27th Arkansas River Valley Lawn and Garden Show

*“Through the Garden Gate”*

March 20, 21, 22, 2020

We are accepting applications for vendor booth space at the 2020 show to be held March 20, 21, and 22, 2020 at the Kay Rodgers Park Expo Center in Fort Smith, Arkansas.

The River Valley Master Gardeners and the University of Arkansas, Division of Agriculture Cooperative Extension Service sponsor this event.

We will be accepting payment by Credit or Debit Card this year with a 4% service charge fee for this convenience.

# Set-Up

Gardens & Buildings Only - Wednesday, March 18th, Noon – 9 PM

Booths & Gardens - Thursday, March 19th, 8 AM – 9 PM

# Show Hours

Friday, March 20, 10AM - 6PM

Saturday, March 21, 10AM – 6PM

Sunday, March 22, 10AM – 4PM

# Tear Down

Sunday, March 22, 4PM – 9 PM

Monday, March 23, 8AM - Noon

We look forward to hearing from you soon and if you have any questions, please feel free to contact us.

Nancy Lamoreux, President of the 2020 Show

Phone: 479-221-1860, e-mail:arvlawngardenshow@gmail.com

Sebastian Co. Extension Office

Phone: 479-484-7737 or Fax: 479-484-9669

**SHOW AND BOOTH INFORMATION**

 **ARKANSAS RIVER VALLEY LAWN and GARDEN SHOW**

 **March 20, 21, 22, 2020 Expo Center at Kay Rodgers Park**

**4400 Midland Blvd.**

**Fort Smith, Arkansas 72904**

# BOOTH INFORMATION

Each booth is 10 feet wide and 10 feet deep and comes furnished with 8-foot high back drapes, 3-foot side drapes and a standard identification sign.

SINGLE BOOTH (10’ WIDE BY 10’ DEEP) $275, EACH ADDITIONAL BOOTH $225 One (1) table and two (2) chairs will be provided with each booth.

Electricity and water will be available upon request; however, you must provide your own extension cords and water hoses. If utilities are required, please note on your application and add the $25 fee.

# GARDEN INFORMATION

GARDEN Space $450

20’ x 20’ garden plus one (1) 10’ x 10’ booth for total of 500 SQUARE

FEET

The theme of the show is *“Through the Garden Gate.”* All aspects of the theme for the show must be incorporated in the garden.

Gardens shall conform in all respects to the dimensions as specified by show management. A garden shall not be a commercial booth. The purpose of having gardens is to give visitors ideas on how they can bring color and design into their landscape. With this understanding, all gardens shall consist of a well-planned and laid out design. Gardens must stay intact for the duration of the show. Additional booths are available.

# SPACE ASSIGNMENTS

Space is available on a first come, first served basis. A diagram of the Expo Center is included in this packet. Please indicate your first four choices on your application and we will make every effort to accommodate you. The ARVLGS has the final decision on booth assignments as outlined in Item 2 of Basic Terms and Conditions of the show.

# PAYMENT POLICY

A non-refundable deposit of 50% is required at the latest on January 10th, to reserve exhibit space. This deposit must be received in our office before a booth will be reserved. A space contract will be issued upon receipt of the reservation and deposit. All balances must be paid in full no later than February 10th.

# TERMS AND CONDITIONS

Complete rules and regulations are included in this packet. PLEASE READ

THESE CAREFULLY and sign the bottom of the Contract acknowledging receipt and understanding.

Make all checks payable to: ARVLGS

Mail to: ARVLG P.O. BOX 5424, FORT SMITH, AR 72913

# EXHIBITOR INFORMATION

Exhibitors with full size booth will be furnished with one (1) company identifications sign, 3’ side drapes and 8’ back drapes, One (1) 8’ table with tablecloth and skirt, Two (2) chairs

Free exhibitor’s registration with name badges for representatives (Limit

4 per vendor/booth)

# EXHIBITOR NAME BADGES

All exhibitors and their representatives must wear name badges at all times. Badges may be picked up at the registration desk. Badges must be worn for access to vendor/volunteer hospitality room. Each vendor will be given 4 badges.

# PRODUCT SALES

Cash and carry selling is permitted in exhibit booth areas only. Sale of food for immediate consumption is not permitted. Orders may be taken for merchandise or service to be delivered at a future date. All sales taxes collected are the obligation of the booth vendors and will be collected daily. Vendors will be given a tax form and envelope, Please pay by Check.

# PARKING

Vendors should park in the designated vendor parking lot during show hours to leave room for attendees.

