



Clermont Garden Club Spring Garden Festival

Dear Vendor Applicant:

The Clermont Garden Club will be hosting it's fifth "Spring Garden Festival", on Saturday, May 6, 2023, 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 for advance approval and to ask any questions.

The 2022 Spring Garden Festival was the largest to date with 30 vendors. Our public attendance was estimated to be an average of 1000. We continue to grow every year.

The deadline for applications is **Friday, April 7, 2023**, to allow for advance advertising of vendors. If you are accepted as a vendor after this date, advance advertising cannot be guaranteed.

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.** A private Eventbrite link will be provided to those requesting to pay with a credit card.

There is no rain date for the festival.

Cordially,

Cindy Simon

Cindy Simon, Chairwoman
bsktcindy@earthlink.net

For information about the Clermont Garden Club, please go to our website: 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, Saturday, May 6, 2023, from 9:00 AM until 2:00 PM
- Set up for the event will take place between 6:30 AM and 9:00 AM.
 - Break down for the event will take place between 2:00 PM and 3:00 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. This is a fundraising event.
- 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.

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. 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 without prior approval.
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 at booths.
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. The sale of food and beverage by vendors must 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 Florida Sales Tax in accordance with applicable laws and regulations.
12. Food vendors must be on the approved list of the City of Clermont, FL.

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 6:30 AM through 3:00 PM on Saturday, May 6, 2023; 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 2023 Vendor Application

Name of Business _____
Please Print

Contact Person _____

Mailing Address _____

Email _____

Phone # _____ Cell # _____

On-Site Contact Person _____

Cell # _____

Non-Profit pricing for a 10'x10' booth is \$25.00, larger booths are not discounted.

Non-Profit 10'x10' \$25.00 _____

Booth size will be closely monitored

Please Check the desired booth size

10' X 10' \$50.00 _____

10' X 20' \$75.00 _____

10' X 30' \$100.00 _____

10' X 40' \$125.00 _____

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 \$100), Silver (minimum donation \$500), Gold (minimum donation \$1,000). As a sponsor, you or your organization will be listed in our advertisements. A letter of acknowledgement will be sent for tax purposes.

Checks must be made out to "Clermont Garden Club."

Level: Bronze \$___ Silver \$___ Gold \$___ Donation: \$_____

Clermont Garden Club Spring Garden Festival 2023

Vendor Application continued

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.

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.

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

If paying via Eventbrite, email pages 4&5 to bsktcindy@earthlink.net
Eventbrite Link <https://www.eventbrite.com/e/spring-garden-club-2023-tickets-485665387247>