



A Place to Grow

Central Vancouver Island

BOTANICAL GARDEN SOCIETY

PO BOX 2227, Station A, NANAIMO, BC V9R 6X9

www.cvibgs.org

15th annual *CELEBRATION OF ISLAND GARDENING* Spring Festival

November 10, 2009

MEMO TO: All Exhibitors

From: Mike Strothotte, President, CVIBGS & Festival Coordinator

Subject: Festival Information Update

Thank you for agreeing to be part of our 15th Spring Festival garden show. To those of you new to the Festival a warm welcome; to those of you who are back again (some for the 15th time), a big THANK YOU for your ongoing support. To all, we hope the Festival will be a positive experience and provide publicity for your service or product, and an opportunity for retail sales and making useful connections. We believe that this Festival is particularly “user friendly” and we encourage you, the people who so successfully help to create this ambiance, to continue in this fine tradition.

An abridged **Terms and Conditions for participants is attached to this memo**. A map of the exhibit space is available on the website. The Program schedule once completed will be published both on the website and in the *Nanaimo Bulletin*.

Below we set out important details on what you need to know and the information we need from you to make the Festival run smoothly.

If you have questions concerning the **Facilities** please contact **Mike Strothotte (250) 729-6093** or preferably by email: gardenshow@cvibgs.org

Please note that set up is from 2 pm till 10 pm March 11. Each booth will include the following options: 8 ft high black drapery back walls; 3 ft. high black drapery side walls, one 600 watt power outlet (single receptacle), and two flood lights. (Some people find these lights too bright or warm.) If you have a corner booth and do not wish the side rail, please let Mike know. In this case we will assume you will want the corner light, if not, also let Mike know. As part of your booth package table(s) and chairs for your booth **will be provided on request**. If you are using these tables, you will need to provide your own covering/skirting. Please do not staple or tack skirting to our tables. Those of you with corner booths have, generally, not wanted the side wall so Black and White has been asked not to set them up. If you wish the sidewall, please let Mike know when you are setting up.

Since you are setting up on a wooden floor any sustained moisture will lift up the wooden tile very quickly. **Please ensure that a heavy (No less than 6 Mil) seamless plastic sheet is laid down before**

displaying plants, pond features or building materials that may be damp. (We are charged repairs at \$50 per hour. By necessity these charges are passed on to Exhibitors with displays that caused the damage.)

Please advise Mike also, of any special electrical needs. The general power to the booths is turned off overnight. If you have any questions regarding set up don't hesitate to call or email us. Mike Strothotte will be on site during all set up times. **It is important that you do not begin tearing down before 4:30 pm on Sunday. This problem has been raised during past Festivals by fellow exhibitors and last minute shoppers and if it happens in 2010 could result in disallowing you participation in future Festivals.**

Upon request your booth will receive an **8" by 48" name sign for a charge of \$25.** Many of you have found the sign provided to identify your booth useful during the year.

A **hospitality centre** for presenters and Exhibitors where light refreshments will be available courtesy of the CVI Botanical Garden Society. If you are alone at your booth and need a break, please let us know and we will find a volunteer (most likely a VIU Horticultural Program student) to look after your booth for a short break. If you're looking for a light meal we recommend the Festival's caterer, 24 Carrot Catering. The food is great and reasonably priced.

The top two methods of **advertising** and getting word out on the Festival are word of mouth and by distribution of the Program. We contact many Island garden clubs and appreciate their efforts to communicate details of the Festival to their members. **If your business runs ads in your community papers and magazines, please mention your participation in the Festival. We appreciate your active promotion of the Festival - handouts such as bookmarks, flyers, and programs for your customers are available.**

We rely on your generosity to provide daily **door prizes.** We recommend the prizes be in the form of gift certificates, which have the advantage of bringing the winner into your place of business. All donations will be greatly appreciated and will be publicly acknowledged. A tax receipt from the CVIBGS will be available upon request as will the name of the winner of your gift.

All Festival proceeds, after expenses, will be used to fund the ongoing development of a Botanical Garden. For more information or an update, talk to our folk in the CVI Botanical Garden Society or visit our website.

To recap, we need from you by phone, email or mail:

- Presenters' needs (if you're doing a workshop)
- Booth requests – e.g. corner booth needs, tables, chairs
- Special electrical needs
- Whether or not you require a sign

Contact Information:

CVIBGS, Box 2227, Station A, Nanaimo, B.C. V9R 6X9

Mike Strothotte – Tel: 250-729-6093 Email: gardenshow@cvibgs.org

Ian Seal - Tel: 250-753-7815 Email: ipseal@island.net

15th annual
CELEBRATION OF ISLAND GARDENING SPRING FESTIVAL
March 12, 13 and 14, 2010

Terms & Conditions

Location: Conditional upon the Nanaimo Parks and Recreation placing exhibit space applied for at the disposal of the Central Vancouver Island Botanical Garden Society (herein called “Management”), the CVIBGS Celebration of Island Gardening Spring Festival (herein called the “Festival”) is to be held at the Beban Park Social Centre, on March 12,13 and 14, 2010.

