

Garden Fair 2025

Foundation of the State Arboretum Vendor/Exhibitor Guidelines

1. The Foundation of the State Arboretum of Virginia (FOSA) sponsors Garden Fair each spring. The event is held rain or shine on Friday, May 9, from 5-7:30 p.m. and on Saturday and Sunday, May 10-11, from 9 a.m. to 4:00 p.m.
2. Vendor/Exhibitor participation is by invitation only and completed with the online application. Vendor applications are due March 7, 2025. A complete application includes all required fields, certificates of insurance with additional insured listed, and boxwood certificate, if applicable. Once the application is approved, a confirmation email will be sent with payment instructions.
3. Payments must be received by March 31, 2025. No refunds will be given.
4. FOSA will provide vendor spaces, hoses for watering, and toilet facilities at the State Arboretum of Virginia/Blandy Experimental Farm, 400 Blandy Farm Ln., Boyce, VA 22620. Beyond these measures, FOSA, the University of Virginia, Blandy Experimental Farm and the State Arboretum of Virginia assume no responsibility for any liability arising from Vendors/Exhibitors activities at Garden Fair and assume no responsibility or liability for materials, equipment, or other items brought by Vendors/Exhibitors in association with Garden Fair.
5. Vendor/Exhibitors must provide their own exhibit tents, tables, equipment for making sales, chairs, signage, etc.
6. All tents, canopies, umbrellas, etc. **must be anchored with weights or tied down with sturdy rope and long stakes.** Review the product specifications for proper anchoring. All weights must be touching the ground and not suspended. The vendor will be asked to dismantle any unanchored tent, canopy or umbrella.
7. Sales exhibits or booths, items for sale, and signs **must be confined to the assigned area.** This includes but is not limited to tent stakes, trailer hitches, ropes or tie downs, and cookers. Booth sizes may not be exceeded. Penalties for exceeding the booth size will apply and will be assessed on the field. No booth sharing, swapping or moving from assigned location is permitted without prior approval from FOSA via the Event Chairman. Changes or modifications will be decided on a case-by-case basis.
8. Vendor preferred booth location is not guaranteed.
9. Vendors are responsible for their own trash removal.
10. Vendors agree to sell only propagated plants, and not to sell any wild collected plants. Additionally, vendors agree not to sell any plant species, or cultivars thereof, that appear on the linked list titled "[Landscape Plants that are Invasive Species in Virginia.](#)" Recognizing that sterile cultivars of Invasive Plants are being developed, we will make exceptions to the above with prior approval. **Submit requests to Jack Monsted (jackmonsted@virginia.edu) for exceptions one month prior to the sale date.** Submissions must include the complete plant name along with research documentation proving the plant is sterile. Additionally, the vendor must display a sign stating that this is a sterile cultivar. Failure to receive prior approval will result in the vendor being requested to remove the plant from the sales area.
11. Due to the spread of boxwood blight in Virginia and to protect the valuable Boxwood Collection at the Arboretum, vendors agree to only sell boxwoods (*Buxus* spp., *Pachysandra terminalis*, and *Sarcococca* spp.) from nurseries that hold an active compliance agreement with the Boxwood Blight Cleanliness program of Virginia (<https://www.vdacs.virginia.gov/pdf/boxwoodblight2.pdf>) or a comparable program from another state. If a vendor wishes to sell boxwoods, a signed copy of the compliance agreement must be submitted as part of the complete application.
12. Food and beverage sales for on-site consumption are permitted only by invitation from FOSA. A vendor application must be completed by March 7, 2025, and fees paid once approved. Food and beverage vendors are responsible for obtaining appropriate health department certifications and permits before Garden Fair and must display the permits as required by the Clarke County Health Department.
13. All vendors who are selling goods or services must submit a Certificate of Insurance with their application **listing the Foundation of the State Arboretum as the "Certificate Holder" AND listing the "The Commonwealth of Virginia and The Rector and Visitors of the University of Virginia, its officers, employees, and agents," as additional insured. Wording must be exact.** The COI must show commercial, general liability coverage with limits of liability not less than \$1 million dollars per occurrence and \$2 million general aggregate, as shown on the [linked SAMPLE COI](#). Exhibitors and Nonprofit vendors who are NOT SELLING goods or services will be exempt from the Certificate of Insurance. Please submit the certificate of insurance with the online application.
14. **SET-UP:** Vendors/Exhibitors may set up beginning on Thursday, May 8, from Noon to 4:00 p.m. and Friday, May

9, from 10:30 a.m. to 4:00 p.m. Food vendors and Vendors with Oversized vehicles/trailers and/or vehicles with more than 2 axles must set up on Thursday to ensure event field access. During setup, please look for dashes of paint marking electric and phone lines. You must be at least two feet away from the painted markings before driving tent stakes, poles for birdhouses, or art etc. into the ground.

15. Vendors, EXCEPT Food Vendors, MUST be open for business at 5:00 p.m. on Friday for Preview Night. All vendors **WILL BE OPEN** 9:00 a.m. until 4:00 p.m. each day.
16. All trailers and vehicles must be removed from the exhibit area by 4:30 p.m. on Friday, May 9 before the Preview Night Event begins at 5:00 p.m., and by 8:30am on Saturday and Sunday morning before the event opens to the public at 9:00 a.m. **There will be no exceptions.** Note: Please take great care with vehicles and other equipment to assure that the grounds, trees, and plants are not damaged.
17. **TAKE DOWN:** Vendors/Exhibitors may begin to take down at 4:00 p.m. on Sunday, May 11, but not before. All vendor equipment must be removed by Sunday evening, unless a prior arrangement has been made with FOSA.
18. FOSA reserves the right to direct Vendors/Exhibitors to withdraw for failure to abide by these guidelines and to refuse entrance to future events.

For further information or clarification, contact Melanie Mullinax at mmullinax@virginia.edu or by phone 540-837-1758, ext. 246, between the hours of 9:00 am to 5:00 pm, Monday to Friday.