

Dear Potential Vendor,

Enclosed you will find a packet of items you will need in order to apply as a retail vendor, exhibitor, or as a non-profit for ArborFest 2008. If you are selling plants, please read the Invasive Plant Species list provided. No invasive plants are ever allowed on the Blandy Farm property, for display or for resale.

This year ArborFest will be on October 11th and 12th. Always the second weekend in October, we have a typical autumn harvest event, with emphasis on family activities. As always, we have a plethora of great vendors with fantastic plants for sale, too. Our guests tend to be educated and very aware of all of the many items one can successfully plant in the fall. Great food is available through our vendors plus hayrides and Arboretum tours for all ages.

The children clamor around me, my husband, and our many volunteers to make scarecrows each year. Meanwhile, in our Parkfield Learning Center, the Blandy Education staff and Foundation volunteers provide MANY additional activities for children of all ages. We usually have a few native Virginia snakes and amphibians on exhibit for the children, too.

In the Quarters Building one can find an art show to enjoy. Typically we have a juried art show during the fall season. Join up with one of the many tours or create your own tour and walk through the Arboretum. Highlights include the Quarters Building, Dogwood Lane, the Pollination Garden, Native Plant Trail, Wetlands, and more. Bring your horse, if you like, and ride through the Arboretum on our well-used Equine Trail. Stop and pet the llamas while here at ArborFest, too. These majestic animals are brought in by the 4-H Llama Club of Clarke and Jefferson Counties every year and are a great addition to ArborFest. The club shows the llamas and teaches us about their behavior.

Come join us for the 15th annual ArborFest at the Arboretum! It's a terrific autumn event.

Sincerely,

Donna Wilkins Downing
Vendor Coordinator
d.downing1@comcast.net

ARBORFEST 2008 VENDOR/EXHIBITOR GUIDELINES

1. The Foundation of the State Arboretum of Virginia (**FOSA**) sponsors ArborFest the second Saturday and Sunday in October. Participation is by invitation only and this event is held rain or shine. **ArborFest will be held on October 11th and 12th from 10 a.m. to 4:30 p.m. each day.**
2. The Foundation will provide vendor space, a watering system, and toilet facilities. Beyond these measures, **FOSA**, the University of Virginia, and the State Arboretum of Virginia assume no responsibility or liability for materials, equipment, or other items brought by vendors/exhibitors to the Arboretum in association with ArborFest.
3. Vendors/Exhibitors must provide their own exhibit structures, tables, chairs, etc. Sales exhibits or booths, items for sale, and signs must be confined to the assigned area.
4. Vendors agree to sell only propagated plants, and not to sell any wild-collected plants. Additionally, vendors agree to not sell any plant species, or cultivar thereof, which appears on the list titled "Invasive Alien Plant Species in Virginia," (available online at http://www.dcr.virginia.gov/natural_heritage/documents/invlist.pdf) compiled and produced by the Department of Conservation and Recreation and the Virginia Native Plant Society. Invasive plants may not be brought to the property for sale or for display.
5. Food and beverage sales are permitted only by special agreement with the FOSA ArborFest Committee.
6. **SET UP:** Vendors/Exhibitors may set up on Friday, October 10th from 8:30 a.m. until 4:30 p.m. ArborFest officially opens at 10 a.m. on both Saturday the 11th and Sunday the 12th.
7. **REMOVAL:** Vendors/Exhibitors **MUST** remain for the duration of ArborFest. Vendors/Exhibitors may begin take down at 4:30 p.m. on Sunday, October 12th. All exhibit materials must be removed no later than 1:00 p.m. on Monday, October 13th.
8. All trailers and vehicles must be removed from the exhibit area by 8:30 a.m. on Saturday, October 11th. **There will be no exceptions.**
Note: Please take great care with vehicles and other equipment to assure that the Arboretum grounds, trees and plants are not damaged.
9. Sales are permitted only during ArborFest hours, from 10 a.m. to 4:30 p.m., on October 11th and 12th.

For further information or clarification, call the FOSA office at 540-837-1758 Ext. 0

ArborFest 2008
Foundation of the State Arboretum
VENDOR/EXHIBITOR APPLICATION/AGREEMENT

Organization Name: _____

Contact Name (s): _____

Address: _____

Telephone Work: (____) _____

Telephone Home: (____) _____

E-Mail: _____

Brief Description of Exhibit and items for sale: **(First time vendors please enclose photos.)**

Vendors agree to sell only those items specified in this agreement. Exhibitors agree to have an informational booth only – no sales are allowed for exhibitors.

Electrical Needs: Clearly mark the type(s) of electricity you will need. Your position on the field will depend on this information: Pictures of the electrical stations are enclosed to help you match your cords with our ports and the corresponding amperage.

(__) 20 amps (120 volts) **\$25.00** (__) 50 amps (220 volts) **\$75.00**
(__) 30 amps (120 volts) **\$50.00** (__) 60 to 100 amps (220 volts) **\$150.00** Amount _____

Exhibit Space: \$100.00 (__) 15' wide x 20' deep
 \$ 25.00 (__) 10' wide x 20' deep (Vendor Field Nonprofit)
 \$125.00 (__) 15' wide x 20' deep EXHIBITOR ONLY—NO SALES

PLEASE MAKE YOUR CHECK PAYABLE TO: FOSA – ArborFest 2008

Please mail completed form and check for appropriate registration fee, in the pre-addressed envelope provided, **no later than August 31, 2008 to:**

Foundation of the State Arboretum
ArborFest Committee
400 Blandy Farm Lane
Boyce, VA 22620
Phone: 540-837-1758 Fax: 540-837-1523

Yes, I would like to rent a table.
_____ 1 table @ \$10 each
_____ 2 tables @ \$8 each

REFUNDS: Cancellations prior to September 8, 2008 are eligible for a full refund. Refunds after September 8, 2008 will not be issued.

FOR CREDIT CARD PAYMENT (Visa, MasterCard, Discover, AmEx) please provide information and sign below:

CARD NUMBER _____ EXPIRES _____

Please sign and date this agreement:

I have read the "Vendor/Exhibitor Guidelines" and agree to abide by the conditions set forth therein.

**Authorizing Signature: _____ Date: _____

** Must be signed, not only by business owner but also by a representative on our field the weekend of the event, IF the owner does not plan to be present.