



**WATERFRONT BOTANICAL GARDENS**  
featuring the GREATER LOUISVILLE BONSAI SOCIETY

## Vendor FAQ

### 1. Dates & Times

- Friday, August 23rd
  - Vendor setup\* 7 a.m. - 9 a.m.
  - WBG Members early access 9 a.m. - 10 a.m.
  - Public access 10 a.m. - 4 p.m.
- Saturday, August 24th
  - Vendor setup\* 7 a.m. - 9 a.m.
  - Crane Community early access 9 a.m. - 10 a.m.
  - Public access 10 a.m. - 4 p.m.
- Sunday, August 25th
  - Vendor setup\* 10 a.m. - 12 p.m.
  - Public access 12 p.m. - 4 p.m.
  - Vendor teardown 4 p.m. - 6 p.m.

*\*Vendors are required to safely store their supplies and secure or take down their tents at the end of each day depending on weather conditions. There will be no overnight security and the Gardens' plaza is frequently very windy, which could cause damage to tents, supplies, and Gardens property. We will work with vendors on a case-by-case and weather-dependent basis to appropriately store belongings in the event of extreme weather.*

### 2. Parking/Unloading

- Vendors will have access to the loading zone (see attached map) adjacent to the Gardens plaza during setup and teardown; A select number of hand carts/wagons will be available.
- After loading/unloading, please return your vehicle to the main gravel parking lot.
- If you will be leaving a vehicle or trailer in the parking lot overnight, please indicate this on your vendor application form.

### 3. Exhibit Area & Access

- All vendors will receive a vendor badge for easy identification. Please wear this at all times while at the Gardens.
- Vendor booths will be distributed outdoors around the Gardens plaza (concrete pavers). There will be no indoor exhibit area available. The event will take place rain or shine.
- Electricity is available. You must indicate whether you need access to power on the vendor application form.
- Wifi is available. Login information will be provided to vendors in advance. If you will be using a mobile payment system for sales, we recommend bringing a backup internet option such as a mobile hotspot. Depending on your booth's distance from the buildings, wifi may be spotty.

### 4. Vendor Booth Requirements

- Vendors are asked to provide their own tables, table coverings, and tents. Table fees are \$150 for the weekend for a 10' x 10' space.
- Vendors are solely responsible for tents. Any pop-up tents must be weighted and freestanding. We do not allow any staking of tents in the Gardens.

### 5. Payment & Insurance

- WBG can accept check, cash, or credit card payments for vendor fees. Please mail checks payable to Waterfront Botanical Gardens at PO Box 5056, Louisville, KY 40255. Credit card payments will incur a 3% processing fee.
- Payment is due in full 30 days prior to the event (**Deadline: Wednesday, July 24, 2024**).
- Vendors must provide a certificate of insurance listing WBG as additionally insured. COIs are due 30 days prior to the event (**Deadline: Wednesday, July 24, 2024**).

### 6. Vendor Snacks & Meals

- Vendors are responsible for their own snacks and meals. You are welcome to bring a personal cooler to be kept in your vendor area.
- Filtered water refill stations are available in the Ellen T. Leslie Botanical Classrooms and the Graeser Family Education Center.
- There will be Asian-inspired food and beverage options for sale at the event (hours TBD).

## 7. Important Links & Contact Information

- Event page: <https://waterfrontgardens.org/bonsai/>
  - Waterfront Botanical Gardens contact: Jen O'Connell, Director of Events [joconnell@waterfrontgardens.org](mailto:joconnell@waterfrontgardens.org).
- Greater Louisville Bonsai Society: <https://www.louisvillebonsai.org/>
  - Greater Louisville Bonsai Society contact: [louisvillebonsaisociety@gmail.com](mailto:louisvillebonsaisociety@gmail.com)
- Vendor application: <https://forms.gle/9bPzLkHpRtBV8xQG7>
  - The vendor application deadline is July 23, 2024. Submitting an application does not guarantee inclusion in the event. We have a limited number of vendor spaces available.
- Vendor credit card payment: A link will be emailed to approved vendors.
  - As a reminder, payments via credit card will incur a 3% credit card surcharge for a total payment of \$154.50. To avoid this fee, WBG can accept cash or check. See 5. Payment & Insurance for details.

### Waterfront Botanical Gardens Map

