



2022 Spring Plant Sale

Hello from South Coast Botanic Garden!

You are invited to participate in the 2022 Spring Plant Sale hosted by South Coast Botanic Garden (SCBG). The mission of the Spring Plant Sale is to attract, educate and inspire the community through involvement and engagement opportunities. We anticipate 1,500-2,000 guests of all ages and backgrounds each day of the sale. This is an excellent opportunity for Vendors to sell wares, provide demonstrations and/or workshops and expand their customer base.

Vendors are required to submit an application, payment and adhere to the listed policies in exchange for the opportunity to be featured as a Vendor throughout the Spring Plant Sale.

EVENT DETAILS

SALE TIME: Friday, May 13, 2022
4:00 pm – 7:00 pm

Saturday, May 14, 2022 and Sunday, May 15, 2022
8:00 am – 4:00 pm

LOCATION: South Coast Botanic Garden
26300 Crenshaw Boulevard
Palos Verdes Peninsula, CA 90274

AS A Vendor, YOU GET:

- Up to two 6ft tables to display work (subject to availability on a first-come, first-served basis as determined by when your confirmation is received).
- Two chairs (subject to availability on a first-come, first-served basis as determined by when your confirmation is received).
- One 10ft by 10ft white pop up canopy (subject to availability on a first-come, first-served basis as determined by when your confirmation is received).
- Directional signage to promote Vendor booth location(s).
- Limit two booths per Vendor.

AS A Vendor, YOU WILL BRING:

- All supplies necessary for booth set up and display.
- Point of sale system necessary for taking credit card payments.
- Wireless hotspot or data (if needed for sale system).

We look forward to receiving your completed Vendor Application (below) and payment no later than **April 29, 2022**. If you have any additional questions, please let us know.

Please send all completed forms via email to Katryn Heise at katryn@southcoastbotanicgarden.org by April 29, 2022. Application response may take up to two business days.

26300 CRENSHAW BLVD., PALOS VERDES PENINSULA, CA 90274 | (424) 452-0929

www.southcoastbotanicgarden.org

Spring Plant Sale Application and Agreement

Event Producer

South Coast Botanic Garden Foundation

Hours

Vendor booths will be open to the public Friday 4:00 PM to 7:00 PM and Saturday and Sunday 8:00 AM to 5:00 PM. Vendors must occupy the booth all days and times of the sale. Booths must be set up 30 minutes prior to sale start time each day. **Space is forfeited without a refund if you are not set up by the start of sale each day.** Detailed instructions for space set up are included in the confirmation packet mailed to Vendors after acceptance into the event.

Event Location

South Coast Botanic Garden
26300 Crenshaw Blvd
Palos Verdes Peninsula, CA 90274

Load-in/out Location:

-Check in will be in main parking lot
-Vendor supplies must be carried across lawn
-Vendors will be parked in the overflow during event

Eligibility

We invite all retailers and organizations to apply to become a Vendor at the Plant Sale. Our goal is to offer guests a variety of garden related items to purchase ranging in media and price range. The Garden reserves the right to limit the number of applicants for any one type of item and reserves the right to change or substitute spaces. Application does not guarantee acceptance into the event. Do not call the Garden to ask about the status of your application – you will be contacted.

Event Hours

Vendor Load-in	Thursday, May 12, 2022	1:00 pm – 4:00 pm
Vendor Load-in	Friday, May 13, 2022	1:00 pm – 3:30 pm
Member Event	Friday, May 13, 2022	4:00 pm – 7:00 pm
Vendor Set Up	Saturday, May 14, 2022	6:00 am – 7:30 am
Spring Plant Sale	Saturday and Sunday, May 14 and 15, 2022	8:00 am – 4:00 pm
Vendor Load-Out	Sunday, May 15, 2022	4:00 pm – 7:00 pm

Vendor booths/displays can be left up at the end of the day Friday and Saturday. Vendors must secure displays or booths and are recommended to remove valuable items when the event closes on Friday and Saturday evening. Vendor property is left at Vendor's risk. South Coast Botanic Garden assumes no liability for lost, stolen or damaged property. It is highly recommended to remove your valuables at night and when the booth is unattended.

