



Tangipahoa Parish Master Gardener Association

2020 Spring & Fall Garden Days Vendor/Exhibitor Letter

Dear Nurseryman/Landscape/Garden Enthusiast:

On **Saturday, March 28, 2020**, the LSU AgCenter and Tangipahoa Parish Master Gardener Association will host the annual Spring Garden Day.

On **Saturday, October 24, 2020**, the LSU AgCenter and Tangipahoa Parish Master Gardener Association will host the first Fall Garden Day, which replaces Pollination Celebration held in previous years. Both events will be at the Hammond Research Station in Hammond, LA from 10:00 am to 1:00 pm. We hope you may be interested in exhibiting/selling at both events to make gardeners and consumers aware of your garden related products/services available in this area. An exhibitor registration form and guidelines are enclosed. The deadlines for exhibitor/vendor registration are Thursday, March 19, 2020, for the Spring, and Thursday, October 15, 2020, for the Fall, to be listed in the respective events' programs.

The cost is \$35.00 per 10 x 10 space for commercial exhibitors/sales of products or services, or \$10.00 per 10 x 10 space for non-profit garden clubs/groups. You may take orders, make appointments for future sales, give away or sell materials, and advertise. Receipts for sales are recommended. Government or similar agencies exhibiting education only may have a free 10 x 10 space. See the enclosed exhibitor guidelines and registration form for more details.

The purpose of these events is (1) to educate the public on LSU AgCenter gardening and related topics recommendations, (2) to show the public what garden products and services are available in the area, and (3) to provide a fund-raising activity for the Tangipahoa Parish Master Gardeners to enable them to continue their horticulture and related efforts in Tangipahoa Parish. The LSU AgCenter and Master Gardeners are providing educational exhibits, kids' activities, seminars, gardening advice, and a plant sale. Vendor concessions may be available, if any apply. Tangipahoa Master Gardeners will sell bottled water. There is a \$5.00 per vehicle parking/admission fee for the public to attend each event.

Spring Garden Day fliers for this event will be available in January. Once available, it can be downloaded and printed from our website. Fall Garden Day fliers will be available in summer.

Please consider exhibiting at Spring Garden Day or Fall Garden Day .For more information, visit our website TPMGA.org, call 985-748-9381 or email Tangipahoa@agcenter.lsu.edu.

Tangipahoa Parish Master Gardener Association
PO Box 848
Amite, LA 70422



*Louisiana Master Gardener
is an educational program
of the LSU AgCenter.*

LSUAgCenter.com/MasterGardener

2020 SPRING GARDEN DAY (MARCH 28) & FALL GARDEN DAY (OCT. 24)

VENDOR/EXHIBITOR GUIDELINES

- *Vendor/Exhibitor to supply his/her own table, chairs, tent canopy, etc., if desired, and booth setup.
- *Non-plant items &/or services sold or advertised must be garden/landscape related.
- *Vendor spaces will be located in a gravel parking lot. No electricity or direct water connection available. Space(s) will be assigned. Educational exhibits might be indoors.
- *Set up exhibit Friday before each event at 1:00 to 4:00 pm &/or Saturday of each event 8:00 am to 9:30 am. Please indicate on the registration form when you will set up. Take down exhibits at 1:00 pm Saturday after each event closes.
- *Commercial vendors should provide customers with receipts for all plants/items sold. Receipts may be checked upon customer/visitors' departure for verification of payment.
- *Commercial vendors are responsible for any and all permits, licenses, etc. required for their sales and their own sales tax collection and payments, if applicable.
- *Exhibitors/vendors registered and paid before the registration deadlines of Thursday, March 19, 2020, or Thursday, October 15, 2020, will be listed in the respective event's program. Programs will be distributed to vehicles as they enter and/or at the welcome/registration/information booth.
- *This event will take place rain or shine. If the event is canceled altogether, full refunds will be given to all vendors/exhibitors.
- *The LSU AgCenter and Tangipahoa Parish Master Gardener Association cannot be held responsible for the loss or damage to property of exhibitors from theft, wind, fire, water or other causes. If insurance of personal property is desired, it must be provided by the exhibitor. The Station is locked during closed hours (overnight).
- *Exhibitor/Vendor agrees, by signature on the registration form, to accept these terms and that he/she will make no claim of any kind against the LSU AgCenter, Louisiana Cooperative Extension Service, Hammond Research Station, or Tangipahoa Parish Master Gardener Association or any of its members or its employees for any loss, damage, or destruction of goods, nor for any injury that may occur to him/herself or his/her employees within the Station, nor for any damage of any nature or character whatsoever.

