

Rules and Regulations

USF Botanical Gardens Festival & Fair

Participating Vendor/Clubs

Please take a few moments to read the rules below and return the associated paperwork by the designated deadlines. This is once again a two-day event and vendors **must** participate in the **full two days** of the Festival/Fair. If you do not have enough supply for both days, do not agree to participate. If you have other commitments, do not agree to participate. This event is rain or shine. We only cancel the event if the university is officially closed down due to threatening weather. The Festival hours for the general public are **Saturday, from 10am to 4pm and Sunday, from 10am to 3pm**. Admission is \$5. Members of the Garden are allowed entrance to the event each day at 9:30am. The following rules supersede all previous rules, agreements or other “understandings” of past festivals.

Registration fee: There is a registration fee of \$60.00, which is the *minimum fee*. It is required from each club or vendor who is selling on site. Checks should be made payable to the **University of South Florida (USF)**. This fee is deductible from your final payment to the Garden, so it is not an additional cost to you. The fee is \$75.00 for those vendors who are not selling on the site and use the Festival for advertisement. There is no charge for non-profit information-only booths. The registration fee is refundable if notification is received in writing 7 days prior to the Festival.

Table Reservations Procedure: If you require tables the deadline to order is 30 days before the event. No exceptions can be made. We are ordering through the University and charging you what they charge us. In order to assure that we reserve the 6-foot tables, we cannot accept orders after the 30 day deadline. No separate check is required. Just add the table amount of \$5.00 per table onto the registration fee. **Table orders will not be taken after the deadline.** We try to set the tables in your site, but when there is no one available to do this service *each vendor must be ready to pull their ordered tables from the delivered stack*. The Garden wants to help all vendors as much as we can, but we are on very limited funds/staff. We encourage you to bring your own tables. If you order from the Garden, please be courteous enough to fold and stack your tables at the end of the Festival.

Deadline and late fees: The deadline for receiving your registration, fees and rental orders is 30 days before the event. Late registrants will be accommodated in the order received, *depending on space availability*. Late entrees may not be on the map. Late registrants are required to pay an

additional **non-deductible** \$10.00 late fee. All final Festival payments (percentage of earnings) are due no later than 30 days after the event. Please complete and return the final payment form with your final payments. Even if you do not have a final payment, it is important for our records that you complete and return the form! *Payments made after deadline date must include a \$25.00 per month late fee.* **Again, you must return the Final Payment form!**

Set-up: Set-up is scheduled for Friday the day before the event from 9:00a.m. to 6:00p.m. Please contact us to make arrangements for Tuesday, Wednesday or Thursday set-up. **I encourage everyone to set up early!** We ask that any vendors who have large trucks set up early. Final set-up is Saturday morning from 7:00am. until 9:00am. All vehicles must be off the grounds by 9:00am. There will be **NO** exceptions. Late arrivals will have to tote their items in from the parking lot. Late arrivals will NOT be allowed to deliver their plants through the back gate. Our cart drivers are volunteers with a lot to do to help in setting up. Do not expect them to drop what they are doing if you are late in setting up. We will try to accommodate your needs but we have plenty to handle with limited personnel. We would appreciate it if you make an effort to have your staff with their I.D. cards on the grounds by 9:00am. **Please remember the front gate is opened to members of the Garden at 9:30am.** On Saturday afternoon, vendors cannot bring their vehicles onto the grounds until 4:15. **For the Sunday pack up,** vehicles will be allowed onto the property in sections beginning at 3:20 with the section of vendors located in the back. Kim Hutton will contact you to let you know what time you are allowed in. The vendors located at the front of the event, such as the Suncoast Native Plant Society, will be let onto the property last. If you insist upon driving in early, you will not be invited back. Please be patient. You are encouraged to come back the next day to pick up.

Vendors: Food vendors are expected to provide a copy of their health inspection certificate to the Garden. Commercial plant vendors are expected to provide a copy of the Florida Division of Plant Industries Inspection number. Clubs and societies should contact the FDPI to receive information on being granted a temporary permit.

Taxes and receipts: Each club or vendor is responsible for sales tax. We cannot advise you on your particular tax status. Contact the Florida State Department of Revenue with any questions. You should provide your customers with receipts and retain copies for yourself. Receipts will be beneficial when filing your taxes and will give Garden personnel a way to check against pilfering.