Sales Policy

Vendors are required to process all payments.

Sales Tax: Include sales tax in your sales when taking payment. Please factor in tax when pricing items.

Payment Type: All Vendors are required to take payment in the form of credit card to enhance the guest experience.

Space Fees

The cost is \$300 per 10ft x 10ft space for the weekend due once application is accepted. Electricity can be provided depending on availability and may be subject to an additional fee. Vendors are welcome to bring their own additional tables, chairs and electricity. Two tables and two chairs will be provided at each booth. Availability will be determined by the order in which applications are received. Fee for the booth must be paid by either a cashier's check, money order or credit card. Make cashier's check or money order payable to South Coast Botanic Garden Foundation. There is a late fee of \$100.00 if received after the payment deadline of May 1, 2022. Vendors are limited to a maximum of **TWO** booth reservations.

Space Sizes

Most spaces are approximately 10 feet wide and 10 feet deep, but some may vary. Maximum booth and/or display height is 7 feet. Fire Department personnel inspect the venue daily to monitor compliance with space dimensions. It is mandatory that you keep your items within your booth space or you will be cited or removed from the show without a refund. Fees are the same for all spaces.

Rental: The booth space is exclusive to the Vendor whose name appears on this Agreement and no portion of the space can be sublet or assigned. The Vendor shall forfeit its right to the space if the Vendor fails to occupy, use the space or have the exhibit completed prior to the show opening.

Restrictions: SCBG reserves the right to restrict or remove any Vendors that have been falsely entered or deemed by SCBG to be unsuitable or objectionable. No smoking is allowed. Vendors using sound as a marketing device shall do so in a manner not to disturb or affect the business of other Vendors.

Vendor Layout

Vendor layout will be determined after May 1, 2022. Vendors will receive a tentative layout of location the Thursday prior to the event. Preference will be given in order applications are received. SCBG reserves the right to adjust Vendor location and placement at any point before or during the event.

Vendor Check In

Vendors will check-in with SCBG Staff upon arrival in the designated check-in location in the main parking lot. **DO NOT ENTER THE GARDEN PRIOR TO CHECK IN.** If you are loading in any equipment or décor a valid driver's license and car insurance certificate must be presented.

Vendor Loading/ Unloading

Vendor personnel must enter, exit, load and unload equipment in designated areas in accordance with the SCBG rules and local ordinances. No Vendor will be allowed to unload in any guest entrance/ front drive and no vehicle may be left unattended for more than 15 minutes at a time while unloading. All equipment will be loaded and unloaded in designated areas only. After unloading your equipment, please promptly park your automobile in a location directed by SCBG Staff. Cars left unattended will be towed. Please do not attempt to load or unload equipment through any public areas. Due to in-house demands, the use of any tools, dollies, carts, ladders and equipment belonging to the SCBG is not possible. **Vendors must be completely self-sufficient in loading and unloading all equipment.**

Vendor Parking

The guest parking lot and/or staff overflow parking lots are available free of charge for Vendor vehicles requiring parking during the event. SCBG Staff reserves the right to direct Vendor vehicles to either parking lot.

