

LOUISIANA



Master
Gardener™



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

LSUAgCenter.com/MasterGardener

2018 SPRING GARDEN DAY VENDOR/EXHIBITOR GUIDELINES

April 5, 2018

- *Vendor/Exhibitor to supply 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/Exhibit spaces will be located in a covered pavilion with firm dirt floor with no back drop provided. Also no electricity or direct water connection available. Space(s) will be assigned.
- *Set up exhibits Wednesday 1:00 to 4:00 pm &/or Thursday 8:30 am to 12:00 noon. Please indicate on the registration form when you will set up. Take down exhibits at 7:00 pm Thursday after 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 registered and paid before the registration deadline of Thursday, March 22, 2018, will be listed in the Spring Garden Day program. Programs will be distributed to vehicles as they enter and/or at the registration/information booth.
- *This event will take place rain or shine, since it will be in a covered pavilion. If the event is canceled altogether, full refunds will be given to all exhibitors.
- *The LSU AgCenter and Tangipahoa Parish Master Gardeners 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 arena is locked during closed hours (overnight).
- *Exhibitor 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, Florida Parishes Arena, or Tangipahoa Parish Master Gardeners 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 Arena, nor for any damage of any nature or character whatsoever.

For more information, contact Annie Coco, Spring Garden Day Chair, or Melissa Ordoyne through the LSU AgCenter Extension office at 985-748-9381 or email Tangipahoa@agcenter.lsu.edu.

“It is the policy of the Louisiana Cooperative Extension Service that no person shall be subjected to Discrimination on the grounds of race, color, national origin, gender, religion, age, or disability.”

SPRING GARDEN DAY
THURSDAY, APRIL 5, 2018, FLORIDA PARISHES ARENA, AMITE, LA, 1 - 7 PM
VENDOR/EXHIBITOR REGISTRATION

Please Print or Type

BUSINESS/ORGANIZATION NAME _____

CONTACT NAME _____

MAIL ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE/CELL _____ FAX _____

EMAIL _____

VENDOR/EXHIBITOR CATEGORIES (Please check one) & FEES:

COMMERCIAL - \$25.00 PER 10' x 10' SPACE _____ SPACE(S) TOTAL \$ _____

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

(Example: plants, landscape maintenance, fertilizer, garden equipment, etc.)

NOTE: ITEMS/SERVICES MUST BE GARDENING/LANDSCAPE RELATED.

GROUP - \$10.00 PER 10' x 10' SPACE _____ SPACE(S) TOTAL \$ _____

MEMBERSHIP SOLICITATIONS ONLY (for societies, clubs, etc.)

GOVT. AGENCY /EDUCATIONAL - ONE 10' x 10' SPACE

EDUCATIONAL/INFORMATIONAL EXHIBIT ONLY, No cost.

This booth will be set up (Please check your intention):

_____ **Wed April 4, 1:00-4:00 pm** _____ **Thurs April 5, 8:30am-12noon**

Signature of exhibitor: _____

*By signature above, vendor/exhibitor agrees to terms set forth on reverse of this form.

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

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

and mail with this form to: P. O. Box 848

Amite, LA 70422-0848

***Vendor/Exhibitor Registration Deadline – March 22, 2018**

Exhibitors who register on or before March 22 will be listed in the Spring Garden Day program, which will be offered to all who attend. Those who register later might not be listed in the program.

*Please indicate how you became aware of this event: _____