



Spring Affair 2025

800+ plant varieties

April 24-26th



Vendor Application

Due: March 21, 2025

Plant sales, workshops, and garden vendors all under one roof? The Spring Affair plant sale is the gardeners' place to be!

The Spring Affair plant sale will take place at the Sandhills Global Event Center (formerly Lancaster Event Center) located in northeast Lincoln on April 24 - 26, 2025 with an estimated 4,000+ in attendance. Vendors will have a chance to pre-shop the plant sale during the volunteer sale on Thursday, April 24th and have three opportunities to sell: The Preview Sale on Thursday, April 24th from 6pm—9pm and the Spring Affair plant sale from 2pm-6pm on Friday, April 25th and 9am-12pm on Saturday, April 26th. Please see the pricing guide on the registration form for details, additional items and vendor requirements.

If participating in the Spring Affair plant sale, please complete and return all items below to Nebraska Statewide Arboretum by **Friday, March 21, 2025** via mail or email.

*Vendors whose contracts and payments are received on or before **Friday, February 21st** will be listed in the Spring Affair newsletter which is mailed to over 17,000 households.

- Vendor Contract
- Vendor Liability Form
- Vendor Rules & Expectations Form
- Certificate of Insurance & Nebraska Department of Agriculture Nursery License (if applicable)
- Payment

Questions?

Call: 402-472-2971

Email: toby.burnham@unl.edu

The Nebraska Statewide Arboretum thanks you for your participation in Spring Affair 2025!

102G Keim Hall, 1825 N 38th St. P.O. Box 830964 Lincoln, Nebraska 68583-0964

402-472-2971 | plantnebraska.org



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Contract Due: March 21, 2025

*To be featured in Spring Affair News (mailed to 17,000 households), please register by February 21, 2025

Exhibitor Setup: Thursday, April 24th 12pm-2pm (if selling on Thursday) **OR**

Friday, April 25th 11am-1pm for Friday & Saturday **ONLY** sales

Preview Party & Plant Sale: Thursday, April 24th 6pm-9pm

Spring Affair Plant Sale: Friday April 25th 2pm-6pm & Saturday April 26th 9am-12pm

Business Name: _____ Contact Name: _____

Mailing Address: _____

Phone(s): _____ Email: _____

Website: _____

Description of Company/Products/Services (will be used for event advertisement):

Product/Service Category:

- Trees & Shrubs
- Hosta, Daylily, Iris,
- Peony, Perennial Herbs
- Annual, Tropical & Succulent
- Plants Vegetable & Herb Plants
- Landscape Supplies
- Garden Gifts
- Garden Art (such as ironworks)
- Non-Profit (selling non-plant materials)
- Non-profit (education only)
- Furniture
- Home Crafts
- Other _____

Booth Quantity	Size	Price
1 Booth	10x10	\$200
2 Booths	10x20	\$375

A note to all vendors: Due to limited space, booth sizes will be enforced and vendors will be asked to stay within their designated booth space. Please plan accordingly by selecting a booth size that appropriately fits your needs.

Vendor Attendance: ALL vendors must be set up and in attendance on Friday, April 25th & Saturday, April 26th. Vending on Thursday, April 24th is optional but recommended. Booth prices remain the same regardless.

501c3 Vendors: A limited number of booths are available on a first come, first serve basis. Your booth is free, however, you cannot sell plants. If you wish to sell plants, you must pay the same cost(s) as a vendor.

Insurance: All vendors will be required to have insurance.

Amenities: Included in the booth price are the following amenities:

- Black pipe and drape
- One (1) 8' table & (2) folding chairs



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Please check the box that best represents your needs:

10x10:\$200

10x20:\$375

Non-Profit (501c3) booth: No Cost

Please indicate the quantity needed of each item:

_____ Additional 8' table \$20

_____ Additional folding chairs \$10

_____ 220 electric \$120

_____ 110 electric \$60

_____ Water Access (no cost)

_____ 1 boxed meal for Thursday night \$16

_____ 1 voucher for concessions visit on Friday \$16

_____ 1 voucher for concessions visit on Saturday \$16

_____ Become a NSA Organizational Member \$100

_____ Unloading/loading requires use of large trailer (no cost)

Total Charge: \$ _____

Mailing/Payment Information:

Payable To:

Nebraska Statewide Arboretum

P.O Box 830964

Lincoln, NE 68583-0964

hpinneo2@unl.edu

CHECK ENCLOSED - mailed with vendor packet

Please send invoice

Credit card - a link for payment will be sent upon receipt of vendor packet

Please provide me with _____ copies of Spring Affair News to hand out to customers.

