



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.

FFL / FNGLA / FWS CERTIFIED PROFESSIONAL APPLICATION

Company name: _____

Physical address: _____

Contact name: _____ Primary phone: _____

Email address: _____ Secondary phone: _____

No items or products can be "for sale" or sold at FFL / FNGLA / FWS booths.
Our aim is to provide our patrons with (handouts, promotional items, etc.):

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

Your Company website or Social Media address: _____

The cost for each 15x15 vendor space is \$75.00 plus tax

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

This price includes Saturday and Sunday space rental.

15 x 15 Space Rental: _____ \$77.25 (includes 3.0% tax)

Number of spaces requested _____

Total space rental: _____

I have read and agree to the FFL / FNGLA / FWS terms and conditions.

Applicant Signature _____ Date _____

Please send completed application via email to mcmgsf@outlook.com or via mail to address above.

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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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 educational/nonprofit vendors (vendors) of the Marion County Master Gardeners' Spring Festival (Festival).

*The Florida-Friendly Landscaping™ Certified Professional (FFLCP) is defined as a business or individuals who have completed the required training in FFL principles and are familiar with the latest UF/IFAS recommendations. The FNGLA Certified Horticulture Professional (FCHP) is accreditation that demonstrates core knowledge in Florida's nursery and landscape industry. The Florida Water Star (FWS) Professional is accreditation for irrigation and landscape professionals. **These approved vendors may create displays and advertise their business within their assigned space in the FFL / FNGLA / FWS designated area but may not sell items at the event.**

Applications: Vendors are required to submit a complete and signed application. Vendors must supply their own tables, chairs and tents or canopies.

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. 9, 2024. If we have not received your final payment by Feb. 9, 2024, 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: Applications for vendors will be required by Friday, Jan. 31, 2025. Vendors who do not meet the above January deadline may not be included in Festival advertising, including Day-of-Event flier. Spaces will be assigned, and vendors will be notified by the end of February as to their placement within the FFL / FNGLA/ FWS designated area of the event. (see map). Space parameters will be clearly defined prior to set up; extending beyond space boundaries is prohibited. Space subletting is prohibited without prior approval from committee chair. The sale of items from spaces will not be permitted.

Vendor parking: During Festival operating hours, all vendor personal vehicles must be parked in the designated vendor parking area. 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 5 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 as efficiently as possible 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
Friday, March 7	5 p.m.- dark	2
Saturday, March 8	6-7:30 a.m.	5
Sunday, March 9	7-8:30 a.m.	5

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 space neat, clean and aesthetically pleasing for the duration of the Festival. 2) Vendors permitted to use the electrical connections must supply all extension cords needed for their space(s). 3) Alcoholic beverages are prohibited on county-owned property and therefore not allowed on Festival grounds. 4) All tents must be secured to protect your product and the inventory of other vendors. NOTE: Wind is a factor this time of year; set up accordingly.

Restocking: Replenishment of space(s) will be allowed during 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.

Clean up: Vendors will be responsible for leaving their space(s) in the same condition as prior to the Festival.

Prohibited on Festival grounds: 1) Generators. 2) Obstructions to walkways. 3) Digging holes. 4) Dogs and pets other than certified service companions. 5) Bicycles and motorized vehicles.

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

Break-down times: Sunday, March 9, from 4:15 to 6 p.m.

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 9.

*Break down is permitted on Monday, March 11, with prior approval of Festival Committee Chair.

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.

