



# 14<sup>th</sup> Annual SOROPTIMIST Gala Garden Show



Let's Get Growing!

November 1, 2011

Dear Garden Show Vendor,

Fall may be in the air, but spring is on our minds. Yes, it's time to start preparing for the Soroptimist yearly spring event! We invite you to join us at the 14<sup>th</sup> Annual Soroptimist Gala Garden Show.

**March 17 – 18, 2012**  
**Sat. 9am – 5pm**  
**Sun. 10am – 4pm**

Just a reminder of a few vendor benefits: 1) A map on the Garden Show website that is updated as vendor applications/payments are received. 2) A webpage listing participating vendors is updated at the same time. 3) If you supply a URL or email address, we add that as a link. This is good PR for you, because it gives visitors to the website another way to reach you. 4) The booth spaces are numbered on the map for easy identification. 5) Menu slip will be included in the Vendor Packet given at check-in.

## **Here are some important things to remember:**

- Tables (6 foot) – are limited to the first 20 requests.
- Vendor need to have a sign on their booth with their business name.
- All vendors are required to stop at the check-in table prior to set-up of their booth.
- Booths are assigned on first-come, first-served basis

As before, we will provide outside police surveillance during off hours of the show. Only vendors and authorized Garden Show support staff can gain entrance to the facility. Security for our vendors is important to us. And again this year, names of participating vendors will be listed in the *Sequim Gazette* tab that comes out the week prior to the show. . Deadline for inclusion is February 1<sup>st</sup>.

Healthy growth incorporates the new with the old. As always we'll focus on having a variety of live plants, from native species to specialty varieties, along with other garden related products such as pottery, birdhouses, botanical artwork, and garden/landscape related services.

This year we will again have our Garden Café in a separate room. In our continued efforts to raise money to improve the lives of Women and Girls in our community and abroad, Soroptimist Garden Raffle takes priority. We ask that no other group or business has a raffle at their booth. Free drawings are acceptable. For the 2012 Garden Show we invite you to donate something to the Garden Raffle if you choose. The Vendor Application form has a space for you to indicate if this is your choice. We appreciate your participation.

## General Information / Terms and Conditions:

**CRITERIA:** At least 75% of each vendor's products displayed must be garden-related or garden themed.

**SHOW HOURS:** Sat., March 17, 2012, 9AM-5PM and Sun, March 18, 2012 10AM-4PM

**LOCATION:** Boys & Girls Club, 400 West Fir Street, Sequim WA 98382

**SECURITY:** Nightly police surveillance; access to facility only by authorized personnel.

**BOOTH FEE:** \$125 or \$140 per booth due with application; add \$15 for electricity.

**REFUND POLICY:** Cancellations: 2 mo. prior – full refund; 1 mo. prior – ½ refund; if less than 1 mo. – no refund. No exceptions to this policy.

**BOOTH ASSIGNMENT:** October 31<sup>st</sup> is the deadline for receipt of application and check from vendors who want to secure the same booth space they had in 2011. After that date booths are assigned on first-come, first-served basis. If the booth you request is already taken, a different space will be assigned to you. We reserve the right to relocate booth space as may be necessary for the benefit of all concerned.

### **SPACE SIZES:**

INDOORS: 10' x 8' space for **\$125**; 10' x 10' space for **\$140**; **\$15** for electricity (per vendor).

OUTDOORS: 10' x 10' spaces (most vendors use market tents) **\$125**

**ELECTRICITY:** Outlets are limited reserved on a first-come, first-served basis – add **\$15**.

**TABLES (6 foot):** Tables are limited to the first 20 requests. To ensure a table, please send in your registration early.

**NAME BADGES:** Paying Vendors will supply names of those staffing their booth.

Pre-printed name badges will be at the check-in table. Two badges are provided per paid booth. Additional badges are available for \$5.00 each.

**SET-UP TIME:** Friday, March 16, 2012 starting at 6:30 pm and/or Sat. 6am-8:30am. Please do not come earlier, as you will not be able to enter. Booths must be open for business by 9:00AM Saturday and 10:00AM Sunday, or space will be reassigned.

**CHECK-IN:** All vendors are required to stop by the check-in table **PRIOR** to setting up their booth. This includes vendors with **OUTSIDE** booths. Vendors with live plants **MUST** place them on plastic sheeting (provided).

**General Information / Terms and Conditions (continued):**

**PARKING:** Vendors will park in designated area only – refer to map.

**FOOD:** A Garden Café will be available for vendors and the public.

**RAFFLE:** Since this is a fundraiser for Soroptimist programs, we request that other vendors do not have additional raffles. Free drawings are acceptable. If you are interested in donating an item to our Garden Raffle, please indicate this on your Application.

**CONFIRMATION:** Confirmation of booth will be sent only after signed Application and payment are received. Incomplete applications cannot be processed.

**CLEANING:** Vendors shall be responsible for keeping the space assigned to them in a clean and sanitary condition at all times that the Garden Show is open to the public. The floor surfaces are expensive and easily damaged. We ask that you will help us protect them.

**PUBLIC SAFETY:** Under no circumstances will articles be allowed which are offensive by reason of their odor or appearance, which are dangerous by reason of their explosive or combustible character or which cause loud noise sufficient to be distracting or disturbing to Garden Show visitors or nearby booths or exhibitors. If any such article or exhibit be allowed admission through misrepresentation or otherwise, such articles and persons responsible may be removed by order of the Garden Show.

Please review the attached application. We are inviting more vendors this year, so we encourage you to get your registration in early. We are looking forward to another great Gala Garden Show!

Sincerely,

Kathy Purcell / Jenni Dix  
Vendor Registration Team