



2021 Winter Plant Sale

Saturday, February 6th & Sunday, February 7th

Rules and Regulations

EVENT SCHEDULE

The event will begin on Saturday February 6th from 9 AM – 4 PM and on Sunday, February 7th from 9 AM – 3 PM. Mounts members will be allowed to come in 1 hour earlier (8 AM) than the general public on Saturday, February 6th. We ask that you please be ready by start time.

SAFETY MEASURES

The following safety measure will be set for **ALL** vendors:

- Food vendors are not allowed at the Plant Sale. Sitting/gathering spots will be closed. The emphasis will encourage a quick “*Shop and leave*” process.
- Vendors and their staff will undergo mandatory temperature checks each day prior to set up and will be required to wear face coverings/face mask at all times. Temperature at time of entry, must be under 100.4 or no admittance. A wrist band will be given to the vendors and their staff to mark that they have been temperature checked. The wristband is to remain on at all times during set-up, during event, and breakdown.
- All vendor booths will be spaced apart 10 feet from one another. Booths will be positioned off the main path to reduce congestion. Booth setbacks will be 5’ - 6’ or more off the main path to allow sufficient physical separation from passersby and uncongested viewing of vendor items.
- Each vendor will get a sign that says **MASK REQUIRED**. The vendors who will be selling items other than plants, you will be receiving a sign that says **PLEASE ASK FOR ASSISTANCE BEFORE TOUCHING**. These signs must be placed in a prominent place that everyone can see. The signs will be printed on cardstock and put in sheet protectors. These signs will be in your vendor packet.
- All vendors will be encouraged to have customers/clients pre-order their products prior to the event. They’ll also be encouraged to design their booths toward exposure/contagion control and keeping the public and themselves safe. Booths must be set up with tables around perimeter with NO guests entering booth space; shopping must occur around perimeter of booth.
- Vendors will be encouraged to utilize social distance visual markers and employ acrylic shields.
- Vendors will be required to wipe down high-frequency areas, such as point-of- sales after each guest. They must also wipe down their tables and other equipment with sanitizing wipes before and after each Sale day, or more frequently as needed.
- All vendors will be required to provide their own container of hand sanitizer containers large enough to accommodate a large number of attendees, be available Plant Sale attendees, and self-hand sanitize routinely.
- Vendors with traditionally high customer volume will be assigned to areas with more open space.
- Vendors must post prominent signage indicating where customers can wait to get their order taken and where they wait to pay. Vendors may use chalk, cones, caution tape, rope or ribbon to demarcate lines for customers that indicate where customers should wait to be served/pay, in 6-foot increments. MBG staff members will assist vendors in creating these visual queuing markers at their booth.
- If vendors choose to accept cash, they will need to either wear gloves or sanitize their hands frequently. They are encouraged not to accept cash but it’s the vendor decision to accept it or not.



2021 Winter Plant Sale

Saturday, February 6th & Sunday, February 7th

PLANT SOCIETIES

Plant societies that would like to have a space in the Sale to promote education may do so at no cost. However, **THIS SPACE MAY NOT BE USED TO SELL PLANTS**. For these educational spaces a deposit is not required but a signed contract must be submitted to reserve a space. Societies interested in selling plants must follow normal registration procedures and are subject to the same fees (**less 10%**) as other vendors.

***All plant societies will be limited up to 8 volunteers each day. Volunteer passes will be made for both days and will be at the office 2 weeks before the event. This pass will allow the volunteer to come in at no cost. It will be the plant society's responsibility to pick up the passes and distribute them to their volunteers.** Please note that any volunteer without the pass will be charged a \$5 entry fee and no copies of the pass will be allowed. I suggest not giving the passes to volunteers who are Mounts Members as they get free admission into the event. There will be limited space for the volunteers to park in the Gate 4 parking lot. Please let all volunteers know that once the lot is full they will need to park elsewhere.

SPACE SPECS

Sales spaces vary in size. See the contract for specifics. New vendors may have to wait until three weeks before the sale to be assigned a specific space.

PRODUCTS

Quality plants and merchandise, and truthful representation of such, is required. All plants and merchandise must have a label that identifies the vendor's name and phone number. A business card with the same information is also acceptable.

- **ALL PLANT MATERIAL MUST BE IN GOOD HEALTH, DISEASE AND INSECT FREE!!!**

SET-UP

Vendors will have access to their spaces beginning at 8:00 AM on Friday prior to the Sale.

*** Saturday 2/6**

Access to Garden- 6:00 AM

*** Sunday 2/7**

Access to Garden- 7:00 AM

Those located in Section A (the event field), you can unload and load your car use Gate 2. Please be mindful of the heavy down pour we just had and your surround vendor neighbors. We can to make sure that everyone can unload and load on time.