General Garden Policies

- Loud or obscene language, rough housing and horseplay will not be tolerated.
- Smoking of tobacco products is not permitted inside the SCBG by California law.
- Vendor personnel appearing to be under the influence of drugs or alcohol will not be tolerated.
- Please conduct yourself in the manner in which SCBG has built its reputation of excellence. Please demonstrate a positive attitude about our beautiful Garden and above all, treat our staff and our guests with the greatest of courtesy.
- Damages to foliage, trees, railings, lighting fixtures, artwork, furnishings and any other structural or botanic damage are the responsibility of the Vendor.
- All Vendors hereby agree to hold the SCBG harmless from all accidents, injuries or damage arising wholly or partially due to the negligence of the Garden, its agents or employees. In addition, all Vendors hereby release the SCBG from any and all claims of liability that occur while in, on or about Garden premises.
- In the event any Vendor or any of its employees or subcontractors violates any of the foregoing guidelines or any rules or regulations promulgated by the Garden, they will be responsible for such actions or omissions, and the Garden reserves the right to ask such individuals to leave the premises immediately.
- SCBG is committed to creating an equitable, diverse and inclusive culture where the contributions of all community members are valued, respected and appreciated. All Vendors are expected to adhere to those same standards.

Weather Policy

Event is rain or shine. No refunds will be issued in case of weather.

Liability

This Agreement shall not constitute or be considered a partnership, employer-employee relationship, joint venture or agency between South Coast Botanic Garden Foundation (SCBGF) and Vendor. Vendor further agrees that SCBGF and their respective agents and employees shall not be responsible in any way for damage, loss and destruction of any property of Vendor or injury to Vendor or its representatives, agency employees, licensees or invitees. Vendor shall be liable for any and all damages which the Vendor may cause to the event space in connection with its booth. If the event space cannot be made available or used because of strikes, inclement weather, national emergency or any other cause beyond the control of SCBGF, then the Vendor waives any claim against SCBGF for damages by reason of such unavailability. Vendor holds harmless and hereby indemnifies the SCBGF sponsors or their agents for any loss or damage from any cause. Vendor releases SCBGF from all liability and claims that might arise from its participation.

Indemnification: By signing this Agreement the Vendor shall defend, indemnify and hold harmless the SCBGF, the County of Los Angeles, affiliates, directors, officers, employees, insurers and agents herein from and against all claims, damages, losses and expenses, including attorney's fees arising out of or resulting from the acts, errors, omissions, conduct or operations of the Vendor, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death or to injury to or destruction of tangible property, including the loss of use resulting there-from, and (2) is caused or is claimed or alleged to have been caused, in whole or in part, by negligent act, error, omission, conduct or operation of the Vendor, or anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, or (3) is caused or is claimed to have been caused, in whole or in part, by any product sold or service rendered by the Vendor, its agents, employees or sub-vendors.



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Spring Plant Sale at South Coast Botanic Garden

Vendor Application

PLEASE PRINT

Company Name: _____

Contact Name: _____

Cell Phone: _____

Email Address: _____

Website: _____

Items to Sell: _____

Load-in Day(s) and Time(s): _____

Is your organization a non-profit? (Check if yes) _____

How many booths would you like to apply for? (Circle Answer) One / Two

Provided with each booth set up (subject to availability on a first-come, first-served basis as determined by when your confirmation is received):

- (1) 10ft x 10ft Canopy
- (2) 6ft Tables
- (2) Chairs

Add Ons (additional fees may be applied)- *Check if needed. Event Organizers will be in contact regarding availability and add on confirmation after application has been accepted.*

Electricity (\$100 extra): _____

Number of Extra Tables (\$100 extra for each): _____

Number of Extra Chairs (\$50 extra for each): _____

Wifi (\$50 extra): _____

Other: _____

Vendor is subject to the terms and conditions set forth in this Agreement, and any accompanying attachments, which are incorporated into and form a part of this Agreement. Upon acceptance by South Coast Botanic Garden Foundation (SCBGF), we the undersigned (Vendor), agree to participate in the 2022 Spring Plant Sale. Vendor agrees to pay booth rental fees to SCBG in exchange for the booth space. Signed Agreement must be returned no later than April 29, 2022. The location and placement of booth is entirely at the discretion of the SCBGF, unless other arrangements have been made in writing.

Vendor Name: _____ Title: _____

Vendor Signature: _____ Date: _____

SCBGF Signature: _____ Date: _____