



Grow at Clark Gardens

Enriching lives through art, wellness, and nature-based lifestyle.

Vendor Form

“Grow at Clark Gardens” is back!

Throughout March, *Grow at Clark Gardens* will host events designed to enrich the lives of our local citizens and tourists through art, wellness, gardening, and other nature-based activities.

Vendor Market: March 25, 2023 • Time Frame: 9:00am – 5:00pm • Location: East Tent

Name of Business as it will appear on promotional material:

Contact: _____ **Phone:** _____

E-Mail: _____

Mailing Address: _____

Product Description: _____

To secure your company’s spot at this year’s *Grow At Clark Gardens* Vendor Market a payment of \$25 is due at the time of signing this agreement.

Please check the boxes that apply:

- | | |
|---|--|
| <input type="checkbox"/> We are a certified non-profit.
Vendor Market payment discounted to \$15 | <input type="checkbox"/> I will need an 8ft table (includes two chairs) - \$10 |
| <input type="checkbox"/> I will need electricity - \$10 | <input type="checkbox"/> I do not need any additional services |

Payment Total: \$ _____

Payment Type (circle desired method): Check • Credit Card Check #: _____

CC# _____ CCV: _____

Expires: _____ Billing Address, if different than above: _____

Mail: Clark Gardens PO Box 276 Mineral Wells, TX 76068 • Scan: info@clarkgardens.org

By signing below, the vendor acknowledges they were given the *Grow At Clark Gardens* 2023 Vendor Market Guidelines and that the above information is correct.

Signature: _____ **Date:** _____

For more information contact events@clarkgardens.com or 940-682-4856 x2
Clark Gardens is a 501c3 nonprofit organization

Guidelines:

1. **Venue site** is located at Clark Gardens Botanical Park; 567 Maddux Rd Weatherford, TX 76088.
2. **Set up Time** can occur on Friday between 1pm-5pm or Saturday between 7:30am -8:45am. Vendors with a booth must be fully setup by 8:50am on Saturday, March 25th.

All tables must have table covering. Clark Gardens does not supply linens. After unloading, all vendors will park in our back parking lot.

3. **Take down** – Vendors agree they will not tear down/pack up until the event ends at 5:00pm. We ask that take down be completed within one hour of the event end time.
4. **Booth size** is 10' x 10'. Exact booth location is not guaranteed until the day prior to the event. All booth locations are outdoors and open air concept.

5. A list of vendor employees that will be on site working must be given to Clark Gardens one week prior to the event.

6. Clark Gardens will make every reasonable effort to maintain a secure environment. The gardens are locked each night. However, Clark Gardens shall not be responsible for the safety and security of any property, employees, visitors or customers from theft, injury or damage by fire, accident or any other cause. The Vendor assumes sole responsibility for any losses or damages resulting from such causes. Clark Gardens does not provide insurance for the benefit of the Vendor or Exhibitor.

7. By being a part of this event your company will be recognized throughout some of our advertising methods. Upon submitting Vendor Agreement please email your logo to events@clarkgardens.com to be incorporated in event marketing. Below is a list of our expected channels your company will be advertised on:

- Facebook
- Instagram
- Clark Gardens' Website

8. **To secure your company's spot at this year's *Grow At Clark Gardens* vendor market full payment is due at the time of signing this agreement.**

9. Applies to food vendors only: Clark Gardens requires a Certificate of Insurance with a minimal amount of a million dollar general liability coverage. The COI must be submitted at minimum of 30 days prior to the event. We request that Clark Gardens is listed as an additional insured with the following details:

Clark Gardens 567 Maddux Rd. Weatherford, TX 76088

10. **Weather Policy:** If event is canceled due to weather vendors will be able to roll their booth reservation over to Sunday - March 26, 2023. If the vendor's schedule does not work with the contingency date no refund will be given. The no refund policy is due to advertising cost; the vendor will still be advertised as promise. Refunds will not be given for any other reason.

11. I hereby agree to indemnify and hold harmless Clark Gardens Botanical Park, its agents, employees, volunteers or assigns, from all losses, costs, damages, expenses and liabilities caused by an accident or other occurrence of bodily injury to any person, or damage or destruction to real or personal property arising directly or indirectly from operations, products or services rendered under this contract.

I agree to abide by all exhibit terms, conditions and regulations as set forth in the *Grow At Clark Gardens* Vendor Market Guidelines, a copy of which I have reviewed. This application is considered my commitment to exhibit at *Grow At Clark Gardens* on Saturday – March 25, 2023 from 9:00am to 5:00pm.