**Terms and Conditions of the Arkansas River Valley Lawn & Garden Show**

## Contract

The application, properly executed by applicant/exhibitor, shall upon acceptance by the Arkansas River Valley Lawn & Garden Show (ARVLGS), constitutes a valid binding contract.

## Assignment of space

Booth space is assigned first come, first served, based on receipt of payment. After assignment, the space location may not be changed, transferred or canceled except upon request and with the subsequent approval of ARVLGS Board. Space assignments may be revoked or changed by ARVLGS at any time the minimum payment schedule is not met.

## Subletting

Subletting or leasing of the space allocated to the exhibitor, or use of the space not previously authorized by ARVLGS is prohibited. No exhibitor shall exhibit or permit to be exhibited in the space allotted any merchandise other than specified in the application.

## Booth & Garden Requirements

**Booth** - All Booth arrangements shall conform in all aspects to the dimensional and height requirements specified by show management. Exhibitors may not erect a back wall higher than 8 feet without prior approval of ARVLGS. No booth shall obstruct the general view or access to surrounding displays, aisles or public space within the exhibit facilities. No booth shall use audio equipment to enhance their voice for attracting individuals to their booth or for selling purposes. Booths must be manned by at least one person during the show. The volunteer coordinator with ARVLGS may provide temporary volunteer assistance to man a booth.All exhibitors and their officers, agents, and employees shall obtain the designated number of passes from ARVLGS registration desk and wear the pass at all times during the show.Vendors who elect to forego the use of Pipe & Drape supplied by ARVLGS must decorate their space. Decorations should reflect either the theme of the show or be related to gardening or outdoors in general. Décor need not be elaborate, but should be easily visible from a distance. It is permissible for vendors to make their décor available for sale. The intent is to enhance the overall appearance of the show and increase future attendance. Vendors using Pipe & Drape may set up their booth in any fashion that is consistent with these terms and conditions, but are also encouraged to adhere to the theme.

 **Gardens** – Garden designs must adhere to the theme of the show as closely as possible. The garden shall conform in all aspects to the dimension as specified by ARVLGS. A garden shall not be a commercial booth. The purpose of the gardens is to give visitors ideas on how they can bring color and design into their landscape. All gardens shall consist of a well-planned and laid-out design. Gardens must stay intact for the duration of the show. Like items may be sold from a booth.

## Directory

 The ARVLGS will list the exhibitor’s firm name and space assignment on its website. Additional information pertaining to exhibitor’s merchandise may be included at the sole discretion of the ARVLGS. However, the ARVLGS will not be responsible for errors or omissions occurring in the printed directory, or for unintentional failure to include an exhibiting firm in the printed directory**.**

## Compliance

The exhibitor assumes all responsibility for compliance with all pertinent ordinances, regulations, and codes duly authorized by local, state, and federal governing bodies concerning fire, safety, and health, together with the rules and regulations of the operators and/or owners of the property wherein the show is held.

## Payment Requirements and Cancellation Policy

 A 50% minimum deposit (non-refundable) is required by January 10th with the application. The balance is due by February 10th. Make all checks payable to the

ARVLGS, P.O. Box 5424, Fort Smith, Arkansas 72913-5424.

 In the event of cancellation by exhibitor, it is understood that the ARVLGS reserves the right to reassign canceled booths without any obligation or refund to the exhibitor. Exhibit space not claimed by 5:00 pm on the day prior to the show reverts back to the ARVLGS to be used at the discretion of the show management.

 Exhibitors shall observe and abide by additional rules and regulations that may be adopted by ARLVGS, which shall be as much as, part hereof as though full incorporated herein. The ARVLGS reserves the right to move or remove an exhibit for the good and welfare of the show.

 If the show or any part thereof is prevented from being held, it will be cancelled by the ARVLGS. If the exhibit space applied for herein becomes unavailable because of war, fire, strike, government regulations, public catastrophe, act of God, or the public enemy or other cause, the ARVLGS shall determine and refund to the applicant its proportional share of the balance of the aggregate exhibit fee received. This shall be determined after deducting expenses incurred by and reasonable compensation to the ARVLGS, but in no case shall the amount of refund to the applicant exceed the amount of the exhibit fee paid.

## Liabilities

 Neither the ARLVGS nor any of its officers, agents, employees and other representatives, shall be held accountable or liable for and the same are hereby released from accountability for any damages, loss, harm, or injury to the person or property of the applicant or any of its officers, agents, employees, or other representatives, resulting from theft, fire, water, accident or other cause and the same are herby released from accountability or liability.

Important item: All vendors must send Proof of Liability Insurance with the application, or sign a waiver upon entering the show. This proof of insurance can be obtained from your liability insurance carrier.

