

**Flower, Lawn and Garden Show - April 24 & 25, 2020**

**Education – Exhibits – Demonstrations – Workshops - Marketplace**

**APPLICATION FORM – 2020 EXHIBITOR**

Business Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City, State, Zip\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Cell Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **email address**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Materials/Service to be Exhibited: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth Number(s): 1st Choice(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2nd Choice(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Attention: Some Booth Numbers have changed, please check the map carefully to reserve your location.**

Is your business a Not for Profit? \_\_\_\_\_ Yes \_\_\_\_\_ No There will be a $25 Booth Fee.

### We will donate an item for the silent auction . \_\_\_\_Yes \_\_\_\_No \_\_\_\_\_$ Value

We will provide a 5-7-minute Demonstration. \_\_\_\_Yes \_\_\_\_No (Exact times tbd) Description:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **INDOOR BOOTH RATES****Building #1**  **Booth #101-#133 (10’ x 10’) $275** **Booth #140-#141 (10’ x 18’) $375** **Building #1 Annex** **Booth #150-#159 (10’ x 10’) $125** **Booth #160 ( 8 ’ x 20’) $175** **Building #3**  **Booth #301–#314 (10’ x 10’) $250****OUTDOOR BOOTH RATES****Building #4 Barn**  **Booth #401-#410 Under Roof (12’ x 12’) $ 75** **Booth #411-#413 Under Roof (15’ x 15’) $100** **Outdoor Area** **Booth #500-#503 (25’ x 50’) $200** **Booth #505-511 (18’ x 50’) $175** **Except** **Booth #504,#507,#510 (18’ x 25’) $125****NOT-FOR-PROFIT VENDORS**All Not-For-Profit (501 3c) Vendors  **$ 25**  (Booth Numbers will be assigned) | **BOOTH NEEDS** Please indicate if you require any of the following \_\_\_\_ Number of 8’ Tables \_\_\_\_ Number of 8’ Linen Tablecloths (Indoor Only) \_\_\_\_ Number of Folding Chairs  Electricity Required? \_\_\_\_Yes \_\_\_\_No  Booth Sign with Company Name? \_\_\_\_Yes \_\_\_\_No Company Name on Sign\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**WI-FI** Available in Buildings #1 and #1 Annex**BOOTH DEPOSIT** This completed Two-Page Application and a non-refundable  Booth Deposit of $50 per booth is required for reservation. Reservations accepted now through **April 3, 2020.** Final Payment is due by **April 3, 2020** or $35 late penalty assessed.**PAYMENT POLICIES** Booth Deposits are non-refundable. Refund of 100% available on booth fees until 3/1/20.  Refund of 50% available on booth fees 3/1/20-4/3/20. No refunds after 4/3/20. |
| **FIRST BOOTH $ \_\_\_\_\_\_\_\_\_\_\_\_** **SECOND BOOTH (Receive 20% Off) $ \_\_\_\_\_\_\_\_\_\_\_\_\_** **Total Booth Expense $ \_\_\_\_\_\_\_\_\_\_\_\_ For Office Use** **Less Deposit Paid (\_\_\_\_\_\_\_\_\_\_\_\_\_) Deposit Received Date \_\_\_\_\_\_\_\_\_** **($50.00 for 1 booth - $100.00 for 2 booths) Check Number\_\_\_\_\_\_\_\_** **BALANCE: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Due by April 3, 2020**Please send or email application and check made payable to:  Cumberland County Master Gardeners, P.O. Box 812, Crossville, TN 38557.  Applications may be emailed to wadeginger@gmail.com. |

**Spring Flower and Garden Show**

**EXHIBITOR APPLICATION – PAGE TWO**

Provided here is information on regulations, deadlines, and policies of the 2020 Spring Flower & Garden Show. .

**LOCATION SHOW DATES & HOURS BOOTH SET UP DATES & HOURS**

Cumberland Cty Community Complex Friday, April 24th 9 a.m. – 5 p.m. Wednesday, April 22nd Noon – 6 p.m.

