choice(s) from the **alternative "plan B" layout**.
- Read the 2017 Spring Festival Terms and Conditions.
- Complete and return the application **before Oct. 31, 2016**.

I have read and agree to the Commercial Vendors terms and conditions.

We'd like to include a link to your company's website or social media address in our advertising. Please provide your website URL below. Feel free to reference our URL (www.marioncountyfl.org/springfestival) in your advertising for the area's largest all-in-one garden and plant expo.

Company website: _____
Social media address: _____

Please send completed application via email to: mcmgsf@outlook.com.

2017 BOOTH LAYOUT

Please indicate your booth preference(s) below. Booths will be assigned upon receipt of 50% down payment.

Sizes	Cost	Booth numbers	Endcap + 10%*	Endcap booths	Electric + \$ 40.00	Preferred booth #	Total booth fee due
10'x25'	\$ 165.00	2-14	+ \$ 16.50	1, 15	+ \$ 40.00		\$
12'x12'	\$ 85.00	17-24	+ \$ 8.50	16, 25	N/A		\$
12'x30'	\$ 200.00	31-37, 41-47, 51-58	+ \$ 20.00	30, 38, 40, 48, 50, 59	N/A		\$
15'x15'	\$ 140.00	61-65, 71-76, 81-88, 91-98, 111-117, 121-130, 140-157	+ \$ 14.00	60, 66, 70, 77, 80, 89, 90, 99, 110, 118, 120, 131, 158	+ \$ 40.00		\$
15'x20'	\$ 165.00	101-107	+ \$ 16.50	100, 108	N/A		\$

***Endcaps** are identified on the vendor booth map with black borders.

****Electric** available only for booths identified with an "E" on corresponding booth map for \$40 per outlet.

2017 PLAN B LAYOUT

Please indicate your booth preference(s) below. Booths will be assigned upon receipt of 50% down payment.

Sizes	Cost	Booth numbers	Endcap + 10%*	Endcap booths	Electric + \$ 40.00	Preferred booth #	Total booth fee due
10'x25'	\$ 165.00	2-14	+ \$ 16.50	1, 15	+ \$ 40.00		\$
12'x12'	\$ 85.00	17-24	+ \$ 8.50	16, 25	N/A		\$
12'x30'	\$ 200.00	31-37, 41-47, 51-58	+ \$ 20.00	30, 38, 40, 48, 50, 59	N/A		\$
15'x15'	\$ 140.00	61-65, 71-76, 81-86, 91-96, 121-126, 141-143, 146-148, 151-153	+ \$ 14.00	60, 66, 70, 80, 89, 90, 120, 127, 140, 144, 145, 149, 150, 154	N/A		\$
15'x20'	\$ 165.00	101-105, 108-110	+ \$ 16.50	100, 107, 111	+ \$ 40.00		\$

***Endcaps** are identified on the vendor booth map with black borders.

****Electric** available only for booths identified with an "E" on corresponding booth map for \$40 per outlet.

2017 Booth Layout

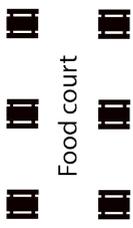


Restrooms

Vendor parking

- D
- C
- B
- A

- E
- F

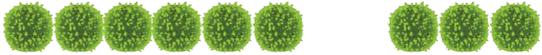


Food court

- 117
- 116
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- 114 ^E
- 113 ^E
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- 155 ^E
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- 15 ^E
- 14 ^E
- 13 ^E
- 12 ^E
- 11 ^E
- 10 ^E
- 9 ^E
- 8 ^E
- 7 ^E
- 6 ^E
- 5 ^E
- 4 ^E
- 3 ^E
- 2 ^E
- 1 ^E

EXIT

ENTRANCE



105	104	103	102	101	100
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PLAN B

96	95	94	93	92	91	90
86	85	84	83	82	81	80

76	75	74	73	72	71	70
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66	65	64	63	62	61	60
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BUILDING

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EXIT

15	14	13	12	11	10	9	8	7	6	5	4	3	2	1
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E
				111	110	109	108	107						

ENTRANCE

FOOD COURT

154	153	152	151	150
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149	148	147	146	145
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144	143	142	141	140
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UF IFAS Extension
UNIVERSITY of FLORIDA



Saturday, March 11

8 a.m.-5 p.m.

