



Vendor Application

Due: March 25th, 2022

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 Lancaster Event Center located in northeast Lincoln on April 28- 30, 2022 with an estimated 3,000+ in attendance. Vendors will have a chance to pre-shop the plant sale during the volunteer sale on Thursday, April 28th and have three opportunities to sell: The Preview Sale on Thursday, April 28th from 6pm—9pm and the Spring Affair plant sale from 2pm-6pm on Friday, April 29th 9am-2pm on Saturday, April 30th. 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 25th, 2022** via mail or email.

*Vendors whose contracts and payments are received on or before **Friday, February 25th** will be listed in the Spring Affair newsletter.

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

Questions?

Call: 402-472-2945

Email: hpinneo2@unl.edu

The Nebraska Statewide Arboretum thanks you for your participation in Spring Affair 2022!

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

402-472-2971 | plantnebraska.org



2022 Spring Affair Vendor Booth Registration

Contract Due: March 25th, 2022

(to be featured in Spring Affair News, please register by February 25th)

Exhibitor Setup: Thursday, April 28th 9am-2pm

Preview Plant Sale: Thursday, April 28th 6pm-9pm

Spring Affair Plant Sale: Friday April 29th 2pm-6pm and Saturday April 30th 9am-2pm

Business Name: _____ Contact Name: _____

Mailing Address: _____

Phone(s): _____ Email: _____

Website: _____ NSA Corporate Member level: _____

Description of Company/Products/Services: _____

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	NSA Corporate Member Price (\$100 level memberships & up)	Non-Member Price
1 Booth	10x15	\$375	\$400
2 Booths	10x30	\$550	\$600

A note to all vendors: If you are not an NSA Corporate member, but would like to become one, please enclose an extra \$100 payment for your membership. Booth sizes will be enforced and vendors will be asked to stay within the designated booth space. Please plan accordingly by selecting a booth size that appropriately fits your needs.

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



Please check the box that best represents your needs:

- ☐ 10x15 NSA Corporate Member (\$100 level memberships & up): \$375
- ☐ 10x30 NSA Corporate Member (\$100 level memberships & up): \$550
- ☐ 10x15 Non-member Price: \$400
- ☐ 10x30 Non-member Price: \$600
- ☐ 501c3 vendor (no cost)

Please indicate the quantity needed of each item.

- _____ Additional 8' table \$20
- _____ Additional folding chairs \$10
- _____ 220 electric \$125
- _____ 110 electric (no cost)
- _____ Water (no cost)
- _____ 1 voucher for concessions visit on Friday \$16
- _____ 1 voucher for concessions visit on Saturday \$16
- _____ Become a NEW NSA 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
- Charge to **Visa / Mastercard / Discover**

Name: _____

Card Number: _____

Authorization Code: _____ Expiration Date: _____ Billing Zip Code: _____

Authorized Signature: _____ Date: _____



2022 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 give NSA staff the right to tell me to stay within my dimension. If I do not follow this rule I give the NSA staff the right to ask me to leave.
- _____ I understand that no set-up will take place after 2pm on Thursday, April 28. Exhibitors will unload south of Pavilion 1 and move to parking lots east of Pavilion 1. There is no parking inside the building.
- _____ Sales are only allowed Thursday 6-9pm, Friday 2-6pm and Saturday 9am-2pm.
- _____ 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 4pm Saturday, April 30, 2022.
- _____ Spring Affair sponsors reserve the right to restrict exhibits and/or inappropriate items.
- _____ NO food or beverage for sale- LEC 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 Lancaster 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>

To make sure you're on the newspaper mailing list, please call 402-472-2971

Registration Cancellation by Participant

- _____ Cancellations received prior to the deadline (March 25th) may be eligible to receive a refund less a \$75 service fee. Please let us know via phone, fax, or email.
- _____ Cancellations received after March 25th 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: _____



2022 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 25th, 2022** to: Nebraska Statewide Arboretum, P.O. Box 830964, Lincoln, Nebraska 68583-0964

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 25th, 2022** 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 Lancaster 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: _____