1398 Livingston Road Saturday, April 25th 9 a.m. – 5 p.m. Thursday, April 23rd 7 a.m. – 6 p.m.

Crossville TN, 38555 Friday, April 24th 7 a.m. – 9 a.m.

**EXHIBITOR CHECK-IN, BADGES, PARKING, SECURITY**

**Exhibitor Check-In** Each Exhibitor is required to check-in at the Vendor Desk in Building 1 upon arrival during set-up hours. You will receive four (4) exhibitor name badges to gain entrance to the show through Exhibitor (East) Gate only. Please wear the badges whenever you are within the complex for security and identification purposes.

Requested tables, tablecloths, chairs and signs that you requested on your application will be at your booth.

**Exhibitor Parking** Each Exhibitor will receive two (2) parking passes for the Exhibitor parking lot which must be displayed on your dashboard. Exhibitor Parking is at a premium, so please be considerate. If you are in a car, park away from back entrances to allow access for larger vehicles and for customer merchandise pick-up during show hours.

**Event Security**  Every reasonable precaution will be taken to ensure protection of property. The entire Complex will be secured at night, allowing no overnight camping. Exhibitors should insure personal equipment and products.

**Exhibitor Approved Products** No pets or alcoholic beverages are allowed. Children must be attended at all times.All materials must be non-offensive to the public. No adult-related, political items or firearms are allowed.

**EXHIBITOR SHOW POLICIES**

**Booth Set-Up**

* All Exhibits must be set up, complete and ready for customers by 9 a.m. Friday, April 24th.
* Exhibit materials must fit within the confines of the booth space rented and may not protrude into the aisles or other Exhibitor booth spaces. Ceilings are 9’ high so please plan accordingly.
* No booth set-up materials may arrive during show hours. N
* Please do not use any pins or hooks in the drapery provided. Use removable tape or hooks on any drywall.

**Procedures During Show**

* Exhibitors are to remain open and staffed for business for the entire Show.
* To ensure public safety, restocking with handcarts/dollies must be done prior to or after show hours.
* There will be no auto access to the midway during show hours . Exhibitor is responsible for collecting any sale tax.

**Closing Procedures**

* Exhibits are not permitted to be taken down until 5:01 pm on Saturday evening, April 25, 2020. Additional take down hours are Sunday 7 a.m. – 5 p.m. and Monday 7 a.m. – Noon.
* All booths must be completely removed & trash cleared by Noon on Monday, April 27th.

**SILENT AUCTION**…. Exhibitors are asked to supply an auction/door prize donation which will be picked up Thursday afternoon by a volunteer Master Gardener. Please provide business name and value of your item.

**EXHIBITOR DEMONSTRATIONS** If you have elected to provide a 5-7 minute Demonstration(s) /How-to at your booth, you will be notified of exact date and time. This Demonstration schedule will be publicized.

**EXHIBITOR AWARDS** Booth Judging begins at 10:30 a.m. on Friday. Plaques are awarded for the following categories.

Best of Show; Best Landscape & Architectural Design; Best Water Feature; Best Horticultural Exhibit

Best Tools for the Garden, Best Products Made from the Earth

**EXHIBITOR LOUNGE, FIRST-AID, LOST & FOUND**

We offer an Exhibitor Lounge, located within Bldg. #1. Light refreshments, coffee and water will be available during set-up hours and throughout the show. Exhibitors may use the Lounge for lunch breaks or just for a little down time. “Lost & Found” and a first aid station are also located there.

The Cumberland County Master Gardeners thank you for choosing to be a part of this community event. If you have questions, please do not hesitate to contact Ginger Wade, at (630) 234-1137 (cell) or gwade@gmail.com.

BY SIGNING BELOW, applicant acknowledges that they have read the document and are an authorized representative of the business.

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| Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ |