

**Fall Plant Sale – GROWvember, 2016
Policies and Procedures**

GENERAL

The Plant Sale will occur on Friday, November 4th (Preview Party), and Saturday, November 5th, 2016 from 8:00 a.m. to 4:00 p.m.

Set-up must be completed by 2:30 p.m. on Friday, November 4th, 2016, for the Preview Party, starting at 3:00 p.m. The Garden will be patrolled during the night on Friday.

Take-down starts at 4:00 – 5:00 p.m. on Saturday, November 5th, 2016, and must be completed by 7:00 p.m. on Saturday, November 5th, 2016. Daylight Savings Time ends at 2:00 am on November 6, which means that sunset will be at 6:37 pm on the 5th.

The address of Mead Botanical Garden is 1500 S. Denning Drive, Winter Park FL 32789.

The telephone number is: 407-599-2800. The Chairperson's cell phone number is 407 921-4446.

Due to safety and health regulations, no dogs or other pets shall be allowed in the Plant Sale area.

VENDOR RULES

- A. Parking shall be provided for one truck/trailer per vendor for the duration of the Sale. Vendors are limited to a vehicle with a weight of 1.5 tons or less. The vehicle may be used as a holding area. Mead Botanical Garden reserves the right to limit vehicle access and to direct traffic in such manner as it may determine necessary.
- B. Vendors are required to provide tables, chairs, display racks, extension cords, garden hoses and other items as necessary or appropriate to make an attractive display area.
- C. Extension cords and garden hoses must not extend over walking paths and must be placed in a manner to ensure safe operation and safe access to vendor booths by pedestrians.
- D. Mead Botanical Garden reserves the right to relocate vendors within the space and to limit the quantity of space leased to any vendor.
- E. Vendors are responsible for staffing booths for the duration of the Preview Party, from 3:00 to 7:00 p.m. on Friday, November 4, and the Sale, from 8:00 a.m. to 4:00 p.m., on Saturday, November 5, 2016.
- F. Display area/booths must be maintained in a clean and organized fashion.
- G. Vendors are responsible for cleanup in the vicinity of their operations.
- H. Trash must be removed from Mead Botanical Garden or, alternatively, reasonably small amounts of trash may be placed in the trash receptacles found throughout Mead Garden. In no event shall Vendors cause the overflow of trash receptacles.
- I. Vendors must sell at retail pricing during the sale. No wholesale operations may be conducted at this Plant Sale.
- J. Vendors must collect and remit 6.5% Florida Sales Tax in accordance with applicable laws and regulations.

OVER

OTHER ITEMS PROVIDED BY MEAD BOTANICAL GARDEN, INC.

A. An approximately 25' X 25' area of land, which may include trees, shall be provided for each Vendor's use from 7:45 a.m. on Friday, November 4, 2016 through 7:00 p.m. on Saturday, November 5, 2016; provided, however, that sales may occur only during the hours of 3:00 to 7:00 p.m. on Friday (Preview Party), and 8:00 a.m. to 4:00 p.m. on Saturday, November 5, 2016 and further that all set up must be completed by 2:30 p.m. on Friday, November 4, 2016.

B. Booth assignments shall be made upon submission of fully completed forms and full payment.

C. Booth assignments may be revoked for failure to comply with these policies and procedures.

D. Access to water and electricity will be provided to the extent available in the park. Vendors should note on their registration forms any special needs.

E. A map showing the location and assignment of booths will be available at check-in.

F. Drive through for set-up and un-loading, provided however, Mead Botanical Garden reserves the right to limit access by large trucks and to direct traffic in such manner as it may determine necessary.

G. Night security by patrol will be provided from 4:00 p.m. on Friday, November 4, 2016 through 8:00 a.m. on Saturday, November 5, 2016.