



## Gift & Plant Sale 2023 Vendor Information Sheet

**Date:** Saturday, December 9–Sunday, December 10, 2023

**Time:** From 10 AM-9 PM, 10 AM-3 PM

**Location:** Florida Botanical Gardens, 12211 Walsingham Road, Largo, FL 33778

**Fees:** \$100.00 per single 12' x 12' booth space, \$75.00 for each additional booth space.

**Registration is on a first-come, first-served basis.**

**Payments will be accepted once applications are approved. Vendors will receive a link to submit payment upon approval of their application.**

### **General Information:**

- Vendors must keep their products within the 12'x12' space purchased.  
**If you require more than that, you must purchase an additional space.** Spaces will be clearly marked prior to set up.
- Vendors are not guaranteed locations from previous years' events.
- Tables, chairs, and tents are not provided. Tents are recommended to provide shade.
- Vendors are responsible for collecting Florida State Sales tax (7% in Pinellas County).
- **The Gift and Plant Sale will be held RAIN or SHINE, with no rain date.**
- The Florida Botanical Gardens Foundation and Pinellas County Parks Department are not responsible for any lost or damaged items throughout the duration of the setup, event, and takedown. This applies to tents left unattended.
- Vendors must park in the parking lot at 12211 Walsingham Road. **No vendor parking in the visitor parking at Ulmerton Road.**
- Vendors are responsible for removing all of their trash from their space when they leave. Assigned areas shall be kept clean and spotless after the sale.
- All products and displays must stay within the designated space. No boxes, extra merchandise, or debris should be visible.
- Spaces that are purchased are not transferable to another vendor.
- **All vendors are required to submit a basket or plant for the silent auction by 8:30 am Saturday morning. If you set up on Friday, you must drop it off then.**

**Registration Certification:** All plant vendors are required to have a Registration Certification with the Division of Plant Industry, with them at the Sale. Further information on this can be found at:

<https://ccmedia.fdacs.gov/content/download/9759/file/plant-registration-and-certification.pdf>

**Set-Up/Tear Down:** Set-up time is from 12-4 PM on Friday, December 8 and tear-down is on Sunday, December 10, from 3 PM - 5 PM. Vendors may sell during the Friday night market after setting up if they wish to do so. If you wish to set up earlier on Friday, contact Ruth Ullery at [accentorchids@gmail.com](mailto:accentorchids@gmail.com). All booths must be set up and ready for the public by 10:00 am on Saturday. **The Florida Botanical Gardens Foundation and Pinellas County Parks Department are not responsible for booths left unattended.**

**The Florida Botanical Gardens Foundation is committed to creating an environment at the Florida Botanical Gardens for the community to come together for education, inspiration and enjoyment.**