- 1. Festival Times:** Opening hours for the public are proposed by Management to be:
March 12, 2010 Friday **1:00 pm to 7:30 pm** *
March 13, 2010 Saturday **9:30 am to 5:00 pm***
March 14, 2010 Sunday **9:30 am to 4:30 pm**
*Premises are to be vacated by Exhibitors and staff within one hour of public closing times.
- 2. Delivery & Dismantle Deadlines:** All exhibits, samples and other merchandise **must** be delivered, and booth-spaces set-up at the Beban Park Social Centre **no later than noon on Friday, March 12** and **must be removed** from the Beban Park Social Centre **no later than 9 pm on Sunday March 14**. Management will not be responsible for loss or damages incurred by late removal. **No booth-space shall be erected or dismantled during Festival hours open to the public. Please do not begin your take down before 4:30 pm Sunday. Exhibitors who do not conform to these deadlines risk being disallowed from future participation.** Any space not claimed or occupied, or for which no special arrangement has been made, may be resold, or reassigned, by Festival Management. No refunds will be granted for unused display space.
- 3. Set up Times:**
Thursday, March 11, 2010 2 pm to 10 pm
Friday, March 12, 2010 7:30 am to noon
Dismantle Times:
Sunday, March 14, 2010 4:30 pm to 9 pm
- 4. Booth Allotments:** Booth spaces will be allocated on a first come first served basis. While every effort will be made to honour booth assignment requests, final booth location is at the discretion of the Festival Management. A diagram showing your final booth location will be available to you before the start of the Festival.
- 5. Payment of Account:** Accounts are to be paid in full by **March 1, 2010** unless other arrangements have been made. Management reserves the right to refuse entry to any exhibitor whose account has not been paid in full by the mentioned date.
- 6. Subletting of Exhibit Space:** No Exhibitor may sublet any portion of booth space(s) to another supplier without the express written consent of Management. Any Exhibitor choosing to sublet booth space will be responsible for any damage expenses incurred by either self or sublet partner.
- 7. Insurance /Liability:** All property exhibited is at the Exhibitor’s sole risk, and neither Festival Management, nor building owners, will assume any responsibility for the safety of exhibits against theft, robbery, fire accidents, or other mishaps. The Exhibitor shall be responsible for full insurance coverage, at his/her own expense, for goods, samples, and other property brought by him/her upon the premises of the Beban Park Social Centre for the full duration of the Festival – 2 pm Thursday March 11 (set-up) to 9 pm Sunday, March 14 (closure). Neither the Management nor any of their officers, agents, employees or other representatives shall be held accountable or liable for and the same hereby released from liability or accountability for any damage, loss, harm or injury to the person or any property of the Exhibitor or any of its officers, agents, employees,

other representatives resulting from or arising out of the negligence of any third party present at the Festival, or from theft, fire, water, accident or any other cause. The Exhibitor hereby agrees to indemnify, defend and protect the Management and the Nanaimo Parks and Recreation harmless from any and all claims, demands, suits, liability, damage, loss costs, expenses or whatever kind, or nature which may arise out of any action, or failure to act of the Exhibitor or any of its officers, agents, employees or other representatives, included but not limited to claims of damage, loss of property, harm or injury to a person or persons. This clause includes recognition of responsibility on the part of the Exhibitor to compensate the Management and Nanaimo Parks and Recreation for any damage repair costs caused by the exhibit and/or actions of its officers, agents, employees or other representatives.

8. **Staffing of Exhibits:** Exhibitors must staff their exhibits at all times during the Festival. Staff manning displays must have exhibitor identification passes to be allowed entry to the Festival. **Management will provide up to 4 daily complimentary entry passes per booth. Passes are not transferable** and remain the property of Management. Exhibitors and/or staff who do not possess a complimentary pass will be subject to paying the regular admittance fee. Exhibitors and staff shall maintain decorum in keeping with the overall quality of the Festival.
9. **Management Rights:** Management reserves the right at all times to change the dates of the Festival or to cancel the Festival altogether in cases or circumstances beyond the control of Management without the Exhibitor having the right to compensation for any losses, costs, expenses, or damages which arise out of or are in any way connected with such change or cancellation. Management reserves the right at any time to adopt or amend either orally or in writing, any additional rules or regulations to move or remove any booth space(s), or to take further action provided such action is necessary for the good and welfare of the Festival. Such action shall have the same force and authority as though fully incorporated in the Agreement herein. In the event of war, fire, strike, Government regulations, public catastrophe, act of God, public enemy or other exceptional cause, the Festival or any part thereof is prevented from being held, or is canceled by the Management or the booth space(s) applied for is unavailable, the aggregate exhibit fees received which remains after deducting expenses incurred by the Management, and reasonable compensation to the Management shall be refunded. In no case shall the amount of the refund to the Applicant exceed the amount of the booth space(s) fee paid.
10. **Booth requirements:** Exhibitors will not erect or maintain a back wall or sidewalls above the standard height determined by Management without the express approval of Management. Any additional costs for such alterations will be borne by the Exhibitor. **Exhibitors will take the necessary precautions to protect the floors and walls from scratching and moisture damage caused by exhibits, including bricks and/or building blocks, fountains, pool or other water features, and from watering plants. A damage deposit may be required for displays using standing water.** No signs or advertising devices shall be displayed outside of exhibit spaces other than those furnished by Management. Distribution by the exhibitor of any printed matter, samples or other articles shall be restricted to within the confines of the Exhibitor's own booth-space(s).
11. **No wiring, installation of spotlights or other electrical work for booth space(s) shall be done except by Festival Management's electrical contractor. Special arrangements must be made for overnight power.** The Exhibitor shall design and maintain the booth space(s) in conformity with the general theme and tenor of the Festival, and keep said booth space(s) in good repair at all times. No Exhibitor shall use any material for decorations or coverings that are not in full compliance with the local Nanaimo Fire Department regulations. Each booth may be furnished with one or more 8 ft tables and one chair upon request. Staples/nails/tacks are not to be used to affix skirting or other material to this table. Additional furnishings, carpeting, etc. can be rented from the set-up contractor. Extra charges will be necessary if special electrical services are required.

Regulations & Agreements: The Exhibitor shall at all times observe and comply with the rules and regulations established by the Festival Management. The Exhibitor hereby agrees to abide by all agreements made between the Nanaimo Parks and Recreation Union and Management.