



2025 Gardeners' Fair Vendor Policies & Procedures

Historic Locust Grove reviews all applications for exhibitor participation to ensure that all items and services are not directly competing with our sponsors. We promise to review your application and let you know promptly. If your application cannot be approved, we will fully refund any payments you may have made.

1. Vendor Registration and Payment

- **Booth Fees:** All booth fees must be paid in full before the event date. Fees are non-refundable after the registration deadline.
 - 10X10 Nonprofit booth space fee (if selling merchandise): \$75
 - 10X10 booth space fee: \$200
 - 10X20 booth space fee: \$265
 - 20X20 booth space fee: \$375
- **Application Deadline:** Applications must be submitted by April 18, 2025. Late applications will be considered based on availability.
- **Confirmation:** Once your application is approved, you will receive a confirmation email with your booth assignment and further instructions.
- Be sure to indicate the desired booth size in your application and make booth payment accordingly.
- First preference is given to returning vendors for requests for the same booth location, but Locust Grove reserves all rights with respect to final booth placement decisions.
- Overnight security is provided for the event space and vendor parking lots. Animals of any kind are not permitted to stay overnight on Locust Grove grounds.

2. Booth Setup and Breakdown

- **Setup Time:** Vendors may set up their booths from 7:00 AM to 9:30 AM on the days of the event (May 10-11). All booths must be fully operational by 10:00 AM.
- **Breakdown Time:** Breakdown of booths should not begin before 4:30 PM and must be completed by 6:00 PM.
- **Tents and Displays:** Vendors are responsible for providing their own tents, tables, chairs, and displays. All setups must be stable, secure, and weather-resistant.

3. Sales and Merchandise

- **Permitted Items:** Vendors may only sell items related to gardening, landscaping, home décor, artwork (including jewelry, drawings, painting, and other art mediums), and other appropriate products in alignment with the event theme. All products must be approved in advance by event organizers.
- **Sales Tax:** Vendors are responsible for collecting and reporting applicable sales tax following Kentucky state law. Vendors retain 100% of their sales and are responsible for collecting and reporting all applicable sales taxes. Kentucky sales tax is 6.0%.
- **Electricity:** Limited electrical access is available upon request. Vendors must bring their own extension cords and any electrical appliances must be pre-approved.

4. Behavior and Conduct

- **Respectful Behavior:** Vendors must maintain professional and courteous behavior toward attendees, staff, and fellow vendors at all times.
- **Discriminatory Actions:** Any vendor found making racist or discriminatory remarks or engaging in inappropriate behavior will be immediately removed from the event without a refund. (See full statement below.)

5. Safety and Liability

- **Vendor Responsibility:** Vendors are responsible for securing their products, booths, and belongings. Historic Locust Grove is not liable for any loss, theft, or damage to vendor property.
- **Weather Contingency:** The event will take place rain or shine. In the case of severe weather, Historic Locust Grove will have the final say in maintaining the safety of vendors, event attendees, and staff. Vendors should be prepared for varying weather conditions.
- **Emergency Procedures:** Vendors must follow all emergency instructions issued by event staff. Fire exits and access points must be kept clear at all times.

6. Vendor Etiquette and Cleanliness

- **Booth Cleanliness:** Vendors are required to maintain a clean booth space throughout the event. All trash should be collected and disposed of properly.

- **Environmental Responsibility:** Vendors are encouraged to use eco-friendly packaging and minimize waste wherever possible.

7. Vendor Amenities & Benefits

- Free artist parking with overnight security
 - Booth sitters
 - Water Delivery
 - Light breakfast on Saturday and Sunday
 - Vendors promoted on the Locust Grove website, Social Media (Facebook, Instagram, etc.), Newspapers, Radio, TV, Newsletters, Local/Regional Event Calendars, etc.
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8. Racist or Discriminatory Remarks

- **Zero Tolerance Policy:** Any vendor found making racist or discriminatory remarks or engaging in such actions will be asked to leave the event immediately. Your booth fee will not be refunded if you are asked to leave. We are committed to providing a safe and inclusive environment for all participants and attendees.
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9. Parking and Logistics

- **Vendor Parking:** Upon arrival, vendors will be directed to designated parking areas. Parking near your booth is not allowed during event hours.
 - **Loading and Unloading:** Vendors may use the designated loading/unloading zones during setup and breakdown times. After unloading, vehicles must be moved to the designated vendor parking area.
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10. Food and Beverage Sales

- **Food Vendor Permits:** Vendors selling food and beverages must hold all necessary and valid permits and comply with all food safety regulations.
 - **Sampling:** All food samples must be handled in a sanitary manner. Vendors offering samples are required to have a hand-washing station.
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Thank you for participating in the 30th Annual Gardeners' Fair at Historic Locust Grove. Following these policies and procedures can ensure a successful and enjoyable event for all. If you have any questions or concerns, please contact Raina Melvin, Director of Programming and Engagement, at rmelvin@locustgrove.org or 502-897-9845 ex. 110.

We look forward to seeing you at the event!