



## Clermont Garden Club Spring Garden Festival

Dear Vendor Applicant:

The Clermont Garden Club will be hosting it's second "Spring Garden Festival", on Saturday, May 2, 2020, from 9:00 AM until 2:00 PM at the Clermont Garden Club, 849 West Avenue, Clermont, FL and along the shores of Center Lake Park.

All submitted applications are subject to review by our selection committee. Upon acceptance and approval, the committee will send an acknowledgment via email or telephone to the approved vendor. Certain criteria will apply, which is listed on the attached page. You may email your application to [bsktcindy@earthlink.net](mailto:bsktcindy@earthlink.net) for advance approval and to ask any questions.

The deadline for applications is **Friday, March 6, 2020** to allow for advance advertising of vendors.

Please send your completed application (pages 4 & 5) and check and return it to us in a timely manner so that we may begin the selection process. **Applications will not be confirmed without payment.**

There is no rain date for the Festival.

Cordially,

*Cindy Simon*

Cindy Simon, Chairwoman  
[bsktcindy@earthlink.net](mailto:bsktcindy@earthlink.net)

For information about the Clermont Garden Club, please go to our website: [clermontgardenclub.com](http://clermontgardenclub.com)  
The Clermont Garden Club is a 501 (c) 3 organization.

# Clermont Garden Club Spring Garden Festival – Vendor Criteria

**All products being exhibited must be high quality garden, garden décor, plants, or wildlife related items.**

## **GENERAL**

- The Spring Garden Festival will occur on Saturday, May 2, 2020 from 9:00 AM to 2:00 PM
- Set up for the event will take place between 7:00 AM and 9:00 AM.
  - Break down for the event will take place between 2:00 PM and 4:00 PM.
  - Vendors are expected to stay for the entire event 9:00 AM – 2:00 PM.
- Vendor fees are non-refundable after acceptance to the event. NO EXCEPTIONS
- There will be no rain date scheduled. Festival Chair will determine early closing of the event in case of inclement weather.
- The address of Clermont Garden Club is 849 West Avenue, Clermont FL34711. Center Lake Park is adjacent to the club grounds.
- The cell phone number for Cindy Simon, Chairwoman is: 352-978-9542. Email is [bsktcindy@earthlink.net](mailto:bsktcindy@earthlink.net).

## **VENDOR RULES**

1. Parking shall be provided for vendors near the Festival grounds. Clermont Garden Club reserves the right to limit vehicle access and to direct traffic in such manner as it may determine necessary.
2. In order to keep the set-up process on a timely schedule, vendors must be punctual. Vendors arriving late will be unable to access their reserved assigned space by vehicle. Late arrivals will be required to hand carry their items to their space.
3. Vendors may not share their booth with other vendors.
4. Vendors must provide their own canopy, tables, chairs, and signage. Booth areas must be maintained in a clean and professional manner. Additionally, vendors must provide tie downs for their canopy.
5. Generators are not allowed.
6. The sale of t-shirts, posters, drawings or raffle tickets by vendors and organizations is strictly prohibited. No donation jars will be allowed by vendors.

7. Vendors may not bring music or entertainment.
8. Clermont Garden Club will provide all food and beverage for sale. The sale of food and beverage by other vendors will be approved by the Festival committee.
9. Vendors are responsible for the removal of all materials and trash from their booth location.
10. Vendors must sell at retail pricing during the Festival. No wholesale operations may be conducted at this event.
11. Vendors must collect and remit 7% Florida Sales Tax in accordance with applicable laws and regulations.

#### **OTHER ITEMS PROVIDED BY CLERMONT GARDEN CLUB, INC**

- An approximate 10' x 10', 10' x 20', 10' x 30' or 10' x 40' area of land for a booth, which may include trees, shall be provided for each Vendor's use from 7:00 AM through 4:00 PM on Saturday, May 2, 2020; provided, however, that sales may occur only during the hours of 9:00 AM to 2:00 PM. Booth size is determined by the price paid for said booth.
- Booth assignments shall be made upon submission of fully completed forms and full payment.
- Booth assignments may be revoked for failure to comply with these policies and procedures.
- The event is outdoors. Access to water will be provided to the extent available at the Clermont Garden Club. Be prepared to transport water in vessels of your own.
- A map showing the location and assignment of booths will be available at check-in.
- Drive through for set-up and un-loading is available, provided however, Clermont Garden Club reserves the right to limit access by large trucks and to direct traffic in such manner as it may determine necessary.

# Clermont Garden Club Spring Garden Festival 2020 Vendor Application

Name of Business \_\_\_\_\_

Please Print

Contact Person \_\_\_\_\_

Mailing Address \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone # \_\_\_\_\_ Cell # \_\_\_\_\_

On-Site Contact Person \_\_\_\_\_

Cell # \_\_\_\_\_

Non-Profit pricing is the same as for retail vendors

### Booth size will be closely monitored

Please Check the desired booth size

10' X 10' \$25.00 \_\_\_\_\_

10' X 20' \$50.00 \_\_\_\_\_

10' X 30' \$75.00 \_\_\_\_\_

10' X 40' \$100.00 \_\_\_\_\_

**Would you please donate an item for our Raffle? We request a minimum retail value of \$25.**

Yes \_\_\_\_\_ Raffle Item Description \_\_\_\_\_

No \_\_\_\_\_

**Are you interested in becoming a Sponsor for this event? Yes \_\_\_ No \_\_\_**

We have three levels of sponsorship: Bronze (minimum donation \$75), Silver (minimum donation \$200), Gold (minimum donation \$500). As a sponsor, you or your organization will be listed in our advertisements and festival program. A letter of acknowledgement will be sent for tax purposes. Checks should be made out to "Clermont Garden Club."

Level: Bronze \$\_\_\_ Silver \$\_\_\_ Gold \$\_\_\_ Donation: \$\_\_\_\_\_

# Clermont Garden Club Spring Garden Festival 2020

## Vendor Application

Please give a brief description of merchandise for sale and include a picture, brochure, or web link to view, if possible.

**Selection for acceptance is based on description of merchandise. Only items clearly listed will be allowed for sale.**

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Spaces are limited

### Release of Liability and Indemnification

On behalf of myself and the above-named Organization, I agree to indemnify and hold Clermont Garden Club, Inc. and the City of Clermont, and their officers, directors, trustees and employees harmless for any liability, loss or damage resulting directly or indirectly from Organization's participation in the Spring Garden Festival.

### Policies and Procedures

I further confirm and agree, on behalf of myself and the Organization, that I have read and agree to the Vendor Criteria.

Please enter the name and title of the person who is completing application.

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Name

Title

Clermont Garden Club Spring Garden Festival Committee reserves the right to accept or decline any application.

**Please make checks payable to:  
Clermont Garden Club**

**Return copies of pages 4 & 5 with Check to:  
Cindy Simon  
11228 Summer Wind CT  
Clermont, FL 34711**