

Meeting Vendor Guidelines/Agreement

San Diego Horticultural Society

info@sdhort.org - sdhort.org
(July, 2016)

Thank you for your interest in being a vendor at our monthly meetings; our members appreciate your presence. SDHS has over 1100 members, and 200-375 people usually attend each meeting, making this an excellent place for you to bring your business to the attention of an enthusiastic group of gardeners.

Meeting Location:

Congregation Beth Israel
9001 Towne Centre Drive
San Diego, CA 92122
(near University Towne Center shopping area).

Meeting schedule:

Meetings are held on the second Monday of every month (except December)

- 5:00 – 6:00** Meeting room setup. Vendor set up is **only** during this hour; sales may begin as soon as you are ready.
6:00 – 6:45 Vendor sales are active. Membership Services, a Plant Display table and occasionally Speaker book sales are active.
6:45 – 8:00 Meeting. **All other activities stop.**
8:00 – 9:00 Vendor sales.

1. Vendors must be current members of the San Diego Horticultural Society. A business membership is \$50/year.
2. Items / services offered for sale must be related to horticulture/gardening. Vendors are responsible for collecting their own sales tax.
3. Plant vendors shall hold a current, valid License to Sell Nursery Stock issued by the California Department of Food and Agriculture.
4. Each vendor shall donate one plant or item valued at \$10 or more for each table used. The donated item will be used as a door prize to a member and during the meeting, with recognition given to the donating vendor. Please include your business card with the donated item.
5. Vendors shall not arrive before 5:00pm. Temporary parking for unloading is located in the fire zone off Golden Haven Drive, then vendor vehicles must be relocated to the adjacent parking lot once unloaded. There is an elevator located there that opens on the meeting room floor.
6. Upon arrival, vendors shall ask the SDHS **room coordinator** for their table location. Set-up of vendor tables begins as soon as the meeting room is opened at 5:00pm. Setup **must** be completed by 6:00pm.
7. Space assignments are made at the discretion of the SDHS.
8. The meeting begins at 6:45pm. To allow meetings to proceed without distractions **no sales will be allowed during the meeting**. Sales will be allowed from 5:00pm until 6:45pm, and may resume at the end of the meeting (approx. 8:30pm). **As a courtesy to others, please refrain from conversation during the meeting.**
9. Vendors must bring tablecloths to protect the tables. Vendors are required to remove all plants, merchandise and debris at the end of the evening and leave the area clean. Vendors should be out of the facility by 9:15pm.
10. Any breach of these guidelines may result in the vendor not being able to sell items at future meetings.
11. You must reserve your space **at least 7 days prior to the meeting** by emailing Jeff Biletnikoff at clawler9@cox.net with your table request. You must reserve your space for each meeting

Please sign this agreement and email it to clawler9@cox.net

By signing below, I agree to all the terms and conditions above. I acknowledge that failure to comply with these terms and conditions may mean that I will not be able to be a vendor at future meetings.

Company Name:

Resale Number

Nursery License Number (for plant vendors)

Signature

Printed Name

Date