



**Alachua County Agriculture and Equestrian Center  
23100 W. Newberry, Newberry, FL 32669  
Saturday, October 17, 2026  
9 AM to 4 PM**

*The Fall Horticultural Expo is an annual event featuring large and small plant vendors selling an array of plants. Our event also hosts UF/IFAS educational exhibits related to the event topics, area non-profits, and a limited number of food trucks. There is an extensive range of nature, wildlife, garden décor and other gardening related products. Based on last year's attendance we expect 2000 visitors during the day. The event is free and open to the public. We invite you to help us establish this as a premier public event in celebration of our North Central Florida Fall gardening opportunities.*

- The Alachua Co Ag & Equestrian Center is a large covered, agricultural arena with a dirt floor.
- There is no water or electricity available to vendors and/or exhibitors in the Arena.
- We encourage vendors to use pop-up tents, banners and signs to draw attention to their booths and information.
- Vendors and exhibitors must provide their own tables and chairs if needed.
- There is designated vendor parking.
- Please complete the attached form. Sign and email to: ExpoOct@gmail.com

Plant/Garden Vendors:

Kathy Stephens: [kathryn@kathrynstephens.com](mailto:kathryn@kathrynstephens.com) (text: 512-431-8892)

Leah Oehmig: [leahoehmig@gmail.com](mailto:leahoehmig@gmail.com) (text: 352-316-4231)

Food Vendors:

Kathy Stephens: [kathryn@kathrynstephens.com](mailto:kathryn@kathrynstephens.com) (text: 512-431-8892)

Non-Profit Exhibitors:

Fran Maris: [blaiser96@aol.com](mailto:blaiser96@aol.com) (text: 352-219-8822)

# VENDOR APPLICATION

## Business / Organization Information

Company/Organization Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_ Secondary Phone: \_\_\_\_\_

Website/Social Media (for event promotion): \_\_\_\_\_

## Vendor Type (Select One)

- Commercial Vendor (Plant, Garden, Retail Sales)
- Food Vendor
- Non-Profit Vendor (Sales Allowed)
- Educational Vendor (No Sales)

*Educational vendors may not sell, raffle, or distribute items for sale.*

## Vendor-Specific Information

### A. Commercial Vendors Only

FL Nursery License No. : \_\_\_\_\_ Effective/Expires: \_\_\_\_\_

### Items Intended for Sale (check all that apply):

- Florida Native Plants
- Edibles / Vegetables / Herbs
- Fruit Trees
- Pollinator Plants
- House Plants / Succulents
- Tropical Plants
- Garden Décor / Supplies
- Other: \_\_\_\_\_

### Additional Items/Description:

**B. Food Vendors Only\***

FL Food Handling Permit No.: \_\_\_\_\_ Expiration: \_\_\_\_\_

Please list food and beverage items to be sold:

**\*Liability & Compliance – Please check and acknowledge below**

- Have all required licenses and permits.
- Must carry **\$1,000,000 liability insurance** listing the event as additionally insured.

**C. Non-Profit Vendors Only (Sales Allowed)**

Describe items to be sold or distributed:

**D. Educational Vendors Only (No Sales Allowed)**

Description of educational materials, displays, or outreach activities:

*No items may be sold, raffled, or offered for sale at Educational Vendor booths.*

**Booth Setup & Needs**

Setup Type:  Tent  Trailer  Food Truck  Other: \_\_\_\_\_

**Please select booth quantity and size.**

No cost for Educational or Non-Profit Vendors.

Booth Size	Cost	Quantity
10' x 10'	\$75	
10' x 20'	\$125	
10' x 30'	\$175	
	<b>TOTAL</b>	

Larger assigned areas can be negotiated.

# VENDOR TERMS AND CONDITIONS

## Please read carefully

*Alachua County Board of County Commissioners, University of Florida, Alachua County Extension Service, University of Florida Institute of Food and Agricultural Sciences (UF/IFAS), UF/IFAS Master Gardener Volunteers and/or The Gainesville Garden Club, Inc. will not be responsible for any loss, damage, nor injury to any person or property of participating commercial vendors, food vendors, and educational/non-profit vendors (vendors) of the Fall Horticultural Expo.*

**Please note that this is a rain or shine event. There are no rain dates.**

## Space assignments

- All spaces are rented on a first-come, first-serve basis.
- Vendor space is subject to availability and will be assigned based on booth requirements and event layout
- All decisions to select vendors shall be at the sole discretion of the Vendor Committee.
- Each vendor will be assigned an area a minimum 10 feet by 10 feet. Vendors have the option to purchase multiple spaces at fees indicated in information above.
- Vendors are required to contain their products within the allocated space.
- All fees are non-refundable once application is accepted.
- Vendor contract is non-transferable. Booth/space may not be sublet to another party.

