



2232 NE Jacksonville Road, Ocala, FL 34470

<https://sfyl.ifas.ufl.edu/marion/master-gardeners/>

352-671-8400

Saturday, March 8, 2025
8 a.m. to 4 p.m.

Sunday, March 9, 2025
9 a.m. to 4 p.m.

COMMERCIAL VENDOR APPLICATION

Company name: _____

Physical address: _____

Contact name: _____ Primary phone: _____

Email address: _____ Secondary phone: _____

FL nursery license #: _____ Effective/Expires: _____

Please check all certifications/memberships that may apply to your business

- FFLCP - Florida-Friendly Landscaping™ Certified Professional
- FNGLA – Florida Nursery, Growers, and Landscape Association
- GI-BMP – Green Industries Best Management Practices
- FWS-AP - Florida Water StarSM Accredited Professional
- FANN – Florida Association of Native Nurseries
- USDA Certified Organic
- Other _____

Items intended to be sold at this year’s Festival:

- | | |
|--|--|
| <input type="checkbox"/> Florida Native Plants | <input type="checkbox"/> Pollinator Plants |
| <input type="checkbox"/> Edibles | <input type="checkbox"/> Organic Vegetables or Edibles |
| <input type="checkbox"/> Vegetable Starts | <input type="checkbox"/> House Plants/Succulents |
| <input type="checkbox"/> Herbs | <input type="checkbox"/> Tropical Plants |
| <input type="checkbox"/> Fruit Trees | <input type="checkbox"/> Garden Décor/Supplies |

Other items intended to be sold not reflected above:

Provide a link to your company’s website or social media address to be included in our advertising and reference us (<https://sfyl.ifas.ufl.edu/marion/master-gardeners/>) in your advertising for area’s largest all-in-one garden and plant expo.

Your Company website or Social Media Address: _____

**We will do our best to accommodate your choices but do not guarantee the exact booth(s) requested.
See Booth Sizes and Pricing on page 2**

1st Booth Choices _____ 2nd Booth Choices _____ 3rd Booth Choices _____

As of June 1, 2024 the state sales tax is 2.0% plus 1% discretionary sales surtax, total taxes is 3.0%.

____ **I have read and agree to the Commercial Vendors Terms and Conditions.**

Applicant Signature _____ Date _____



***Endcaps** are identified on the vendor booth map with red.

Electric available for certain booth locations upon request for \$40 plus Tax per plug used.

Please send completed application via email to mcmgsf@outlook.com or via mail to Extension office

2025 Booth Pricing

BOOTHS UNDER COVER				
	Available Booths	Cost	Sales Tax 2.0% Surtax 1.0%	Total Inc. Tax
15' x 15'	2-11, 46-56	\$ 165.00	\$ 4.95	\$ 169.95
15' x 20'	14-27, 30-43	\$ 181.50	\$ 5.44	\$ 186.94
20' x 25'	62-67	\$ 220.00	\$ 6.60	\$ 226.60
ENDCAP BOOTHS UNDER COVER				
Sizes	Endcap Booths	Cost Plus 10%	Sales Tax 2.0% Surtax 1.0%	Total Inc. Tax
15' x 15'	1, 12, 45, 57	\$ 181.50	\$ 5.44	\$ 186.94
15' x 20'	13, 28, 29, 44	\$ 199.65	\$ 5.98	\$ 205.63
20' x 25'	61, 68	\$ 242.00	\$ 7.26	\$ 249.26
BOOTHS OUTSIDE				
Sizes	Available Booths	Cost	Sales Tax 2.0% Surtax 1.0%	Total Inc. Tax
12' x 15'	C, D, E, 58-60, 109-111	\$ 130.00	\$ 3.90	\$ 133.90
15' x 15'	69-70 73-79, 82-90,93-99,115-117	\$ 165.00	\$ 4.95	\$ 169.95
15' x 20'	71	\$ 181.50	\$ 5.44	\$ 186.94
25' x 25'	B, 112-114	\$ 308.00	\$ 9.24	\$ 317.24
25' x 35'	101-108	\$ 330.00	\$ 9.90	\$ 339.90
30' x 30'	A	\$ 440.00	\$ 13.20	\$ 453.20
ENDCAP BOOTHS OUTSIDE				
Sizes	Endcap Booths	Cost Plus 10%	Sales Tax 2.0% Surtax 1.0%	Total Inc. Tax
15' x 15'	72, 80, 81, 91, 92, 100	\$ 181.50	\$ 5.44	\$ 186.94

Checks must be made payable to "University of Florida"

Credit Card payments can be made in person at the Extension Office or by calling 352-671-8400
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COMMERCIAL VENDOR TERMS AND CONDITIONS

Please read carefully.

Marion County Board of County Commissioners, University of Florida, Marion County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), and/or UF/IFAS Master Gardeners will not be responsible for any loss, damage, nor injury to any person or property of participating commercial vendors (vendors) of the Marion County Master Gardeners' Spring Festival (Festival).

Application Process:

Returning Vendors: Vendors that participated in the previous festival year have until Sept. 30, 2024, to claim booth space(s) from prior year by submitting a complete and signed application via mail or email. If a returning vendor is looking to relocate or add booth spaces the application will be held until Oct. 1, 2024, so a determination can be made by the Vendor Coordinator as to what spaces remain available. An invoice will be emailed to the address on file with payment instructions. A nonrefundable deposit of 50% of total reservation fee is required no later than Oct. 31, 2024, and final payment due no later than Feb. 9, 2024. Applications for new vendors will open Oct. 1, 2024, and any booth not claimed as of that date will be on a first come first served basis.

