



14th Annual SOROPTIMIST Gala Garden Show



Let's Get Growing!

October 1, 2011

Dear Garden Show Non-Profit,

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 14th Annual Soroptimist Gala Garden Show.

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

Here's are some vendor benefits:

- A webpage listing participating vendors is updated at the time the application is received.
- 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.
- Menu slip will be included in the Vendor Packet given at check-in.
- All vendors are required to stop at the check-in table prior to set-up of their booth.
- Booth assignment is on a first-come, first-served basis.

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.

We would like to continue to encourage participation from local groups and non-profits that are related to gardening. We will provide a FREE table in the Garden Café to "Non-Profit/Not-for-Sale" vendors. The Booth Fee (a \$100 value) will be waived; one free entrance (one wrist band) per day will be provided. Any additional staff at the booth will be required to pay the entrance fee of \$5.00.

These booths are limited to information only, not allowed to sell products/services without paying a Booth Fee. If the vendor wants to be inside the Boys and Girls Club main area or sell products that directly support the organization, then a Booth Fee is required. Free drawings are acceptable.

General Information / Terms and Conditions:

CRITERIA: 75% of Products must be garden related.

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: Free Information Only table in Café to non-profits

BOOTH ASSIGNMENT: Based on first-come, first-served. 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: Free table in the Café (Information Only).

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

ENTRANCE FEE: One free entrance (one wrist band) per day will be provided. Any additional staff will be required to pay the entrance fee of \$5.00.

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).

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. We thank our vendors for all past donations. For 2010, the Garden Show Raffle will solely be three Adirondack chairs.

General Information / Terms and Conditions (continued):

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 is 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.

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.

No fires, open flames or cooking will be allowed anywhere at any time on the grounds. This includes the use of candles, incense or other such devices.

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