I would like to display a Spring Affair ad poster, please add me to the drop-off list.



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2025 Spring Affair - Vendor Rules & Expectations Form

Please acknowledge each line item by initialing and fill out all items below.

- _____ I understand that I need to stay within the dimensions of the designated booth space I purchased. If I do not, I understand that the NSA staff will direct me to stay within my dimension. If I do not follow this rule, I understand that I will be asked to leave.
- _____ I understand that set-up will ONLY take place from 12pm - 2pm on Thursday, April 24 (if selling on Thursday) or from 11am - 1pm on Friday, April 25 (if only selling on Friday & Saturday). Exhibitors will unload south of Currency Pavilion. After unloading, vendors may park in the Lot C or Lot E.
- _____ Sales are only allowed Thursday 6-9pm, Friday 2-6pm and Saturday 9am-12pm.
- _____ I understand that I am responsible for cleaning and returning the space to conditions prior to move-in.
- _____ Any fees incurred to bring exhibitor space to acceptable levels of the Lancaster Event Center will be charged to the exhibitor.
- _____ EXHIBITORS MUST BE REMOVED BY 2pm Saturday, April 26, 2024.
- _____ NSA & SGEC staff reserve the right to restrict exhibits and/or inappropriate items.
- _____ NO food or beverage for sale - SGEC concessions are available. Food samples permissible if restricted to 2-ounce size.
- _____ Combustible products and balloons are NOT allowed on-site at the venue.
- _____ The Nebraska Statewide Arboretum will assume no liability for injury to property or person on or about the Sandhills Global Event Center and will not be responsible for damage to exhibits, merchandise, or concessions caused by theft, wind, hail, fire or water, or any cause whatsoever.
- _____ Exhibitors MUST send their completed Liability Clause and Insurance with registration.
- _____ Exhibitors MUST send a copy of their Nebraska Department of Agriculture Nursery License with their insurance if they are selling plants. If you need to obtain a nursery license, please do so from the following website: <http://www.nda.nebraska.gov/plant/entomology/index.html>

Registration Cancellation by Participant

- _____ Cancellations received prior to the deadline (March 21, 2025) may be eligible to receive a refund less a \$75 service fee. Please let us know via phone or email.
- _____ Cancellations received after March 21, 2025 will NOT be eligible for a refund
- _____ All refund requests must be made by the attendee or credit card holder and must include the name of the attendee and/or transaction number. Refunds will be credited back to the original credit card used for payment.

Business Name: _____

Authorized Signature: _____

Date: _____



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2024 Spring Affair - Vendor Liability Form

Please complete, sign and date the liability form below and return, along with your "Certificate of Insurance" & contract by **March 21, 2025** to: Nebraska Statewide Arboretum, P.O. Box 830964, Lincoln, Nebraska 68583-0964 **OR** scan and email to toby.burnham@unl.edu.

This Use Agreement is for the use of Nebraska Statewide Arboretum facilities by
Business Name: _____, hereinafter called "USER."

The USER will ensure that all activities at this event comply with state law, city ordinances and protect the health and life safety of all persons involved. The USER will provide the following additional insurance, naming the Nebraska Statewide Arboretum, Inc. as an additional insured:

USER will provide prior to **March 21, 2025** a "Certificate of Insurance" with general liability limits of at least \$1,000,000, **naming the Nebraska Statewide Arboretum as additional insured** and will be required to show evidence of financial responsibility by providing certificate of insurance of Worker's Compensation Nebraska Statutory Coverage and Employers Liability coverage with a minimum limit of \$500,000. The Workers Compensation policy shall include a **Waiver of Subrogation in favor of the Nebraska Statewide Arboretum, Inc. as additional named insured.**

Vendors who fail to provide proof of insurance will not be allowed to participate the Spring Affair.

By signature below the USER agrees to hold the Nebraska Statewide Arboretum harmless from all claims or suits for bodily injury including death and for property damage arising out of use of space at the Sandhills Global Event Center in conjunction with the Spring Affair Plant Sale as per this agreement.

On behalf of the above named USER, the undersigned accepts responsibility for the terms and conditions noted above.

Business Name: _____

Authorized Signature: _____

Date: _____

FOR OFFICE USE ONLY:

Date Received: _____ Approved By: _____