



VENDOR BOOTH APPLICATION SPRING GARDEN EXPO

Sponsored by the Hall County Master Gardeners Corporation and the UGA Cooperative Extension – Hall County

REGISTRATION: Payment is required at time of registration.

COMPANY NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE _____ **WEBSITE** _____

EMAIL ADDRESS _____

FACEBOOK PAGE _____

CONTACT PERSON _____

MAY WE PUBLISH INFORMATION ON OUR WEBSITE AND SOCIAL MEDIA FOR PROMOTIONAL PURPOSES? Y/N

DESCRIBE THE TYPE OF MERCHANDISE TO BE SOLD (this info is used in marketing)

PREFERRED LOAD-IN TIME (Thursday April 2, 8:00 am – 5:00 pm) _____

DO YOU HAVE A BANNER THAT NEEDS TO BE HUNG BY OUR VOLUNTEERS? Note: No banners may be hung in G booths. Y/N

WE PROVIDE UP TO 2 FREE LUNCHES ON LOAD-IN DAY. Number of Lunches: _____

BOOTH PREFERENCE (LETTER AND NUMBER FROM LAYOUT MAP)

Choice #1 _____ **Choice #2** _____

DO YOU NEED ELECTRICITY? (Y/YN). _____ **Note: No electricity available in B, D, E, and F Booths**

**COST OF REQUESTED BOOTH: Booths A-F (approx. 16' x 20') \$160 B
Booth G (approx. 12' x 12') \$110**

PER BOOTH COST: _____ times NUMBER OF BOOTHS REQUESTED _____ = TOTAL: \$ _____

One-time \$10 discount if requesting multiple booths (not per booth): _____ - \$ _____

TOTAL DUE: \$ _____

PAYMENT INFORMATION:

Payment Method: _____ Enclosed _____ Online Credit Card _____ Online Venmo

**If enclosing payment, we accept personal check, cashier's check, money order. MAKE
CHECKS PAYABLE TO HALL COUNTY MASTER GARDENERS CHECK NUMBER _____**

**If paying online, we accept Venmo or credit card. Go to our website and follow the
instructions to pay online: <https://www.hallmastergardeners.com/expo-vendors>**

SUBMITTING YOUR APPLICATION:

EMAIL: ExpoChair@HallMasterGardeners.com

POSTAL Mail: HCMG Expo Chair, PO Box 907655, Gainesville, GA 30501-9011

THE FINE PRINT

Please review the following items before submitting your application.

- All vendors will be given an empty booth space. Vendors must provide their own tables, chairs, shelves, racks, etc.
- No vehicles are permitted in the arena on sale days after 8:00 am or before end time.
- For vendors requesting electric connection, power will be provided to a rail at the back of the booth. Vendor electricity use should not exceed 15 amps.
- No music / recordings / audio in the arena at any time (loading times, during sale hours, before/after sale hours).
- No animals except registered service animals in the arena at any time (loading times, during sale hours, before/after sale hours).
- No smoking, vaping, or alcohol use in the arena at any time (loading times, during sale hours, before/after sale hours).
- Each vendor is kindly asked to donate a door prize with retail value of \$20 or more (gift certificate, gift basket, specific item). Vendor donation will be announced in the arena when prize is awarded.
- Hall County Master Gardener Extension Volunteers' liability insurance coverage does not extend to vendors; therefore, vendors should provide their own liability coverage for the EXPO event.

- Only plastic zip-ties may be used to attach items to wood rails or posts. No nails, tape, wire or staples may be used.
- No holes may be dug in or sharp items forced into the ground. (Underground utilities may be damaged.)
- No power tools
- No Tent tops or sides
- No Generators.
- Please let us know if you are interested in being an educational Speaker.

Signature: _____ Date: _____

Contact us for more information:

Email: ExpoChair@HallMasterGardeners.com

Phone: 770-535-8293 (extension office)

