



UF/IFAS Extension Office
Pasco County Master Gardeners
36702 SR 52
Dade City, FL 33525
352-518-0156

Event Site:
San Antonio City Park
12200 Main Street
San Antonio, FL 33576
<http://pasco.ifas.ufl.edu/Gardening365.shtml>

Saturday, October 7, 2017 9:00 a.m.-3:00 p.m.
RAIN OR SHINE

COMMERCIAL VENDOR TERMS AND CONDITIONS

Please read carefully.

Pasco County Board of County Commissioners, University of Florida, Pasco County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), UF/IFAS Master Gardeners, City of San Antonio, FL will not be responsible for any loss, damage nor injury to any person or property of participating commercial vendors (hereafter referred to as "vendors") of the Pasco County Master Gardeners' Gardening 365 event ("Event").

Payment: Once your completed application has been approved you will receive an email with your payment alternatives. A nonrefundable deposit of 50 percent of your total booth reservation is required by June 30, 2017. Vendors who do not meet this June deadline may not be included in event advertising. The balance will be due August 31, 2017. If we have not received final payment by August 31, 2017, the Event Committee reserves the right to sell the booth to another vendor.

Booth assignments: Booths will be assigned after receipt of a 50-percent down payment. Once booth(s) have been assigned, **NO REFUNDS WILL BE MADE.** Booth parameters will be clearly defined prior to set-up; extending beyond boundaries is prohibited. Booth subletting is prohibited without prior approval from the Event Committee Chair. **Should the Event configuration change, vendors will be assigned a booth of equal value.**

Vendor parking: During the Event operating hours, all vendor vehicles must be parked in the designated vendor parking area and no vendor vehicle of any kind will be allowed on the grounds once the event opens. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first served" basis. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park efficiently to allow for as many vendor vehicles as possible in these prime spots. **There is NO overnight parking of any vehicle at the site.**

Set-up times: Friday, October 6, from 3 p.m. until 7:00 p.m. and Saturday, October 7, from 7:00 a.m. until 9:00 a.m. NOTE: Vendors WILL NOT be allowed on Event grounds for set up outside these times. Vendor vehicles must be parked by 8:30 a.m. the day of the event to allow for patron parking in the adjacent area. **Due to a school across the street these times cannot be changed on Friday. There is also a church service Saturday at 8:15 a.m. at the church across from the event site. A more detailed description of the set up procedures will be emailed to you after we receive the final payment.**

Event requirements: 1) Vendors are required to keep their booth space neat, clean and aesthetically pleasing for the duration of the Event. 2) All vendors are required to sell at retail prices during the Event. 3) All vendors selling plants at the Event are required to keep their current NURSERY CERTIFICATE OF INSPECTION easily assessable during the Event hours of operation. 4) Vendors must provide their own tents, tables, chairs, electrical cords and garden hoses (if intending to use free, external water connections

available to all vendors). 5) All tents must be secured to protect your product and the inventory of other vendors. NOTE: wind may be a problem at this time of year. 6) The selling of invasive plants is prohibited (see listing here: <http://www.fleppc.org/list/list.htm>)

Vendors, please note, garden apparel DOES NOT include T-shirts. 8) Alcoholic beverages are prohibited on city-owned property and therefore not allowed on Event grounds. 9) If using an electrical cord, a rug must cover the cord to prevent tripping.

Restocking: Replenishment of booth(s) will be allowed during the Event. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON EVENT GROUNDS DURING OPERATING HOURS.** Only designated vehicles for Event staff and emergency response vehicles will be allowed on Event grounds during Event hours of operation.

Security: The Event grounds will be patrolled on Friday, October 6, from 7:00 p.m. until Saturday, October 7, 7:00 a.m.

Prohibited on Event grounds: 1) Obstruction to walkways. 2) Digging holes. 3) Dogs and pets other than certified service companions.

Break down times: Saturday, October 7, from 3:15 p.m. to 7:00 p.m. **NOTE: Church across the street has services at 5:30. A more detailed description of the break down procedures will be emailed upon final payment.**

DUE TO SAFETY CONCERNS FOR VENDORS AND GUEST, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING EVENT GROUNDS PRIOR TO 3:15 P.M. ON OCTOBER 7.

Non-discrimination policy: It is the policy of Pasco County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The Event affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.