



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, and nature-based activities.

Vendor Market: March 16, 2024 • Time Frame: 10:00am – 4:00pm • Location: East Tent

Name of Business as it will appear on promotional material:



Contact: _____ Phone: _____

E-Mail: _____

Mailing Address: _____

Product Description: _____

To secure your spot in 2024’s *Grow at Clark Gardens* Vendor Market 100% of the booth fee is due at the time of signing this agreement.

Please check the boxes that apply:

- \$25 Vendor Market Booth
- We are a certified non-profit. Vendor Market payment discounted to \$15
- My company is a member of GO TEXAN, Vendor Market payment discounted to \$18.75
- I will need an 8ft table (includes two chairs) - \$10
- I will need electricity - \$10
- I do not need any additional services

Payment Total: \$ _____

Payment
select one

Check by Mail

Check #: _____

Credit Card online

Scan the QR code to pay online. >>>
<https://tinyurl.com/CG24GrowVendor>



By signing below, the vendor acknowledges they were given and are in agreement with the *Grow At Clark Gardens* 2024 Vendor Market Guidelines, and that the above information is correct.

Signature: _____

Date: _____

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

Email: events@clarkgardens.com • Phone: 940-682-4856 x2

Clark Gardens is a 501(c)3 nonprofit organization

Guidelines:

1. **The 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 -9:30 am. Vendors with a booth must be fully setup by 9:50am on Saturday, March 16th. All tables must have a 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 4:00pm. We ask that take down be completed within one hour of the event’s end time.
4. **Booth sizes** are 10’ x 10’. Exact booth locations are not guaranteed until the day prior to the event. This is an outdoor vendor market. Booth locations will be under the East Tent, which has an open-air concept, or on the Bowling Green, which is a manicured lawn area next to the East Tent. Booth locations will be determined by registration date. The East Tent will be filled first.
Bowling Green vendors may bring out pop up tents or umbrellas (keep in mind how to secure these items, so not to blow in the wind). Make sure to be kind neighbors and not encroach into other’s space.
5. Clark Gardens has the right to require any material possibly seen as profane, threatening, or unsafe to be immediately taken down or removed off Clark Gardens’ property. This will be a non-negotiable topic. All Clark Gardens staff have the right to determine what is profane, threatening, or unsafe.
6. A list of vendor employees that will be on site working must be given to Clark Gardens one week prior to the event.
7. 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.
8. **Marketing** - By being a part of this event, your company will be recognized throughout some of *Grow at Clark Gardens*’ advertising. Upon submitting a Vendor Agreement, please email your logo to events@clarkgardens.com to be incorporated in event marketing. Facebook, Instagram, and Clark Gardens’ website are medias your company will be advertised on.
Additionally, we ask that you use your online presence to promote your attendance to/at the event. We are in this together and the more people in attendance the more successful we will all be.
9. **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.**
10. Applies to food vendors: Clark Gardens requires a Certificate of Insurance with a minimal amount of a million-dollar general liability coverage. The COI must be submitted at least 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
11. **Weather Policy:** If this event is canceled, by Clark Gardens, due to weather vendors will be able to roll their booth reservation over to Saturday- March 30, 2024. 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.
12. 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. Returning a signed copy of the first page of this Vendor Form along with payment is considered my commitment to exhibit at *Grow At Clark Gardens* on Saturday – March 16, 2024, from 10:00am to 4:00pm.