Sunday, March 12

9 a.m.-4 p.m.

COMMERCIAL VENDOR TERMS AND CONDITIONS

Please read carefully.

Marion County Board of County Commissioners, University of Florida, Marion County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), UF/IFAS Master Gardeners will not be responsible for any loss, damage, nor injury to any person or property of participating commercial vendors (hereafter referred to as "vendors") of the Marion County Master Gardeners' Spring Festival ("Festival").

Payment: Once your completed application has been approved, you will receive an email with your payment alternatives. A nonrefundable deposit of 50 percent of your total booth reservation is required by Oct. 31, 2016. Vendors who do not meet this October deadline may not be included in Festival advertising. The balance will be due Feb. 10, 2017. If we have not received your final payment by Feb. 10, 2017, the Festival Committee reserves the right to sell the booth to another vendor.

Booth assignments: Booths will be assigned after receipt of a 50-percent down payment. Once booth(s) have been assigned, **NO REFUNDS WILL BE MADE**. Booth parameters will be clearly defined prior to set up; extending beyond boundaries is prohibited. Booth subletting is prohibited without prior approval from Festival Committee Chair. **Should the Festival configuration change, vendors will be assigned a booth of equal value.**

Vendor parking: During Festival operating hours, all vendor vehicles must be parked in the designated vendor parking area and no vendor vehicle of any kind will be allowed on the grounds once the gates open. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first-served" basis. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park efficiently to allow for as many vendor vehicles as possible in these prime spots. All overnight recreational vehicles (RVs) **MUST** be approved and paid for at the time of final payment. RVs will be required to park in the vendor parking lot and should notify Festival staff during initial set up.

Set-up times: Thursday, March 9, from noon-7 p.m. and Friday, March 10, from 8 a.m.-7 p.m.

NOTE: Vendors WILL NOT be allowed on Festival grounds for set up outside these times. **NO SET UP WILL BE ALLOWED after 8 a.m. on Saturday, March 12.**

Event requirements: 1) Vendors are required to keep their booth space neat, clean and aesthetically pleasing for the duration of the Festival. 2) All vendors are required to sell at retail prices during the Festival. 3) All vendors selling plants at the Festival are required keep their current NURSERY CERTIFICATE OF INSPECTION easily assessable during Festival hours of operation. 4) Vendors must provide their own tents, tables, chairs, electrical cords and garden hoses (if intending to use free, external water connections available to all vendors). 5) All tents must be secured to protect your product and the inventory of other vendors. **NOTE:** wind is a problem at this time of year. 6) The selling of invasive plants is prohibited (see listing here: www.fleppc.org). 7) Vendors, please note, garden apparel **DOES NOT** include T-shirts. 8) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds.

Restocking: Replenishment of booth(s) will be allowed during the Festival and after closing. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON FESTIVAL GROUNDS DURING OPERATING HOURS.** Only designated vehicles for Festival staff and emergency response vehicles will be allowed on Festival grounds during Festival hours of operation.

Prohibited on Festival grounds: 1) Generators. 2) Obstructions to walkways. 3) Digging holes. 4) Dogs and pets other than certified service companions.

Security: The Festival grounds will be patrolled on Friday and Saturday nights.

Break down times: Sunday, March 12, from 4:15-7 p.m. and Monday, March 13, from 8 a.m.-noon.*

DUE TO SAFETY CONCERNS FOR VENDORS AND GUESTS, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING FESTIVAL GROUNDS PRIOR TO 4:15 P.M. ON MARCH 12.

*Breakdown is permitted on Monday, March 13, only with prior approval of Festival Committee Chair.

Non-discrimination policy: It is the policy of Marion County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The Festival affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.