## Payment Process

- Checks and Credit Cards are accepted.
  - Make checks payable to the “Gainesville Garden Club Fall Expo”
- Credit Card
  - Click [Pay by Credit Card](#) – payment screen will say Fall Hort Expo.
  - Enter amount to be paid as determined by booth type and quantity on payment screen.
  - Then select “Checkout” to complete payment.
- Once a complete and signed application with payment has been approved, you will receive an email from the Vendor Coordinator confirming your application.
- **NO REFUNDS WILL BE MADE.** This is a rain or shine event.

## Set Up, Attendance, & Breakdown

- Approximately two weeks before the Expo weekend, vendors/exhibitors will receive an email with set-up times, zone and parking details.
- **Set-up time is Friday, October 16 from 8AM to 4PM.** No vehicles will be allowed entry on Friday after 3:15PM. Only hand-carried re-stocking may be done during Expo hours.
- Late arrivals may be relocated and required to hand-carry their items to their space.
- Security will be available Friday night. We do not assume responsibility for damage or theft. It is not advisable to leave extremely valuable items in booth overnight.
- Gates will be open for vendors and exhibitors on Saturday, October 17 at 7AM.
- Failure to show up for the event may impact future participation.
- Expo is open to the public from 9AM to 4 PM on Saturday, October 17, 2026.
- Vendors must sell their products until 4PM on the day of Expo (Saturday).
- Beginning at 4PM, vendors must be in their booths ready to pack up. If not present in their booths during breakdown, their goods may be moved.
- All items must be removed by 6PM on the day of Expo (Saturday).
- Please do not obstruct walkways or dig holes in the arena.
- No bicycles or motorized vehicles.
- No dogs or pets other than certified service animals.

## Vendor parking

- During festival operating hours, ALL vendor vehicles must be parked in the designated vendor parking area.
- NO vendor vehicle of any kind will be allowed in the arena once the Expo opens to the public. Vendors must follow all posted traffic management signs.

## Product Restrictions

- All sales should be related to plants, nature, gardens, garden décor and horticulture.
- Invasive plants, as defined by the [UF/IFAS Assessment of Non-Native Plants in Florida's Natural Areas](#) will not be allowed in the arena.
- Non-profit organizations can sell memberships if applicable. No tip or donation jars are allowed.
- No alcohol on premises or alcohol sales.

## Publicity

- Expo can use vendor name in event promotion to boost attendance.
- Vendors can use our materials to share online and in person to publicize event.

## Equipment and Supplies

- Vendors are responsible for bringing their own tents, tables, and chairs.
- Pop-up tents, banners, signs, balloons and flags are allowable to bring attention to booth.
- Generators are not allowed, except for food vendors.
- Each vendor is responsible for collecting and reporting their own sales tax at the event.

## Music and Entertainment

- Music is provided by the event. No additional music or entertainment is allowed.

## Non-discrimination policy

The University of Florida is committed to providing universal access to all our events. For disability accommodations, please contact Cynthia Nazario-Leary, [cnazarioleary@ufl.edu](mailto:cnazarioleary@ufl.edu), 352-548-3701 at least 3 weeks in advance. Advance notice is necessary to arrange for some accessibility needs.

An Equal Opportunity Institution. UF/IFAS Extension, University of Florida, Institute of Food and Agricultural Sciences, Andra Johnson, Dean. Single copies of UF/IFAS Extension publications (excluding 4-H and youth publications) are available free to Florida residents from county UF/IFAS Extension offices.

Thank you for your cooperation and participation.

## Signature

I agree to abide by the Fall Horticulture Expo Committee decision to accept or decline any application. The undersigned does hereby and forever hold the Fall Horticultural Expo and it's sponsors, including The Gainesville Garden Club, Inc. the UF/IFAS Alachua County Master Gardener Volunteer Program, Alachua County, and the University of Florida from all manner of action, suits, damages, claims and demands whatsoever in law or equity from any loss or damage to undersigned's property while in the park, possession, supervision or auspices of the above-named agents, representatives or employees.

I certify that all information provided is accurate and that I have read and agree to all vendor terms and conditions.

**Name (please print):** \_\_\_\_\_

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Return application via email to: **ExpoOct@gmail.com**

Or print this form and mail with your payment to:

**Fall Expo Event Coordinator**  
**Gainesville Garden Club**  
**PO Box 357608**  
**Gainesville, FL 32635-7608**

Payment by check is payable to **Gainesville Garden Club Fall Expo.**

Or pay by credit card with this link : **[Pay by Credit Card](#)**