



**The Greenscape Arbor Day Festival – October 24**

The Jacksonville Fairgrounds, 510 Fairground Place, Jacksonville, FL 32202

**VENDOR APPLICATION**

(This application must be completed in full with payment in order to be processed and assigned a space.)

Individual, Organization or Business Name \_\_\_\_\_

Name of contact person \_\_\_\_\_ Phone: \_\_\_\_\_

Address for Correspondence \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_ E-mail Address \_\_\_\_\_

**Circle one that describes your booth request:**

Arts and Crafts    Nursery or Plants    Garden Related Supplies    Information\*

**Vendor Registration Fee \$50 (no charge for non-profit organizations)**

- ( ) Standard Booth 10' by 10' -
  - ( ) Electrical Hook ups, 20 amps -
  - ( ) Donation
- If you need an electrical hook up please specify appliances, voltage and wattage requirements. \_\_\_\_\_

**MAIL APPLICATION AND ANY DONATION TO: Greenscape of Jacksonville, 1468 Hendricks Ave., Jacksonville Florida, 32207.**

**MAKE CHECKS PAYABLE TO: Greenscape of Jacksonville**

**DONATIONS GO TO GREENSCAPE OF JACKSONVILLE TO FURTHER OUR MISSION OF PLANTING PROTECTING AND PROMOTING TREES.**

**Sellers of plants and plant materials must include the following:**

**Vendor's State Sales Tax ID Number (required) \_\_\_\_\_**

**Please also provide a copy of your current Nursery Inspection Certificate in the event of a State inspection visit.**

If you require a space larger than 10' by 10' please describe in detail what you will need. \_\_\_\_\_

\_\_\_\_\_  
Please describe what you will be selling and displaying and include a website address if available.

**PLEASE NOTE THAT THE SALE OF PLANTS IDENTIFIED AS CATEGORY ONE INVASIVE SPECIES AS NOTED BY THE FLORIDA EXOTIC PEST PLANT COUNCIL IS PROHIBITED.**

**As a representative of our business or organization I have read and understand the rules and regulations for The Greenscape Tree Festival and agree to abide by them. I understand that all confirmations of retail space are final. Our organization or business agrees not to hold Greenscape or any of its sponsors liable for damage or loss of materials.**

Signed \_\_\_\_\_ Date \_\_\_\_\_

# **GREENSCAPE ARBOR DAY FESTIVAL 2020**

## **RULES AND STANDARDS FOR ALL VENDORS**



DATE AND HOURS - SATURDAY October 24, 2020 - 9:00 am to 2:00 pm

In addition to Arbor Day Festivities, Greenscape will give away thousands of trees to the public.

### **BOOTH RENTAL**

**\$50**

### **SALES TAX**

Vendors are responsible for collecting and paying the Florida Sales Tax.

### **SET UP**

Booth Assignments, a map and details will be e-mailed prior to the festival. Set up will take place the morning of the event from 8:00AM-8:45 AM. Please plan to be there early, we will try to be accommodating but late set ups are not permitted.

### **DISPLAY AREAS**

Booth Spaces will be marked and numbered. All set up and tear down are the responsibility of the vendor. Please consult with event organizers before digging to avoid hitting irrigation or electrical lines. Please leave the site as you found it. Mulch or wood chips must be placed on ground cloth. Keep the area clean and do not use the vegetation for posting or support. Vendors are encouraged to bring their own carts for stocking and moving materials.

### **PARKING**

Special parking for vendors is provided. No vehicles are allowed in the display area unless part of the program.

### **TEAR DOWN**

All vendors are required to be present until 2:00 pm, the end of the festival. Tear down can begin then and no sooner.

### **CLEAN UP**

Vendors are required to clean up after themselves and leave the area as they found it.