Dear Vendors,

The Garden Fair Committee of the State Arboretum of Virginia extends this invitation to attend the 23rd annual Garden Fair at Blandy Experimental Farm and the State Arboretum of Virginia. This event always occurs on Mother’s Day weekend, which will be May 11th, 12th & 13th this year.

All vendors must submit the following paperwork by March 5th in order to participate:
1. Completed, signed, and dated application form.
2. Signed and dated guidelines.
3. Payment for booths, electric service and/or tables.
4. Certificate of Insurance, if selling goods and services that covers May 11, 12 and 13, 2012. (see guidelines #6)

Please note we are also sending an ArborFest Packet. We hope you will consider applying for both events simultaneously. You may subtract $10.00 from the ArborFest fee if you apply for both events at the same time. ArborFest will be on October 13th and 14th, the weekend after Columbus Day.

Please read the guidelines carefully, as we have made some changes. We want this to be a fun, fair and profitable experience for all. New this year:
- Please use only the amount of space you have rented for your booth.
- Booth sharing or swapping will not be tolerated unless approved at least one month prior to the event by an official staff person of the Foundation of the State Arboretum of Virginia. Sharing or swapping without approval could result in your being asked to leave the premises immediately and forfeit your fees.

Remember, the deadline for applying this year is Friday, March 5, 2012. We always have a waiting list for Garden Fair so please register early. Garden Fair 2011 was the biggest ever and we look forward to another great event in 2012!

Call me if you have any questions about the applications, guidelines or about Garden Fair in general. Best wishes for a peaceful winter season. I look forward to spring and hope to see you at Garden Fair!

Sincerely,
Roberta Johnson
Vendor Coordinator
540-722-2989
rlj414@gmail.com

400 Blandy Farm Lane • Boyce Virginia 22620
Phone: 540-837-1758 • Fax: 540-837-1523 • http://www.virginia.edu/blandy
On Route 50 in Clarke County, between Route 340 and the Shenandoah River.
1. The Foundation of the State Arboretum of Virginia (FOSA) sponsors Garden Fair each spring. Vendor/Exhibitor participation is by invitation only and this event is held rain or shine. The event will be held on Friday, May 11th at 5:00 – 7:30 p.m. and Saturday and Sunday, May 12th & 13th from 9:00 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 State Arboretum of Virginia assume no responsibility for any liability arising from vendors/exhibitors activities at Garden Fair and assume no responsibility or liability for materials, equipment, or other items brought by Vendors/Exhibitors to the Arboretum in association with Garden Fair.

3. Vendors/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 Garden Fair Committee.

6. PLEASE NOTE: A Certificate of Insurance must be provided by vendors who are selling goods or services and 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. SET UP: Vendors/Exhibitors may set up on Thursday, May 10th from 10:00 a.m. to 4:00p.m. and Friday from 9:30 a.m. to 3:00 p.m. Attention Food Vendors: It is recommended and preferred that food vendors set up on Thursday. Vendors MUST open for business at 5:00 p.m. on Friday for Preview Night. All vendors WILL BE OPEN until 4:30 p.m. each day.

8. TAKE DOWN: Vendors/Exhibitors may begin take down at 4:30 p.m. on Sunday, May 13th. All Vendor/Exhibitor materials must be removed no later than 1:00 p.m. on Monday, May 14th.

9. All trailers and vehicles must be removed from the exhibit area by 5:00 p.m. on Friday, May 11th. There will be no exceptions. Note: Please take great care with vehicles and other equipment to assure that the Arboretum grounds, trees and plants are not damaged.

10. FOSA reserves the right to ask vendors/exhibitors to withdraw for failure to abide by these guidelines and to refuse entrance to future events.

For further information or clarification, call the FOSA office at 540-837-1758 Ext. 0.

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: ____________________________________________

Revised 1/13/12
Garden Fair (May 11-13, 2012)
Application for
☐ Food Vendor Serving Sides/ Desserts
☐ Retail Vendor/Exhibitor
☐ Food Vendor Serving Lunch
☐ Non-profit Organization

Company name: ____________________________  Contact name: ____________________________
Mailing address: ________________________________________________________________
City: __________________ State: _______ Zip: __________________
Phone during business hours: __________________________ E-mail: __________________

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

1 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) $25.00  ( ) 50 amps (220 volts) $75.00
( ) 30 amps (120 volts) $50.00  ( ) 60 to 100 amps (220 volts) $150.00  Amount $________

2 Booth Size:

Booth Size:  
Food Vendor Serving Lunch  Linear feet @ $35 each*  $________
Food Vendor Serving Sides/Desserts  Linear feet @ $20 each*  $________

*State the total number of LINEAR feet you will need across the front of the booth (include trailer hitches, support ropes & pegs). The depth of all vendor booths is 20 feet.
Retail Vendor  Each 15’ wide x 20’ deep @ 350.00  $________
Non Profit Organization**  Each 10’ wide x 20’ deep @ $50.00  $________

**Only one booth size and space available, 15% of sales due to FOSA by May 31st

3 Table Rental: Yes, I would like to rent a table:
   ( ) 1 table @ $10.00  Total tables requested  Amount $________
   ( ) 2 or more tables @ $8.00

   Total Enclosed $________

4 Exhibit Set Up: We provide two days to set up on the field. Please let us know your arrival time:
   ( ) Thursday 10:00AM-4:00PM: **FOOD VENDORS must setup booths on Thursday from 10:00AM-3:00PM**
   ( ) Friday 9:30AM-3:00PM
   ( ) Check here if you will be bringing any oversized vehicles or vehicles with more than 2 axles.
   **All Vendors must be open for the public from 9:00AM till 4:30PM on Saturday and Sunday.**

Please make your check payable to: FOSA/Garden Fair 2012 and mail to 400 Blandy Farm Lane, Boyce, VA 22620. All applications and signed guidelines must be postmarked or emailed to fosaevents@virginia.edu no later than March 5, 2012. To pay by credit card please call 540-837-1758 ext. 0. All major cards are accepted.
**Please do not include credit card information on this form**

REFUNDS: Cancellations prior to April 11, 2012 may be eligible for a full refund.


