



INFORMATION SHEET FOR VENDORS

Friends of the Farm Plant Sale – MAY 12, 2019

When: May 12 2019, 9 a.m. to 1 p.m.

Where: On the Central Experimental Farm, in the parking lot beside the Neatby Building, 960 Carling Avenue at Maple Drive, just east of the Civic Hospital. Coming from the Prince of Wales round-about, drive west on the Driveway, turn right at Maple Drive; or alternatively, take Carling Avenue, going east or west, to Maple Drive and the lot is right there. Watch for signs.

Where do I park: No vehicles allowed on the lot after 8:00am. Set up will start at 6:30 am. There will be parking attendants on site to direct you to a parking area nearest to your allotted spot(s).

Merchandise: As this is a plant sale, we ask that a minimum of 80% of the items for sale be plant material. The remaining 20% can be plant and garden related items.

Display Space: A single space is equal to two regular parking spaces, approx. 17 ft wide x 20 ft deep. Please note that your display cannot encroach upon or disturb your “neighbour”.

Set up: Set up time is from 6:30 am to 8:00 a.m. the morning of the sale. For the safety of everyone, we ask that if you are unloading a vehicle that you do this one vehicle at a time. All vehicles to be removed from the lot before 8:00 a.m.

Weather protection: The sale is held outdoors, rain or shine. Vendors are encouraged to provide their own protection against inclement weather. As the parking lot is now paved, any shelter must be free-standing without the use of in-ground pegs and/or guy wires.

What if I Cancel? If you cancel more than 21 days prior to the event, you will receive 100% refund of your registration fee. If cancellation is between 14 to 20 days prior to the day of the sale, you will receive a 50% refund. For cancellations less than 14 days prior to the day of the sale, there will be no refund. Cancellation notices must be in writing or in person.

Clean-up: Vendors must occupy their spot(s) for the entire sale from 9 a.m. to 1 p.m. Spots are not to be cleared before the sale has ended. Please leave your area as you found it.

Building 72, Central Experimental Farm/Édifice 72 Ferme expérimentale centrale g Ottawa, ON K1A 0C6

Tel/tél.: 613-230-3276 g E-mail/courriel: info@friendsofthefarm.ca

www.friendsofthefarm.ca

Charity # 11891 3565RR0001

Washrooms: A portable toilette will be available on site.

How do I register? You must complete the Plant Sale Registration Form attached, and mail it with your payment to: **Friends of the Farm, Building #72, Arboretum, Experimental Farm, Ottawa, ON, K1A 0C6.** Please **post-date** cheque for April 1, 2019, made payable to: **Friends of the Farm.** Alternately, you may use **PayPal** which can be found on our website at friendsofthefarm.ca. Any credit card purchase will be deposited immediately. Should you cancel within the timeframe mentioned, a refund will be m

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PARTICIPANT AGREEMENT

1. I waive all liability on the part of the Friends of the Central Experimental Farm (FCEF) and Agriculture Agri Food Canada (AAFC) for damages or loss of my property on the Central Experimental Farm (CEF) by theft, fire or other causes during the FCEF Rare and Unusual Plant Sale on May 12 2019. I understand and agree that neither the Experimental Farm, AAFC, or FCEF will cover any loss or theft with insurance and that I am solely liable for the property while it is located on the CEF. For the purposes of liability, the property is deemed to be in my possession while on the CEF. This is binding on my heirs and assigns.
2. I agree that a minimum of 80% of the goods for sale will be plant material.
3. REGISTRATION FEE - I agree to pay \$80.00 per spot in full, at the time of submitting my registration form. Please **post-date** cheque for April 1, 2019, made payable to: **Friends of the Farm.** Should you wish to use PayPal, please see our website at friendsofthefarm.ca / events.
4. I understand that if I cancel more than 21 days prior to the event, I will receive 100% refund of the registration fee. If I cancel between 14 to 20 days prior to the day of the sale, I will receive a 50% refund. For cancellations less than 14 days prior to the day of the sale, there will be no refund. Cancellation notices must be in writing or in person.
5. I give permission for my name, phone number and email to be used in any promotional material. If possible, please supply the FCEF with on-line photos of your marketing material.

Business Name (print) _____

Contact Name (print) _____

Address (print) _____

City (print) _____ Postal Code _____

Tel. Number: _____ Email: _____

Website: _____

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Registration fee enclosed: **\$80.00 per spot (tax incl.)** _____

My cheque, post-dated for April 1, 2019 is enclosed or I have made my payment with PayPal.

I agree to the conditions of the Participant Agreement above.

Signature: _____ Date: _____

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