

**Foundation of the State Arboretum  
ARBORFEST APPLICATION | OCTOBER 14-15, 2017 | RAIN OR SHINE EVENT**

APPLICANT INFORMATION | PLEASE FILL OUT COMPLETELY

Company Name:

Contact Name:

Phone:

Mailing Address:

City:

State:

ZIP Code:

Email Address:

Please check Vendor Type:

Food Vendor Serving Lunch

Retail Vendor

Food Vendor Serving Sides/Desserts

Non Profit Org with Sales

Non Profit Org No Sales

List of Products to be offered for sale: (First time vendors must enclose or attach photos.)

**Electrical Needs:** Clearly mark the type(s) of electricity you will need. Pictures of the electrical stations are enclosed to help you match your cords with our ports and the corresponding amperage.

20 amps/120 volts \$25

50 amps/220 volts \$75

Amount

30 amps/120 volts \$50

60-100 amps/220 volts \$150

\$

**Booth Size:** Food Vendors should state the total number of Linear feet you need across the front of the booth, include trailer hitches, support ropes and pegs. Retail and Non Profit Vendors should state the number of booths desired.

Retail/Food Vendor

# of 15' W X 20' D booth(s) at \$100 each:

\$

Non Profit Organization No Sales

# of 10' W X 20' D booth(s) at \$25 each:

\$

Non Profit Organization With Sales\*

# of 10' W X 20' D booth(s) at \$50 each:

\$

\*Only one booth size and space available.

**Table Rental:**

1 Table at \$10

2 or more tables at \$8 each:

\$

**Total Amount Due by August 9. Include \$10 late if submitting after.  
Submit and Pay for GardenFair and ArborFest together, discount -\$10.**

\$

**Exhibitor Setup:** Friday Only 11:00-4:00 pm

**All Vendors must be open 9 a.m. – 4:30 p.m. Saturday and Sunday**

**Vendor Registration Available Online:** <http://blandy.virginia.edu/our-foundation/Garden-Fair-ArborFest-Vendors>

All Applications and signed guidelines must be postmarked or emailed to [fosaevents@virginia.edu](mailto:fosaevents@virginia.edu) no later than August 9, 2017.

**Refunds:** Cancellations prior to September 10, 2017 may be eligible for a full refund. After this date, refunds not available.

Certificate of Insurance Enclosed. Must cover dates of ArborFest. Due September 10, 2017

I have read the vendor agreement guidelines and agree to abide by the conditions set forth therein. I agree to pay all fees, and provide a Certificate of Insurance to FOSA.

Signature of applicant

Date

Print Name

# ArborFest 2017

## Foundation of the State Arboretum Vendor/Exhibitor Guidelines

1. The Foundation of the State Arboretum of Virginia (FOSA) sponsors ArborFest each Fall. Vendor/Exhibitor participation is by invitation only and this event is held rain or shine. **The event will be held on Saturday and Sunday, October 14-15, from 9 a.m. to 4:30 p.m.**
2. The Foundation will provide Vendor space, a watering system, and toilet facilities. Beyond these measures, FOSA, the University of Virginia, Blandy Experimental Farm and the Sate Arboretum of Virginia assume no responsibility for any liability arising from Vendors/Exhibitors activities at ArborFest and assume no responsibility or liability for materials, equipment, or other items brought by Vendors/Exhibitors to the Arboretum in association with ArborFest.
3. Vendor/Exhibitors must provide their own exhibit tents, chairs, etc. We prefer you supply your own table(s), but they can be rented from the Arboretum (see application). Sales exhibits or booths, items for sale, and signs **must be confined to the assigned area**. This includes but is not limited to tent stakes, trailer hitches, ropes or tie downs, and cookers. Booth sizes may not be exceeded. Penalties for exceeding the booth size will apply and will be assessed on the field. No booth sharing or swapping is permitted without prior approval from FOSA which will be decided on a case by case basis.
4. Vendors agree to sell only propagated plants, and not to sell any wild collected plants. Additionally vendors agree not to sell any plant species, or cultivars thereof, that appear on the enclosed list titled "Landscape Plants that are Alien Invasive Species in Virginia." Recognizing that sterile cultivars of Alien Invasive Plants are being developed, we will make exceptions to the above with prior approval. Submit requests to Kim Strader (kas3a@virginia.edu) for exceptions **one month prior to the sale date**. Submissions must include the complete plant name along with research documentation proving the plant is sterile. Additionally, the vendor must display a sign stating that this is a sterile cultivar. Failure to receive prior approval will result in the vendor being requested to remove the plant from the sales area.
5. Food and beverage sales are permitted only by special agreement from the ArborFest Committee.
6. **PLEASE NOTE: A Certificate of Insurance must be provided by vendors who are selling goods or services, listing the Foundation of the State Arboretum as the certificate holder.** The certificate must show commercial, general liability coverage with limits of liability not less than \$1 million dollars. Exhibitors and Nonprofit vendors, who are not selling goods or services, will be exempt from the Certificate of Insurance.
7. **SETUP:** Vendors/Exhibitors must setup on Friday, October 13 from 11:00 a.m. to 4:00 p.m. (No setup on Thursday.) During setup, please look for dashes of paint marking electric and phone lines. You must be at least two feet away from the painted markings before driving tent stakes, poles for birdhouses, or art etc. into the ground. Vendors **MUST** open for business at 9:00 a.m. on Saturday and Sunday. All vendors **MUST BE OPEN** until 4:30 p.m. each day. Note: Please take great care with vehicles and other equipment to assure that the Arboretum grounds, trees, and plants are not damaged.
8. **TAKE DOWN:** Vendors/Exhibitors may begin take down at 4:30 p.m. on Sunday, October 15. All Vendor/Exhibitor materials must be removed no later than 1:00 p.m. on Monday, October 16.
9. FOSA reserves the right to direct Vendors/Exhibitors to withdraw for failure to abide by these guidelines and to refuse entrance to future events.

**For further information or clarification, call Roberta Johnson, the Vendor Coordinator at 540-722-2989 or the FOSA office at 540-837-1758 extension 246. All parties participating must sign and date these guidelines:** I have read the vendor agreement guidelines and agree to abide by the conditions set forth therein. I agree to pay all fees, and provide a Certificate of Insurance to FOSA.

**Authorized Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Print Name: \_\_\_\_\_ Company Name: \_\_\_\_\_