 The applicant hereby agrees to indemnify, defend, protect and hold harmless, the ARVLGS against any kind of nature which might form or arise out of any action or failure to act, of the applicant or any of its officers, agent, employees, invitees, or other representatives.

## Signs and Advertising

 No demonstrations or solicitations shall be permitted outside the exhibitor’s assigned space and no signs or placards may be displayed on persons or otherwise outside the exhibit space. Distribution by exhibitors of any printed matter, samples, or other articles shall be restricted to within the confines of the exhibitor’s booth. Exhibitor shall not have or operate any display or exhibit, which in the opinion of the ARVLGS is objectionable including signs, lights, and the costuming of exhibit personnel.

**Unions and Subcontractors** It is further agreed that the exhibitor will abide by and comply with the rules and regulations concerning local unions having agreements with the ARVLGS or with authorized contractors employed by ARVLGS.

ARKANSAS RIVER VALLEY LAWN AND GARDEN SHOW, 2020

The Expo Center at Kay Rodgers Park, 4400 Midland Blvd.

Fort Smith, Arkansas 72904

 **PLEASE PRINT**

APPLICATION/CONTRACT FOR BOOTH/GARDEN SPACE

Firm Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Fax\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip\_\_\_\_\_\_\_\_

Name/Title of Contact Person\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

ALL EXHIBITORS MUST WEAR BADGES DURING SHOW HOURS. Limit 4 per vendor. PRODUCT or SERVICE to be exhibited, Arkansas Sales Tax, payable by check, will be collected at the end of each day.

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

BOOTH/GARDEN RENTAL

This Booth/Garden requires electricity YES\_\_\_\_\_NO\_\_\_\_\_ If yes, please add $25 to your total.

This Booth/Garden requires water YES\_\_\_\_\_NO\_\_\_\_\_

 GARDEN SPACE $450.00: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 BOOTH RENTAL $275.00: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 One table and two chairs per booth

 ADDITIONAL BOOTHS $225.00 \_\_\_\_\_\_\_\_\_\_

# Booths Required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Garden Spaces Required\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Booth/Garden Assignment Choice (Number/Letter) 1.\_\_\_\_\_\_\_\_\_\_2.\_\_\_\_\_\_\_\_\_\_\_3.\_\_\_\_\_\_\_\_\_\_\_4.\_\_\_\_\_\_\_\_\_\_\_

4% SERVICE CHARGE (Credit/debit card) \_\_\_\_\_\_\_\_\_\_

Name on Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Expiration Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_3 Digits on Back of Card\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total Price of Booths/Garden Requested $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ One Half Booth Cost due January 10, Balance due February 10.

Please make check payable to ARVLGS, Inc., Return with this rental form to: ARVLG, P O BOX 5424, Fort Smith, AR 72913

\_\_\_\_\_\_\_Yes, I will provide “Proof of Liability Insurance” or will sign a waiver. \_\_\_\_\_\_\_Yes, I am willing to donate an item for the silent auction.

\_\_\_\_\_\_\_Yes, I am willing to allow a Show Sign at my place of business. (Sign will be removed 48 hours after show.) \_\_\_\_\_\_\_Yes, I am willing to allow placement of the Show flyers at my place of business. \_\_\_\_\_\_\_I received a copy of the “Terms and Conditions” for the show and have read and understand said “Terms”.

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Indemnity Hold Harmless and Waiver Agreement

The undersigned, a vendor at the Arkansas River Valley Lawn and Garden Show, hereby acknowledges that a “Proof of Liability Insurance” is required in the Vendor Agreement with Arkansas River Valley Lawn and Garden Show, The undersigned, having failed to make the “Proof of Liability Insurance”, hereby Agrees as follows:

The Arkansas River Valley Lawn and Garden Show from any and all claims, Demands, suits, liability, damages, loss, cost, attorney’s fees and expenses of Whatsoever kind and nature which might form or otherwise out of any action or, Failure to act of the applicant or any of its officers, agents, employees, invitees or , Other representatives associated with any activities of substitute vendor for, Undersigned in conjunction with substitute vendor’s participation in the Arkansas River Valley Lawn and Garden Show in Fort Smith, Arkansas.

Vendor acknowledges and understands that this agreement is in lieu of furnishing “Proof of Liability Insurance” with vendor’s application to be a vendor at the Arkansas River Valley Lawn and Garden Show.

By signing this agreement, the undersigned represents to the Arkansas River Valley Lawn and Garden Show that it is authorized to execute this agreement on Behalf of vendor.

Dated this: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_day of: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name of Vendor

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed name of Vendor