New Vendors: Vendors that did not participate in the previous years' festival can submit their complete and signed application and it will be processed on or after Oct. 1, 2024. Please do not submit payment until you have received an invoice or have confirmation from the Vendor Coordinator of your total. A nonrefundable deposit of 50% of the total reservation fee is required by the invoice due date and final payment will be due no later than Feb. 7, 2025.

Payment Process: Once a complete and signed application has been approved, you will receive an email from the Vendor Coordinator with your invoice. As of June 1, 2024 the state sales tax is 2.0% plus 1% discretionary sales surtax, total taxes is 3.0%.

Checks must be made out to the UNIVERSITY OF FLORIDA. MasterCard and VISA payments can be made by stopping into the Extension Office. Credit card payments can be accepted over the phone by calling 352-671-8400. The balance will be due no later than Feb. 7, 2025. If we have not received your final payment by Feb. 7, 2025, the Festival Committee reserves the right to sell the space to another vendor. Vendors who do not meet the February deadline may or may not be able to be included in Festival advertising, including Day-of-Event flier.

Space assignments: Once space(s) have been assigned and the minimum 50% deposit is received, **NO REFUNDS WILL BE MADE.** This is a rain or shine event. Space parameters will be clearly defined prior to set up; extending beyond boundaries is prohibited. Space subletting is prohibited without prior approval from Festival Committee Director. Should the Festival configuration change, vendors will be assigned a space of equal value.

Vendor parking: During festival operating hours, all vendor vehicles must be parked in the designated vendor parking area. No vendor vehicle of any kind will be allowed on the grounds once the festival gates open. Vendors must follow all posted traffic management signs. Vendors will be issued parking permits during initial set up, which must be displayed prominently in or on the vehicle. Parking is on a "first-come, first-served" basis and can be accessed via GATE 7 only for the duration of the weekend. Vendors are reminded that there will be many vehicles of varying sizes in the vendor parking area and to park efficiently to allow for as many vendor vehicles as possible in these prime spots. All overnight recreational vehicles (RVs) MUST be approved and paid for at the time of final payment. RVs will be required to park in the vendor parking lot and should notify Festival staff during initial set up.

Set-up times and gates are restricted to the following:

Date	Time	Gate
Thursday, March 5	10 a.m.-7 p.m.	1, 2
Friday, March 7	8 a.m.- Late	1, 2
Saturday, March 8	6-7:30 a.m.	7
Sunday, March 9	7-8:30 a.m.	7

Vendors WILL NOT be allowed on Festival grounds for set up outside these times.
NO vehicles at main gate at any time during Festival hours.

Event requirements: 1) Vendors are required to keep their booth space neat, clean and aesthetically pleasing for the duration of the festival. 2) All vendors are required to sell at retail prices during the festival. 3) All vendors selling plants at the festival are required keep their current NURSERY CERTIFICATE OF INSPECTION easily assessable during Festival hours of operation. 4) Vendors must provide their own tents, tables, chairs, electrical cords, and garden hoses (if intending to use free, external water connections available to all vendors). **Note:** Only hand watering will be allowed for spaces located under the pavilion. 5) All tents must be secured to protect your product and the inventory of other vendors. NOTE: wind is a problem at this time of year. 6) The selling of invasive plants is prohibited (see listing here: www.fleppc.org). 7) **Vendors, please note, garden apparel DOES NOT include T-shirts.** 8) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds. 9) Vendors will be responsible for leaving their space(s) in the same condition as prior to the festival.

Restocking: Replenishment of booth(s) will be allowed during the festival and after closing. **UNDER NO CIRCUMSTANCES WILL NON-AUTHORIZED VEHICLES BE ALLOWED ON FESTIVAL GROUNDS DURING OPERATING HOURS.** Only designated vehicles for Festival staff and emergency response vehicles will be allowed on festival grounds during festival hours of operation. Vehicles will not be allowed to park at main gate at any time during festival hours of operation.

Prohibited on Festival grounds: 1) Generators. 2) Obstructions to walkways. 3) Digging holes. 4) Hose watering in spaces located under the pavilion. 5) Dogs and pets other than certified service companions. 6) Bicycles and motorized vehicles.

Security: The festival grounds will be patrolled overnight on Friday and Saturday nights.

Break down time: Sunday, March 9, from 4:15 to 7 p.m. Breakdown is permitted on Monday, March 10, **from 8 a.m.-noon** only with prior approval of Festival Committee Director.

DUE TO SAFETY CONCERNS FOR VENDORS AND GUESTS, LAW ENFORCEMENT WILL PROHIBIT VEHICLES FROM ACCESSING FESTIVAL GROUNDS PRIOR TO 4:15 P.M. ON MARCH 8th and 9th

Non-discrimination policy: It is the policy of Marion County Board of County Commissioners to maintain an environment free of all forms of unlawful discrimination. The festival affords equal opportunity to all vendors and patrons without regard to race, color, gender, gender identity, sexual orientation, political affiliation, religion, age, marital status, disability or handicap, veteran status or national origin or other criteria protected by law.

