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 9 at 4:30 p.m. and Saturday and Sunday May 10 & 11 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, the University of Virginia, Blandy Experimental Farm and the State Arboretum of Virginia 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, tables, chairs, etc. Sales exhibits or booths, items for sale, and signs must be confined to the assigned area.

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 cultivar thereof that appears on the enclosed list titled "Invasive Alien Plant Species in Virginia," compiled and produced by the Department of Conservation and Recreation and the Virginia Native Plant Society.

5. Food and beverage sales are permitted only by special agreement from the Garden Fair Committee.

6. **SET UP**: Vendors/Exhibitors may begin set up on Thursday, May 8 from 1:00 p.m. to 5:00 p.m. and at 9:00 a.m. until 3:30 p.m. Friday, May 9. Vendors **MUST** open for business no later than 5 p.m. and remain open until 7:30 p.m. on Friday. Vendors will have access to the vendor area at 6:00 a.m. on Saturday, May 10 and will open for business no later than 9:00 a.m. and **WILL REMAIN OPEN** until 4:30 p.m. on Saturday and Sunday May 10 & 11.

7. **REMOVAL**: Vendors/Exhibitors must remain for the duration of Garden Fair. Vendors/Exhibitors may begin take down at 4:30 p.m. on Sunday, May 11. All Vendor/Exhibitor materials must be removed no later than 1:00 p.m. on Monday, May 12.

8. All trailers and vehicles must be removed from the exhibit area by 5 p.m. on Friday, May 9. **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.

9. Sales are permitted only during Garden Fair hours: 5 p.m. to 7:30 p.m. on Friday, May 9 and from 9:00 a.m. – 4:30 p.m. on Saturday and Sunday May 10 & 11.

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

Revised 1/15/08