BREAKDOWN

All materials must be removed from the Garden by 5:00 PM on Sunday, February 7th and by 4:00 PM the Monday following the Plant Sale. No one is allowed to pack up before the event ends. All vendors who pack up early (**without** permission) will not be invited back to any of Mounts events. If you have any concerns about the move out time please contact the Community Engagement Manager.

SECURITY

Security will be provided by Friends after 5:00 PM on Friday and Saturday. It is recommended that vendors do not leave anything in the Garden overnight which is extremely valuable and easily moved. The Mounts Botanical Garden is not responsible for the loss of or damage to plants or merchandise or personal possessions either before, during or after the sale: or for personal injury to the vendor or associated workers.



2021 Winter Plant Sale

Saturday, February 6th & Sunday, February 7th

Each gate will be manned from Friday 5:00 PM to Saturday 8:00 AM and Saturday 4:00 PM to Sunday 8:00 AM. 'Friends' will be greeting people and collecting entry fees at each gate.

ALCOHOL

NO Alcohol is allowed on the premises. This is a Palm Beach County ordinance and must be adhered to. Anyone caught with alcohol will **NOT** be invited back.

PARKING

Due to the limitations of the visitor parking **ALL** vendors are required to park in the Hutcheson parking Lot. Visitors will not be allowed to enter the Hutcheson parking lot, Lexington St., and Golf St.

CARE OF FACILITY

Vendors and workers must not damage or deface the Garden facility. When such damage occurs, the Vendor is responsible to the Garden for repairs and will not be invited back.

FIRE & SAFETY

No hazardous materials including combustible liquids, gases or similar materials may be used.

*These Rules and Regulations are a part of the Vendor Space Contract. When the contract is signed by the Vendor, it becomes a legal binding contract. Any violations of these Rules and Regulations will result in the Vendor being barred from future sales held in association with the Friends of the Mounts Botanical Garden.



2021 Winter Plant Sale

Saturday, February 6th & Sunday, February 7th

Day of Event Information

SET-UP AND BREAKDOWN

Set-Up: Friday 8:00 AM - 9:00 PM

Saturday 6:00 AM - 8:00 AM

Breakdown: Sunday 3:00 PM - 5:00 PM (**No exceptions**)

Monday 8:00 AM - 4:00 PM

VENDOR PACKETS

The packet will consist of vendor badges, parking passes (that **MUST** be placed in their car windshield), rules and regulations of the event, safety signs, and anything that each vendor may need for the event. Vendor packets **MUST** be picked up in the Garden office on Friday 8 AM – 4 PM or on Saturday morning before set-up. Saturday vendor packet pickup will be located on the Portico near the Garden office. It's imperative that everyone has their packet before set-up. Please note that the 2021 Spring Plant Sale contract will not be in the packet. Information about the 2021 Spring Plant Sale will be emailed to everyone.

TEMPERATURE SCREENING

All vendors and their employees/volunteers must go to the portico area (right outside the Mounts Office) to do their temperature screening and get a wristband. **This is mandatory for Saturday and Sunday.** There will be signs directing you where to go in the Hutcheson Complex.

MEMBER PREVIEW FOR FRIENDS OF THE MOUNTS BOTANICAL GARDEN

Saturday 8:00 AM - 9:00 AM

VENDOR COFFEE

Unfortunately, vendor coffee will not be provided due to potential contamination. Please make sure to bring your own coffee.

PRODUCT CARRY-OUT

There will be no carry-out assistance during the event. **Also, visitors are not allowed to go through the back entrance gate (Gate 4) into the Hutcheson Agriculture Complex Parking lot to pick up any items.** PBSD and/or security will be stationed there to make sure no one but staff, volunteers and vendors are allowed through the gate.

THERE WILL BE NO VEHICULAR ACCESS ONTO THE TURF AREAS IN THE GARDEN FOR SECTIONS "B", "C" AND "D" (Only exceptions are "B" booth spaces accessible from Gate 2 (DMV Lot thru Event Field))

You can use the Hutcheson Agriculture Complex parking lot to unload on Friday starting at 8:00 AM and the Event Parking Lot (DMV-south gate) will be available for unloading also on Friday after 8:00 AM. There will be traffic directors over the weekend to control parking, please obey them. **All vendor parking will be in the Hutcheson Parking Lot. Due to limited parking for visitors, vendors can no longer park in the Event Parking lot (DMV lot) or front parking lot. Please park in the Hutcheson Agriculture Complex parking lot only.**