

You Are Invited...

SPRING
Garden & Butterfly
Festival

Saturday April 27, 2019

9 am – 3 pm

Cuyamaca College

www.cuyamaca.edu/springfest

Exhibitor/Vendor Application Packet

Hosted by

Cuyamaca College, Ornamental Horticulture Department

with

The Water Conservation Garden

and

Heritage of the Americas Museum



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Heritage of the Americas
Museum

SPRING GARDEN & BUTTERFLY FESTIVAL 2019

Saturday April 27 • 9 am - 3 pm

Please join us for the **26th Annual Spring Garden & Butterfly Festival!** Over 3,000 visitors attended this event last year, providing an excellent marketing opportunity for your organization and/or products. Enjoy free activities and vendor areas at the partner sites on the Cuyamaca College campus.

Your participation in this event includes the benefits of a publicity campaign that reaches thousands of residents in San Diego County and beyond. Please review this fact sheet for further details and complete the enclosed exhibitor application to reserve an exhibit space.

- Event:** A family-friendly community celebration of spring and a green future with educational programs, exhibitors, and demonstrations that highlight conservation of resources and culture. Free admission and free parking.
- Attendance:** Over 3,000 people attend this event annually.
- Purpose:** To showcase and benefit the educational programs of the event partners.
- Featuring:**
- * **Cuyamaca College's** Ornamental Horticulture Department's Biggest Plant Sale of the Year and Educational Demonstrations!
 - * Water Conservation Garden's Educational Shows, Butterfly Releases, Kid's activities and Story time events
 - * Heritage of the Americas Museum's tours & events
- Publicity:**
- Full-color posters, postcards, and banners
 - Various Publications
 - Various websites
 - Various Facebook Fans and Groups
- Contact:** **Angelina Byrd**
(619) 660-0614 x 14
Angelina@thegarden.org
Monday- Friday 9am-4 pm



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SPRING GARDEN & BUTTERFLY FESTIVAL 2019
Saturday April 27, 2019 • 9 am - 3 pm
Exhibitor/Vendor APPLICATION

Name of Organization: _____ Contact Person: _____

Phone: Days: _____ Fax: _____ Email: _____

Mailing Address: _____ City _____ State _____ Zip _____

The County of San Diego requires us to submit either a driver's license number or seller's permit numbers for anybody selling products at the event. Kindly write that number here: _____

Your information will be kept confidential.

Please Read:

Your vendor application will not be processed unless it is accompanied by the additional Grossmont-Cuyamaca Community College District No Insurance Acknowledgement Certification form, which is located on the last page of application.

Regular Application Fees

Application form and payment must be received in our office by April 1, 2019

IF YOU ARE SELLING GOODS:

- For-Profit Organization selling goods: \$60 non refundable fee then a 10% charge on sales. Monies will be collected by The Water Conservation Garden at the end of the event.**
- Non-Profit Organization selling goods \$60**

IF YOU ARE NOT SELLING GOODS:

- Non-Profit Organizations: Application Fee \$30**
- 0-500K Gross annual sales: Application Fee \$150**
- 500K+ Gross annual sales: Application Fee \$250**

There is a \$15 additional fee for electricity and access to outlets is limited.

Please indicate the following: Equipment Type: _____

Does this equipment operate on a standard 110-volt outlet? Yes _____ No _____

How many outlets would you need access to? _____

The Water Conservation Garden will make every effort to provide exhibitors appropriate and well located spaces. You will receive your exhibitor space the morning of the event when you arrive for setup. Your exhibitor space will be located on the Grand Lawn or inside The Water Conservation Garden. You will receive your exhibit location area with your Exhibitor Instructions 2 weeks prior to the event. In assigning spaces we take many factors into consideration: veteran attendance, application date, variety of product and logistics. **Setup is from 6:30 – 8:30am.**

Exhibitors are expected to staff their booths for the duration of the event (9am-3pm). Exhibitor fees are non-refundable. Vendors are responsible for their own sales as well as collecting and reporting sales tax to the appropriate agencies. Non-profit organizations must have valid 501 (c) (3) permit.

Your signature below indicates that you have reviewed and understand the above terms. Thank you.

Signature: _____

Date: _____

**Vendors and Exhibitors are required to supply their own tent, table and chairs.
Exhibit spaces are approximately 10' x 10' in size.**

A brief description of your exhibit (include description of your product(s) and average price, if applicable):

Special Needs- List below:

Questions:

Angelina Byrd
(619) 660-0614 x 14
Angelina@thegarden.org
Monday- Friday 9am-4 pm

**Send completed application including the
No Insurance Acknowledgement Certification Form to:
The Water Conservation Garden
Attn: Angelina Byrd
12122 Cuyamaca College Dr. West
El Cajon, CA 92019**

**Fees are payable by check
(payable to Friends of The Water Conservation Garden)
or by credit card.**

Enclosed is my check for \$ _____

Please charge my Visa/MC/AX/Disc. For \$ _____

Name as it appears on card: _____

Acct. No. _____

Exp. Date: _____ CCV: _____

Signature: _____

Date: _____

Thank you for being a part of this exciting event!



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

No Insurance Acknowledgement Certification

I, (insert name), acknowledge and certify that I do not maintain a commercial general liability insurance policy and/or am unable to obtain a commercial general liability insurance policy pursuant to the insurance requirements set forth by the Grossmont-Cuyamaca Community College District (GCCCD).

I agree to indemnify, hold harmless, assume liability for, and defend Grossmont-Cuyamaca Community College District (GCCCD), its employees, agents and volunteers from any and all damages, awards, costs, and expenses including, but not limited to, attorney's fees, court costs, and all other sums which GCCCD may pay or become obligated to pay on account of any and every demand, claim or assertion of liability, or any claim or action arising or alleged to have arisen out of or pertaining to (enter name of services) I may provide as part of the (insert event name) at the (insert venue location and date).

Print Name and Title

Signature

Date