

# Southeast Plant Show 2025

## Vendor Agreement

This document outlines the terms and conditions for vendors participating in The 2025 Southeast Plant Show, "SPS." The Southeast Plant Show is a premier gathering of horticulture enthusiasts, industry professionals, and plant lovers. By joining us as a vendor, you will contribute to a vibrant community and gain unparalleled exposure for your brand, products, and services. We are committed to delivering a successful and enjoyable experience for all participants, and this agreement serves to clarify our mutual responsibilities and expectations. Thank you for your participation and support in making the Southeast Plant Show a remarkable event.

**LICENSES, PERMITS AND TAXES.** The vendor agrees to obtain the proper licenses and/or permits for using the space covered by this Agreement as required by Federal, State, or Gwinnett County agencies according to Georgia Law and Gwinnett County ordinances and supply evidence to SPS on demand. The vendor agrees to pay applicable taxes and provide the proper licenses and permits.

**THEFT AND DAMAGE.** SPS and The Gwinnett County Fairgrounds are not responsible for any damage to your merchandise or equipment. SPS and The Gwinnett County Fairgrounds are not liable for the loss or theft of any belongings, though we do ask that you bring any theft to our (SPS) attention immediately so that we may notify our organizers, volunteers, and visitors to help locate any stolen items.

**INJURY.** SPS and The Gwinnett County Fairgrounds are not responsible for any injury or damages to yourself, your customers, attendees, volunteers, venue staff, other vendors, or any other person at the Southeast Plant Show. Vendors agree to accept total and complete legal and financial liability for injuries and damages caused to any persons within their space by their product(s) or as a result of their negligent behavior.

**FIRE.** Lighters and flames are prohibited, along with smoking, electronic smoking devices, vapes, incense, and candles. No open flames, fire, or fuel of any sort are allowed inside Gwinnett County Fairgrounds buildings. Please only use designated smoking areas outside.

**FRAGRANCE.** Vendors should refrain from lighting incense, candles, or any other scented product, including wax melts, and ensure that their space and products are free of strong odors. Vendors are asked not to spray or otherwise cause to be emitted any fragrances, scents, or odors. Any scent sampling should be limited to fragrance tester strips. Only fragrances coming from live, natural plants are acceptable.

**CLEANING & VENUE DAMAGES.** All vendors are responsible for cleaning up any debris that they may have used during the event and all spaces should be maintained in a neat and organized manner. A clean up fee of \$50 may be applied if your space is not left clean. Vendors are responsible for payment of any damages to the venue caused by themselves or their staff.

**SECURITY.** Vendors are required to remain present during sale hours and assist visitors at the event. While security will be in place during the event, vendors may bring their own security cameras to help identify any thieves or shoplifters if they feel it is necessary. Doors will be locked prior to and after vendor hours. No overnight security will be present so please plan accordingly.

## **VENDOR SCHEDULE**

### **Vendor Check-in.**

Vendors must check-in and pick up their badges/wristbands during scheduled setup/load in days ONLY. Staff is limited to 3 per 10x10, 10x20, and 4 per 10x30 booth. Everyone is encouraged to provide plants/items for the door prizes and raffle items. Please bring these items with you to check-in.

- **FRIDAY, JUNE 27TH.**
  - Load-in will begin on Friday starting at 10 am. Each group will have 30 minutes to drive their vehicle INTO the venue, pull up next to their space, and unload their vehicle. After unloading, within your allotted time, please immediately park your car outside the venue. You may stay on-site and begin setting up your booth after you unload. Vendors MUST have their spot set up no later than 6 PM on Friday for a mandatory safety inspection, so please plan accordingly.
- **SATURDAY, JUNE 28TH.**
  - Vendors MUST be at their assigned booths no later than 7:30 AM. If needed, vendors may enter the building to attend to their booth starting at 7:00 AM. Doors open at 8 AM for VIP ticket holders and 10 am for general admission.
  - Please note that vendors should wrap up all sales on Saturday before 5 p.m. and plan to exit the building promptly by 5:15 p.m. so that appropriate time is allotted for the vendor event.
- **SUNDAY, JUNE 29TH.**
  - Vendors MUST be at their assigned booths no later than 9:30 AM. If needed, vendors may enter the building to attend their booth starting at 8:30 AM. Doors open at 10 am for general admission. There is no VIP admission on Sunday.
  - Breakdown and load-out begin at 4 p.m. Vendors should refrain from breaking down before 4 p.m. unless directed to do so by event organizers. Please be sure to leave all rented tables/chairs and clean up your booth space prior to leaving.

**PARKING.** Please follow the parking signs. You must enter through the Sugarloaf Parkway front gate. (Cross Street Elgin Trl)

**BOOTH AND SPACE LOCATION.** Booth locations will be assigned by the organizer on a first come first serve basis, with priority given for prior SPS participation and/or sponsorships. Vendors may get the opportunity to choose booth location based on available spots, but booth location requests are NOT guaranteed. If the vendor has special needs or accommodations for booth location, please notify the organizer of such before returning the signed agreement. Vendors must keep their space and their equipment in a clean, safe, and hazard-free condition. At the end of each day, each vendor and exhibitor must leave their booth area clean, with all trash and debris removed before exiting the fairgrounds.