Please sign and date:
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: ____________________________________________
State Arboretum of Virginia at Blandy Experimental Farm
Landscape Plants that are Alien Invasive Species in Virginia

The following list contains alien invasive plants that are grown and/or used in the Horticulture/Nursery industry. Plants that are not grown and distributed through the industry (such as Alliaria petiolata, Garlic Mustard) do not appear on this list.

This list was composed from the Mid-Atlantic Exotic Pest Plant Council list of alien invasive plant species. Please see http://www.invasive.org/maweeds.cfm for the complete list. A majority of the following plants are reported as invasive in Virginia. The few that are not reported as so, appear on this list because they are reported as invasive in multiple neighboring states (Maryland, West Virginia, North Carolina, Tennessee, Kentucky and/or Pennsylvania) and have been witnessed by staff as being invasive in Virginia. Please note that cultivars of these plants can also be invasive.

Trees:
- Acer platanoides: Norway Maple
- Albizia julibrissin: Mimosa
- Melia azedarach: Chinaberry
- Morus alba: White Mulberry
- Phellodendron amurense: Amur Corktree
- Populus alba: White Poplar
- Pyrus calleryana: Callery, Ornamental or Bradford Pear
- Quercus acutissima: Sawtooth Oak
- Salix alba: White Willow
- Ulmus pulmnia: Siberian Elm

Shrubs:
- Berberis thunbergii: Japanese Barberry
- Buddleja davidii: Butterfly Bush
- Cytisus scoparius: Scotch Broom
- Deutzia scabra: Fuzzy Deutzia
- Elaeagnus angustifolia: Oleaster or Russian Olive
- Elaeagnus pungens: Thorny Olive
- Elaeagnus umbellata: Autumn Olive
- Euonymus alatus: Burning Bush
- Euonymus europaeus: European Spindletree
- Hibiscus syriacus: Rose of Sharon
- Lespedeza bicolor: Shrubby Lespedeza
- Ligustrum amurense: Amur Privet
- Ligustrum obtusifolium: Border Privet
- Ligustrum ovalifolium: California Privet
- Ligustrum sinense: Chinese Privet
- Ligustrum vulgar: European or Common Privet
- Lonicera fragrantissima: Winter Honeysuckle
- Lonicera standishii: Standish or Fragrant Honeysuckle
Shrubs Cont’d:

- Lonicera tatarica – Tatarian Honeysuckle
- Rhodotypos scandens – Jetbead
- Rosa wichuraiana – Memorial Rose
- Spiraea japonica – Japanese Spiraea
- Viburnum dilatatum – Linden Viburnum
- Vitex rotundifolia – Beach Vitex

Vines/Groundcovers:

- Akebia quinata – Chocolate Vine or Five-leaf Akebia
- Ampelopsis brevipedunculata – Porcelain Berry or Amur Peppervine
- Clematis terniflora – Sweet Autumn Virgins Bower
  
  Or
  
- C. dioscoreifolia
- C. maximowicziana
- C. paniculata

- Euonymus fortunei – Winter creeper
- Hedera helix – English Ivy
- Ipomoea purpurea – Common Morning-glory
- Lonicera japonica – Japanese Honeysuckle
- Lysimachia nummularia – Creeping Jenny or Moneywort
- Vinca major – Large Periwinkle
- Vinca minor – Common Periwinkle
- Wisteria floribunda – Japanese Wisteria
- Wisteria sinensis – Chinese Wisteria

Perennials:

- Ajuga reptans – Carpet Bugle
- Artemisia vulgaris – Mugwort
- Polygonum cuspidatum or Fallopia japonica
- Iris pseudacorus – Yellowflag Iris
- *Lythrum salicaria – Purple Loosestrife
- *Lythrum virgatum – European Wand Loosestrife
- Myriophyllum aquaticum – Parrot Feather

Grasses:

- Arundo donax – Giant Reed
- Imperata cylindrical – Cogongrass or Japanese Blood Grass
- Miscanthus sinensis – Maiden Grass or Chinese Silvergrass
- Phalaris arundinacea – Ribbon Grass or Reed Canarygrass
- Phragmites australis – Common Reed
- Phyllostachys sp. – Bamboo

Annuals/Biennials:

- Hesperis matronalis – Dame’s Rocket
- Perilla frutescens – Beefsteak Plant or Perilla Mint

* These plants are state wide noxious weeds in accordance with the Code of Virginia Chapter 8 that states “No person shall move, transport, deliver, ship, or offer for shipment into or within the commonwealth any noxious weed, or part thereof, without first obtaining a permit from the Commissioner.”

12/2010
BLANDY OFFERS 6 ELECTRIC STATIONS

Breakers for these outlets are located in the panel with them. Examples are below:

50 Amp 220 Volts

30 Amp 220 Volts

20 Amp 120 Volts GFCI