



100
YEARS
1922-2022

www.ahsgardening.org

Spring Garden Market

At River Farm on April 14 & 15, 2023

7931 East Boulevard Drive

Alexandria, VA 22308

VENDOR REGISTRATION

\$50 Early Registration Fee (postmarked by February 17, 2023)

\$100 Registration Fee (postmarked after February 17, 2023)

Deadline: March 10, 2023

Due to the popularity of the exciting event, there is limited space available. Registrations will be accepted in the order that they are received. Vendors will be notified of the status of their registration within seven business days of its receipt, and registration fees will not be processed until registration is confirmed.

❖ **By popular demand:**

- **Two-day sale!**
- **Flexible** set-up times.
- Your registration fee includes a **one-year American Horticultural Society (AHS) membership**.
- **Two** free parking passes for your booth. (Vendors not displaying appropriate parking tag must pay for parking. Passes provided at the vendor check-in. Parking fees are \$20/car, free for AHS Members. Members must display proof of membership to gain free admission.)
- Pre-tax sales percentage collection **remains at 18%**.
- Complimentary vendor **refreshment** station.
- Complimentary Wi-Fi

❖ **Your registration fee includes:**

- Generous allotment of booth space
- Promotion for the event including a listing and link to your website on the Spring Garden Market section of the AHS website and recognition on other social media outlets. Please note that our website has moved to www.ahsgardening.org.
- Complimentary one-year membership to the American Horticultural Society (please make a note if you would like to use a different address than the one listed on your registration).
- The AHS is a 501(c)3 non-profit organization, headquartered at River Farm. All proceeds raised during this event help maintain and enhance the gardens for the enjoyment and enrichment of the community.

❖ **Please note the following timeline:**

- **Set up:** Choose the vendor set up time that fits your schedule.
 - **Thursday, April 13, 9:00 am – 5:00 pm**
 - **Friday, April 14, 7:00 am – 9:30 am ***
 - **All vendor vehicles must be moved to the parking area by 9:30 am on Friday morning. No exceptions.**
- **Sales Hours:** Vendors must keep booths open for the entire duration of the sale (Unless AHS approves other time frames).
 - **Public Sale Friday, April 14, 10:00 am – 4:00 pm**
(Gates open for vendors at 7:00 am.)
 - **Public Sale Saturday, April 15, 10:00 am – 4:00 pm**
(Gates open for vendors 8:00 am. Breakdown 4:00 pm – 7:00 pm.)
- **Break Down:**
 - **Saturday, April 15, 4:00 pm – 7:00 pm.**
 - No vehicles will be permitted in the sale area before 4:00 pm on Saturday, April 15.
 - Break down **shall not** begin before 4:00 pm on Saturday, April 15.
 - Booth Vendors must have their booth and all contents removed from River Farm no later than 7:00 pm on April 15, 2023. Due to other events at River Farm, no special accommodations can be made regarding scheduled arrival, set-up, and breakdown times.

❖ **Please note the following policies:**

- The AHS will provide conveniently located hoses for your watering needs.
- No tables, canopies, or chairs will be provided.
- No onsite camping.
- All tents **must** be firmly secured to the ground with additional weights and/or rigging. No exceptions.
- No electricity will be available for vendor booth usage.
- No vendor sales before 10:00 am on either sale day. No sales on Thursday.
- Deadline for registrations is **March 10, 2023.**

❖ Please complete and return the following vendor registration form and vendor agreement along with the appropriate registration fee to:

By Mail:

2023 Spring Garden Market
American Horticultural Society
7931 East Boulevard Drive
Alexandria, VA 22308

By E-mail: plantsale@ahsgardening.org

Phone Contact: (703) 768-5700 Peter at ext. 137 or Tammy at ext. 115

We look forward to seeing you this Spring!!!



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Deadline: March 10, 2023

Contact Name _____

Vendor Name _____

Address _____

City/State/Zip _____

Telephone (W) _____ Mobile _____

Event Day Telephone (W) _____

Fax _____

Email _____

Website _____

Description of Products:

VENDING SPACE: To create the feel of a market and increase the enjoyment of the patrons, vending areas will be placed in a loop around the orchard of River Farm. There is variability among the spaces. The AHS staff will work with all vendors to assign areas that fit their needs. Please provide us with the following preferences so that we may best match you to an appropriate vending area. **Please note that we cannot provide electricity.**

- What amount of space is required for your booth? (Frontage x Depth) _____
- Would you prefer an area on pavement or grass? Paved areas are limited and offered on a first come, first served basis. (Circle one) Pavement Grass Either
- Do you plan to bring a tent or canopy? (Circle one) Yes No
- Which day do you plan on setting up your booth? (Circle one) Thursday Friday
- Additional notes/requests:

PAYMENT: \$50 Early Registration Fee (postmarked by February 17, 2023)
\$100 Registration Fee (postmarked after February 17, 2023)
Deadline: March 10, 2023

Check: Please make checks payable to **American Horticultural Society, Attn: 2023 Spring Garden Market**

Credit Card: Please complete the following if paying by credit card:

Check one: __ Visa__ MasterCard __Discover __American Express

Credit Card # _____ Expiration Date _____

Name on card _____

Signature _____

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Please sign and return the Vendor Agreement below with your registration



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2023 Spring Garden Market Vendor AGREEMENT:

As a vendor I agree to the following statements:

- I will collect my own taxes.
- **I will pay 18% of my pre-tax sales to the AHS by Saturday, April 15, before leaving River Farm.** (Note: Special arrangements for before-tax sales payment may be available with prior approval.)
- **I will not begin to dismantle my display area before 4:00 pm on Saturday, April 15** (unless pre-approved by AHS).
- I will have my booth, all its contents, and my vehicle removed by 7:00 pm on Saturday, April 15.
- **I will secure my tent(s) to the ground with additional ropes and/or weights.** Unsecured tents will be removed at the discretion of AHS staff. A properly secured tent should be both staked to the ground and have additional staking/rigging that will be staked and/or weighed down.
- I will conduct business in a professional manner and abide by the rules of the AHS.

I have read and agree to follow all information, policies, and guidelines pertaining to participation in the 2023 Spring Garden Market. I understand that failure to follow all stated policies and guidelines may result in myself and/or my organization's exclusion from future AHS events.

Signature _____ Date _____