



## **Friends of the Farm Annual Plant Sale Sunday, May 14, 2023**

### **INFORMATION SHEET FOR VENDORS**

**When:** Sunday, May 14, 2023, 8 a.m. to 1 p.m.

**Where:** On the Central Experimental Farm, in the outdoor parking lot beside the Neatby Building, 960 Carling Avenue at Maple Drive, just east of the Civic Hospital.

**Directions:** Coming from the Prince of Wales roundabout, drive west on the Driveway, turn right at Maple Drive. Alternatively, take Carling Avenue, going east or west, to Maple Drive, and the lot is right there. Watch for “Friends of the Farm Annual Plant Sale” signs to guide you.

**Registration & Payment:** To register, please complete the attached Friends of the Farm 2023 Plant Sale Registration Form and sign the attached Vendor Agreement. Return both documents, with your payment, to the Friends of the Farm.

Documents can be mailed to:

Friends of the Central Experimental Farm  
Building #72, Arboretum  
Central Experimental Farm  
Ottawa, Ontario K1A 0C6.

Alternatively, the completed forms may be scanned and sent by email to:  
[plantsale@friendsofthefarm.ca](mailto:plantsale@friendsofthefarm.ca).

Payment must be made at time of registration, and can be made by PayPal, credit card or cheque. No cash or e-transfers, please.

- Instructions for PayPal can be found on our website, at [www.friendsofthefarm.ca](http://www.friendsofthefarm.ca).
- For credit card payments, you can call our office Tuesday through Thursday, between 9:30 a.m and 2:30 p.m., at 613-230-3276.
- For cheques, please make them payable to the Friends of the Central Experimental Farm and mail them to the address noted above. Note that payment will be deposited immediately.

**Vendor Spots:** A single spot is approximately 17 feet wide by 20 feet deep (equal to roughly two regular parking spaces). Many buyers look for particular vendors, and often seek them out

in the same space they occupied in previous years. While we cannot guarantee the location of your spot(s), we will make every effort to assign you the spot(s) of your choice. For your part, to help buyers find you, we ask that you provide good signage, attached to your canopy or otherwise visible.

Please note that your display/products cannot encroach upon or disturb your neighbours' space.

**Set up:** Set up time is from **6:30 a.m. to 8:00 a.m.** the morning of the sale. Parking attendants will be onsite to direct you to your allotted space(s) for unloading. For everyone's safety, we ask that, if you have more than one vehicle, only one vehicle be unloaded at a time. All vehicles must be removed from the lot before the sale opens to the public at 8:00 a.m.

**Parking:** No vehicles are allowed to be parked on the lot after 8:00 a.m. or during the duration of the sale. Vehicles will be permitted back on the lot after the sale ends at 1:00 p.m. The Friends will endeavour to arrange convenient parking for vendors with Agriculture and Agri-Food Canada.

**Amenities:** Coffee, water and light refreshments will be available to vendors on a complimentary basis (and to patrons for sale). A portable toilet will be available onsite. For the convenience of patrons, the Friends will offer space where your buyers can store their purchases until they have completed all their shopping and are ready to load up their vehicles, assisted by our volunteers.

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

**Clean-up:** For safety reasons, vendors must occupy their spot(s) for the entire sale, from 8:00 a.m. to 1:00 p.m. Spots are NOT to be cleared before the sale has ended. Please leave your area as you found it.



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**VENDOR AGREEMENT**

1. I waive all liability on the part of the Friends of the Central Experimental Farm (FCEF) and Agriculture and 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 Friends' Annual Plant Sale on May 14, 2023. I understand and agree that the FCEF, AAFC, and the CEF will not cover any damage, loss or theft (including through insurance), and that I am solely liable for my property while it is located on the CEF. For the purposes of liability, my property is deemed to be in my possession while on the CEF. This is binding upon my heirs and assigns.
2. I agree to pay \$80.00 per spot, in full, at the time of submitting my registration form, per the terms outlined in the Information Sheet for Vendors.
3. I agree to be bound by the following cancellation policy:
  - a) In the event that I wish to cancel my participation in the event, I will send a notice in writing, by email, to [plantsale@friendsofthefarm.ca](mailto:plantsale@friendsofthefarm.ca) and to [info@friendsofthefarm.ca](mailto:info@friendsofthefarm.ca).
  - b) The FCEF will refund the registration fee based on the date of the cancellation notice, according to the following schedule:
    - Cancellation received 21 days or more prior to the day of the sale: 100% refund.
    - Cancellation received 14 to 20 days prior to the day of the sale: 50% refund.
    - Cancellations received less than 14 days prior to the day of the sale: no refund.
4. I understand that the FCEF will be promoting this event in social media and through other promotional means. I consent to the use of my name, photograph, website, business phone number, and business email address in any promotional material.

**I agree to abide by these terms and conditions.**

\_\_\_\_\_ (Name of Vendor)

\_\_\_\_\_ (Signature)

\_\_\_\_\_ (Date)



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**VENDOR REGISTRATION FORM**

*Please print clearly*

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Tel. Number: \_\_\_\_\_ Email: \_\_\_\_\_

Website: \_\_\_\_\_

Facebook: \_\_\_\_\_

Instagram: \_\_\_\_\_

Number of Spaces requested: \_\_\_\_\_ **[\$80.00 per spot (all inclusive)]**

Registration fee enclosed:

- ☐ **Total registration fee of \$** \_\_\_\_\_
- ☐ I have made my payment by cheque, PayPal or Credit Card and submitted the required forms.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To assist the FCEF in promoting the 2023 Plant Sale, please supply us with an electronic copy of your logo and photos relevant to your business. These should be sent to [plantsale@friendsofthefarm.ca](mailto:plantsale@friendsofthefarm.ca).**