



Dear Spring Plant Sale Vendor,

We hope you'll join us at the Rhododendron Species Botanical Garden's 35th Annual Spring Plant Sale on April 17 and 18, 2020! As the event continues to grow, we hope to expand the number of vendors and offer other programmatic features to engage, educate, and excite our visitors. Please read all of the information below, as some details have changed.

Proceeds from the Spring Plant Sale support the maintenance of the Garden and the conservation of *Rhododendron* species. We deeply appreciate your participation and support! Please feel free to contact us if you have any questions.

Best,

Steve Hootman, Executive Director & Curator

#### 2020 SPRING PLANT SALE – General Information

**Plant Sale Dates and Times:** Friday, April 17 (2-3pm for RSBG Members Early Access, 3-6pm for General Public) & Saturday, April 18, 2019 (9am-3pm for General Public)

**Location:** Christian Faith Center, 33645 20th Ave S, Federal Way, WA 98003

**Website:** <https://rhodygarden.org/events/2020-rsbg-spring-plant-sale/>

**Facebook Event Page:** <https://www.facebook.com/events/417374165623298/>

**Vendor Application Deadline:** Monday, March 2

#### TERMS OF PARTICIPATION

Please review the following information carefully and either call 253-838-4646 Ext.100 or email us at [Britt@rhodygarden.org](mailto:Britt@rhodygarden.org) if you have any questions.

**To Apply:** Register online at <http://rhodygarden.org/cms/our-events/spring-plant-sale/for-our-vendors/> or fill out the attached Vendor Application and return by email, fax, or mail before **Monday, March 2**.

**Email:** [Britt@RhodyGarden.org](mailto:Britt@RhodyGarden.org)

**Mailing Address:** Rhododendron Species Botanical Garden P.O. Box 3798, Federal Way, WA 98063-3798.

**Please see below for terms of participation in the 2020 RSBG Spring Plant Sale:**

- **REVENUE PERCENTAGE** - The **RSBG receives 30% of the gross sales** based on your beginning and ending inventory figures.
- **BOOTH FEE** – There is no booth fee. Each vendor is entitled to one 18ft x 10ft booth space (3 parking lot spaces) and 4 8ft tables. Vendors are welcome to reserve additional tables and space, but must pay a flat rate of \$50 for each additional 18ft x 10ft space and 4 8ft tables at the time that the vendor application is received. (Note: the additional booth fee covers the cost of renting tables.)
- **DISCOUNT POLICY** – Vendors are not permitted to discount any plant material before, during, or directly after the sale.
  - Free Plants – Vendors may not give away free plants during the sale. All plants must be priced and accounted for on the *Plant Consignment Sheets*.
- **SALES PROCESSING** – Vendors may not sell any plants or merchandise directly to the customers. All sales must be paid for at the cash registers operated by RSBG.
- **CONTRACTUAL AGREEMENT** – Upon signing the *Plant Consignment Sheet*, vendors agree to the terms, rules and regulations of the sale outlined in this letter and on the *Plant Consignment Sheet*.
- **OPTIONAL RARE PLANT RAFFLE** – We encourage vendors to support the RSBG by donating a rare or choice plant to our raffle! The raffle has been a great success in previous years, thanks to enthusiastic participation from our vendors.

**Vendor Responsibilities:**

- **MARKETING INFORMATION** – Vendor will provide marketing information, including (but not limited to): website URL, 1-2 sentences about your business, photo(s), logo, etc. All vendors will be listed by name on event pages; only vendors who provide marketing information will be featured on social media. *Please provide this information to [Britt@RhodyGarden.org](mailto:Britt@RhodyGarden.org) no later than Friday, March 20.*
- **TENTS/AWNINGS** – Vendor must bring their own tents. The sale is in a parking lot, so there is no opportunity to pound tethering stakes into the ground. Tent weights are necessary to keep your tent from flying away. Please note that there is no shade in the plant sale area.
- **PRICING AND TAGGING PLANTS** – Plant tags will be kept with the plant at all times, even during check out. You are not required to have multiple plant tags, however, you are welcome to include a plant information tag AND a separate price tag. When tagging plants, please adhere to the following:
  - Every plant must be legibly priced by the vendor
  - Prices must be rounded to the nearest half or whole dollar
  - Prices must be written in waterproof ink or marker
  - Plants tags must note the name of your nursery
  - We strongly encourage that all plants are tagged with plant names and care information
- **PLANT DELIVERING AND SET UP** - Vendors are required to load plants in and out, as well as set up their sales area.
- **WATERING PLANTS** - Vendors are responsible for making sure your plants are well watered before arrival (Water onsite is limited)