Hillsborough County sales tax is 7% as of October 1, 2001. We send a list of all participating vendors to the Department of Revenue.

Allocation of space: *The Garden reserves the right to change any vendors spot at any time.*

While we like to think that every spot in the Garden is “prime,” there are factors that make some areas more desirable than others are. Some vendors may find that their space has been changed, but, most of the vendors will remain in their usual locations. Spaces are allocated by several factors: seniority, amount of sales, uniqueness of merchandise, the date registration is received, promptness of payments, and civility. Maps should be given to you as you enter the Garden on Friday or Saturday for set up. If no one is there, please pick up a map from the holder on the office door. This will help you get the “lay of the land” and figure out where you are. We want to help make your set up as easy as possible. It may be beneficial to come out to the Garden ahead of the event and find out where your organization will be located.

Stock: *Commercial vendors must restrict their stock to items that do **not** conflict with the societies and clubs that are attending.* Just because you “got away with it” last year does not mean that you can sell plants that a club or society has range over. **If you do not follow the rules we will not invite you to attend the event next time.** We require vendors to stick with their specialty. The Fern Club sells ferns, the Bromeliad Society sell bromeliads and the Rare Fruit Council sticks to fruit, etc. If a society/club has plants other than their specialty, we must assume they wish to be a commercial vendor and pay commercial rates. However, commercial vendors have restrictions and must sell merchandise agreed upon with event coordinator. We understand that there may be an overlap, but to maintain a standard that draws customers in, guidelines should be observed by everyone. Food items, even if handed out free, need to be authorized to avoid conflicts with the food vendors who count on these events for their livelihood. Please bring the items you describe on your registration form. When a club or society is not bringing enough plants to meet the needs of the customers, the Gardens will invite a commercial vendor to handle that void. If there is any question about the clubs that are attending, please contact us at (813) 974-2329.

Identification cards: We will provide identification cards to each vendor prior to the Festival. Each vendor will complete the identification cards with specific names and provide one to each of their staff members who will be working the Festival. These identification cards must be shown in order to gain entrance to the grounds during non-sale

hours. Any staff member without an identification card must wait until the event opens to the general public and must pay the \$5.00 admission fee. Extra cards can be issued if requested ahead of time. If you have a problem with your identification cards, please contact us *in advance*. There will be no badge holders provided by the Garden. If you wish to use your I.D. card as a badge, please bring your own badge holder. We ask that clubs and societies not abuse this procedure by requesting cards for members who are NOT working at the event. These cards cost time and money to produce. Use common sense in ordering your cards PLEASE!

One-way traffic: Again we request that vendor traffic must enter at the front gate and exit at the back gate. While unloading, pull your vehicle off the trail in front of your space. Do not block the roadway or another vendor's space. Vendors are expected to treat each other with courtesy. If you have a large truck or trailer, you are encouraged to unload your stock on Wednesday or Thursday. No matter how close your spot is to the back gate, you may not unload or enter through the back gate. If you are not unloading, do NOT bring your car onto the Gardens, park it across the street.

No vehicles/trailers may be parked on the Garden grounds. Parking is available across the street in the specific Vendor parking lot just south of the regular parking area. Do not invite other vendors. **If a vendor wishes to participate, please have them contact us.**

Payments: Non-profit organizations pay 10% of their gross sales to the Botanical Garden and are expected to sell only plants related to their mission. Commercial vendors pay 20%. Non-profit organizations that provide 'information only' booths pay for their table rentals. Do not deduct sales tax first; you pay sales tax on your percentage and we pay sales tax on the percentage we receive from your organization. Vendors who fail to pay their percentage to the Garden or are habitually late will not be allowed to attend future festivals. We have been operating under the ***honor system*** since the beginning of the Festivals. We hope to continue with this procedure. **Our events are by invitation only. We reserve the right to exclude a vendor from further events.** Please prepare a list of the plants and their prices brought onto the Garden grounds in case you are asked to verify your stock.

No alcoholic beverages allowed at the Gardens during the Fall Plant Festival.

If you have any questions or problems, please contact **Kim Hutton**, Event Coordinator at **(813) 974-2329** or e mail: **khutton@cas.usf.edu**. If we all work together, this will be another successful and fun event.