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THIRD ANNUAL

Native Plant Expo & Marketplace

June 4, 2022, 9 a.m. - 1 p.m.

Chelsea Community Fairgrounds - 20501 Old US-12 Hwy. Chelsea, MI

The Washtenaw County Native Plant Expo & Marketplace (NPEM) offers landowners one convenient location to shop for Michigan native plants from several Michigan native plant growers, learn how to establish and maintain native landscapes, connect with companies specializing in planning and native landscapes, and connect with local conservation organizations.

Please direct questions or concerns to the coordinator:
nativeplantexpo@gmail.com (734) 302-8713

Vendor Terms and Conditions

Vendors must apply by submitting the Vendor Application before the deadline April 8th, 2022. Applications are accepted on a first-applied-first-served basis as limited spaces are available.

Time and Place

- The NPEM will be open on Saturday, June 4th, 2022, from 9 a.m. to 1 p.m.
- The NPEM will be at the sheds of the Chelsea Community Fairgrounds (CCF), 20501 Old US-12 Hwy. Chelsea, MI
- Attendee and Vendor Parking will be available and indicated on an event map. Limited parking adjacent to sheds is available by request, with priority to nurseries selling plants that need to access vehicles/trailers.
- In the case the event coordinators shall fail to open the show as scheduled, or to furnish vendor space it will refund to the Vendor all sums paid or provide a credit for future events.

Venue - Chelsea Community Fairgrounds

- All Vendor spaces will be inside the sheds with concrete floors. The tables requested on the application will be set up in the space in advance.
- The CCF sheds have electrical outlets. Vendors are required to bring any necessary power cords or other equipment as needed.
- Do not drive a vehicle into the sheds unless otherwise instructed.
- Water hydrants are available outside of the sheds. If needing water, please plan to bring a 75 - 100 ft hose, and notify the coordinator in advance.

- There is no wi-fi provided at the venue. If you need to test mobile/wireless connections in advance, please check with the coordinator.
- No tables or chairs can be removed from the Service Center building. There are bathrooms available in the basement of the Service Center.
- No alcoholic beverages, recreational drugs, open flame, helium balloons, or illegal substances are allowed on the premises during the event.

Set-Up

- Upon arrival, vendors will check in with the event coordinator to receive instructions.
- Vendors are encouraged to set up early on Friday June 3rd between 9am-4pm. The sheds will be locked Friday night.
- Vendors may enter after 6 am and must be set up by 8:30 am on Saturday June 4th. Vehicles must be parked as directed by 8:30 am.
- Vendors will be assigned a space and provided a map of the final vendor layout indicating the shed and vendor space location.
- Vendors must bring their own staff & supplies to unload and set up efficiently.
- Any tables that have plant materials, soil, heavy objects, or liquids on them must be covered with a protective tablecloth to avoid damaging the table.
- The coordinators reserve the right to reject or prohibit any part of a vendor space, including persons, things, conduct, printed materials, catalogs, or souvenirs, which in their opinion are not suitable or safe for the event.
- The Vendor has sole liability for any damage or loss of any part of their display or materials brought to their space.
- Decorations may be placed on tables or hung only on existing hooks. No tape, tacks, nails, or other fasteners may be used on walls, lights, or wood trim.

Clean-up

- Vendors must not start breaking down until after 1 pm; and have all persons and vehicles out of the grounds by 3 pm after the event.
- Vendors must clear their space to return it to the clean initial condition.
- Any tape or fasteners must be removed from the buildings or tables.
- Rubbish must be collected and disposed of in provided bins or packed out.

Plant/Seed Sales

- All vendors selling live plant materials must have an active Nursery Stock Grower license through the State of Michigan, MDARD:
<http://www.michigan.gov/mdardnursery>
- Vendors may only sell their own product(s).

- All live plants and/or seeds must be native to Michigan. A list of species/products offered is required with the Vendor Application.
- Vendors may only sell the products they listed on their application. If there are any changes to the information provided on the application, please contact the event manager.
- Final plant/seed offerings must be submitted by May 6th, 2022, and will be used in outreach and resources for event attendees to navigate the event.
- Vendors are encouraged to conduct their own presales ahead of the event for efficiency during the event. If this is the case, please inform the event coordinator in advance for us to promote.

Cost and Insurance

- The costs of space and tables are outlined in the Vendor Application. Vendors can pay in advance or at the event. Checks can be made payable to Washtenaw CD. Payment due by the event, June 4th.
- All vendors must have their own liability insurance. Proof of insurance must be provided with application prior to the event.
- Vendor sponsorships are encouraged, but not required. All participating Vendors will be included in press releases and outreach information.

Reporting

- Vendors must track and report all sales on day of the event and complete the post-event vendor survey. Please plan to track the following during the event:
 1. Total number of unique attendee interactions:
 2. Total number of sales completed:
 3. Total revenue \$:
 4. Total number of plants/products brought:
 5. Total number of plants/products sold:
- This information will remain anonymous but will be used by the WCCD internally to measure success of the event. The Post-event Vendor Survey is available for reference, and will be provided at the event.

The event coordinators reserve the right to adopt and set further rules and regulations as shall be reasonably necessary for the convenience and safety of vendors and attendees. Changes will be indicated below.

- February 8th, 2022