**TENTS.** Vendors are not required to bring a tent. Vendors who decide to bring a tent must ensure that their tent footprint does not exceed their allocated space (10'x10' or 20'x10'). Adequate lighting is recommended because a canopy may darken the vendor's space. Vendors should ensure their lights are not too harsh or disruptive to their neighbors. SPS may ask vendors who have disruptive lighting to turn them off. Tents should not be set up or broken down during convention hours.

**MEDIA RIGHTS.** The Southeast Plant Show LLC and The Gwinnett County Fairgrounds have the right to use any photos or videos taken at the Southeast Plant Show for any purpose. SPS and The Gwinnett County Fairgrounds may also share any pictures or videos of its vendors, their products, their inventory, their displays, or their space on any of its media channels. Vendors agree to themselves, their products, displays, inventory, or space appearing on any news or third-party media outlets.

**ADVERTISING / MARKETING.** Please review the marketing policy located under "Important Information" tab in vendor/sponsor area.

**CODE OF CONDUCT.** Please review the code of conduct policy located under "Important Information" tab in vendor/sponsor area.

#### **ADDITIONAL INSTRUCTIONS**

- All vendors are encouraged to enter one plant into the plant exhibition.
- Please only use your assigned booth space; no plants should block walkways.
- Failure to follow any of the instructions included in this Vendor Agreement could result in rejection from future SPS events or being asked to leave the event without a refund.

#### **TABLES, CHAIRS, RENTALS, AND ELECTRICITY.**

**TABLE AND CHAIR RENTALS.** On our website, vendors may rent tables for \$10 and chairs for \$2 from Gwinnett County Fairgrounds. They may also bring their own tables. Vendors are required to bring and use their own table coverings.

**ELECTRICAL.** Depending on booth location, access to electricity may be included. (Not Guaranteed) Vendors may not use electrical sources in any hazardous manner that could pose a threat, cause damage, or cause injury to others, including but not limited to such instances listed below:

- Please use Surge Protectors and plug them directly into the outlet. NEVER plug one surge protector into another.
- Do not run ANY cables through the center of the booth or any sides facing an aisle where others may walk and trip over them. Cables are to be run along the back edges of the booth and edges that do not lead into or border the aisle. If an extension cord needs to be used, it must be secured in a way to not be a trip hazard (i.e. properly taped to the floor).
- Keep water and water vessels away from outlets or electrical components/devices. Do not use damaged wires, cables, or electrical connections. Do not use anything that has wiring exposed. Do not leave any cables or wires in the middle of walkways or walkable areas.

Vendors understand that any damages to rentals due to negligence must be reimbursed and that The Southeast Plant Show LLC is not liable for such damages to any rented equipment. Vendors are also responsible for any injury or damage resulting from misuse of rented items or electricity. Injury, damage, or fires caused by misuse of electrical connections are the sole liability of the vendor, and the vendor releases The Southeast Plant Show LLC and The Gwinnett County Fairgrounds of any liability or damage that arises from such misuse.

## **CANCELLATIONS.**

### **CANCELLATION OF BOOTH SPACE**

- Show management reserves the right to cancel any exhibitor prior to the opening of the show for non-payment of deposit, non-payment of balance, or misrepresentation of products to be displayed.

### **REFUND POLICY**

- To guarantee participation, a 50% non-refundable deposit must be received within 5 business days of completing the vendor application. The invoice will be sent to the email provided on the final application.
- The vendor spot is NOT reserved until the vendor application is completed and the non-refundable deposit is received.
- The remaining balance may be refunded if the booth is canceled prior to May 1st. Cancellation after May 1st will result in the loss of the entire booth fee.

### **CANCELLATION PROCEDURE**

- All cancellations must be submitted in writing via email to southeastplantshow@gmail.com.
- The email must include the Vendor Name, contact information, and reason for cancellation.
- Failure to follow the rules and regulations stated in this contract will result in forfeiture of the total paid amount.
- Vendors who do not set up their booth by Friday, 6/27, before 6 PM will not be able to participate in the show and will not be refunded any amount of their booth fee.
- The Southeast Plant Show reserves the right to approve or decline any accepted cancellation requests.

**INDEMNIFICATION.** By signing this agreement, the vendor agrees to hold harmless Southeast Plant Show, LLC, and Gwinnett County Fairgrounds from any liability while on premises. By signing, you agree to abide by all the rules and regulations of the event.

This Vendor Agreement is made effective as of **DATE**

between Southeast Plant Show LLC ("SPS") and

of

The Southeast Plant Show LLC ("SPS") is the organizer for the Southeast Plant Show ("SPS"), which is being held at the Gwinnett County Fairgrounds. The purpose of the Southeast Plant Show is to unite the Plant Community regionally and nationally via our shared love for all things plant-related. The show aims to educate attendees about various plant species, gardening techniques, and sustainable practices through expert-led workshops and interactive displays. It also provides a platform for vendors to showcase their unique products and services, fostering connections within the horticultural community.

Upon signing this agreement

hereby accepts the opportunity to participate as a vendor in the Southeast Plant Show on June 28th and 29th, 2025, and accepts the following conditions and limitations.