For more information, contact Melissa Ordoyne, Administrative Assistant, at the LSU AgCenter Extension office at 985-748-9381 or email Tangipahoa@agcenter.lsu.edu. Or visit our [website TPMGA.org](http://www.tpmga.org).

Consistent with the Americans with Disabilities Act (ADA), the LSU AgCenter will make reasonable accommodations to enable persons with disabilities to engage in program services offered. If you need an ADA accommodation for your participation, please contact the LSU AgCenter office hosting the event at least two weeks prior to the event. The LSU AgCenter and LSU provide equal opportunities in programs and employment.

For the latest research-based information on just about anything, visit our website: LSUAgCenter.com

VENDOR/EXHIBITOR REGISTRATION FORM

Please check one or both events:

SPRING GARDEN DAY – MARCH 28, 2020 (Saturday) – Registration Deadline March 19, 2020*

FALL GARDEN DAY – OCTOBER 24, 2020 (Saturday) – Registration Deadline Oct. 15, 2020*

Both at Hammond Research Station, 21549 Old Covington Hwy, Hammond, LA, 70403, 10:00 AM-1:00 PM

Please Print:

BUSINESS/ORGANIZATION NAME _____

CONTACT PERSON NAME _____

MAIL ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE/CELL _____ FAX _____

EMAIL _____

VENDOR/EXHIBITOR CATEGORIES & FEES

Please check ONE and fill in blanks:

COMMERCIAL - \$35.00 PER 10' X 10' SPACE

SPRING: _____ SPACE(S) TOTAL \$ _____ FALL: _____ SPACE(S) TOTAL \$ _____

TYPE OF ITEM(S) TO BE SOLD/PROMOTED# _____

NON-PROFIT GROUP - \$10.00 PER 10' X 10' SPACE

SPRING: _____ SPACE(S) TOTAL \$ _____ FALL: _____ SPACE(S) TOTAL \$ _____

TYPE OF ITEM(S) TO BE SOLD/PROMOTED# _____

NOTE: ITEMS/SERVICES SHOULD BE GARDENING/LANDSCAPE RELATED. Examples: Plants, landscape maintenance, fertilizer, garden equipment, mulch, food, jewelry, etc.

GOVT. AGENCY/EDUCATIONAL – ONE 10' X 10' SPACE, No cost.

TOPIC OF EDUCATION TO BE EXHIBITED _____

BOOTH SET UP - Please check your intention(s) for exhibitor days:

SPRING GARDEN DAY: _____ FRIDAY, MARCH 27, 1-4 PM _____ SAT., MARCH 28, 8-9:30 AM

FALL GARDEN DAY: _____ FRIDAY, OCT. 23, 1-4 PM _____ SAT., OCT. 24, 8-9:30 AM

SIGNATURE OF VENDOR/EXHIBITOR _____

By signature above, vendor/exhibitor agrees to terms set forth in Guidelines provided with this form.

Vendor/Exhibitor registration is not valid without signature. Please read guidelines before signing.

PAYMENT DUE IN FULL WITH REGISTRATION FORM

Make check payable to **Tangipahoa Parish Master Gardener Association OR TPMGA**

and mail with this form to: **PO BOX 848, AMITE LA 70422-0848**

For more information, visit our [website TPMGA.org](http://website.TPMGA.org), email Tangipahoa@agcenter.lsu.edu, or call 985-748-9381.

**Vendors/exhibitors who register and pay in full by deadline date(s) will be listed in the event program(s) which will be offered to all attendees. Late registrants might not be listed in the program(s).*