- **PLANT CONSIGNMENT SHEETS** - Vendors must fill out Plant Consignment Sheets prior to set-up; the RSBG is not responsible for making copies of your consignment sheets.
- **SELLING PLANTS** - Vendors must have at least one representative on-site and at your booth during the sale.
- **REMOVAL OF PLANTS** - Vendors must remove any unsold plant material at the end of the sale.
- **CLEAN UP** - Vendors are required to sweep and/or collecting debris from your plants, as well as clean/wash your display table(s).
  - **Helpful hint:** Bring cheap disposable or reusable plastic tablecloths and tape tablecloths to the tables with removable tape. Then when the sale is over, remove and dispose of the plant mess, leaving a clean table. Please note that the RSBG is charged a fee if the tables are returned dirty, so we appreciate you cleaning your tables.

#### RSBG Provides:

- **SECURITY** - Overnight security at the Christian Faith Center.
- **PUBLICITY** – Promotion of the event, including online, radio, and print advertising.
- **CASHIERING** - RSBG staff and volunteers will process all sales. Please see “Vendor Responsibilities” section above for information about tagging plants.
- **DIRECTIONAL SIGNAGE** - On and offsite signage directing the public to the sale.
- **PORT-O-LETS** - Onsite temporary toilets for vendors and the public.
- **TABLES** – RSBG to rent tables for the event. Note: 4 tables per vendor, unless the vendor chooses to purchase an additional 18’x10’ booth space for \$50 (which includes 4 more tables).
- **COFFEE** – Vendors are welcome to enjoy coffee in the hospitality tent on Friday and Saturday (while supplies last).
- **LUNCH ON FRIDAY ONLY** –
  - Friday: Pizza lunch provided by the RSBG. *Please let us know if you have dietary restrictions.*
  - Saturday: There will be a food truck onsite on Saturday, however, the RSBG will **not** provide food vouchers for vendors. Please plan to bring a lunch or purchase food at the event.

### VENDOR SCHEDULE

#### Friday, April 17:

- **9 am** – Vendor load-in and set up starts – RSBG to provide specific load-in times for each vendor closer to the event
- **12 pm** – Vendor load-in and set up ends
- **1:30 pm** – All inventory sheets must be given to RSBG staff by this time
- **2 pm** – RSBG Members Early Access begins
- **3 pm** – Plant sale open to general public
- **6 pm** – Plant sale closes; vendors required to wait until 6pm to leave

**Saturday, April 18:**

- **8 am** – Vendors may arrive no earlier than 8am
- **8:30 am** – All vendors must be onsite by 8:30am
- **9 am** – Plant sale open to general public
- **3 pm** – Plant sale ends; vendors required to wait until 3pm to break down

**PLANT CONSIGNMENT SHEETS & PAYOUT**

**Submitting Plant Consignment Sheets:** Please use a *Plant Consignment Sheet* to check-in and check-out your plant material. If you have an inventory list from an automated inventory system, you may use that instead of the Consignment Sheet *as long as your list provides us with the same information as shown on the Plant Consignment Sheet*. Please follow the inventory instructions and submit all documentation before leaving the sale premises on April 18. However, if you have a computerized inventory method, your final inventory sheet may be submitted by email or fax by **Tuesday, April 21**.

**Payment from RSBG:** Your payment will be processed and put in the mail by **Monday, May 4th**, if you have followed the instructions outlined above.

**Thank you so much for your participation!**