



705 N. Zeeb Rd., Suite 201 • Ann Arbor MI 48103
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Fourth Annual

Native Plant Expo & Marketplace

June 3, 2023, 9 a.m. - 1 p.m.

Farm Council Grounds, 5055 Ann Arbor-Saline Road, Ann Arbor, MI 48103

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 7th, 2022. Applications are accepted on a first-applied-first-served basis as limited spaces are available. The Washtenaw County Conservation District can approve or deny applications at our discretion to keep the event consistent with our mission and within our capacity.

Time and Place

- The NPEM will be open on Saturday, June 3rd, 2023, from 9 a.m. to 1 p.m.
- The NPEM will be at the sheds of the Washtenaw Farm Council Grounds
- 5055 Ann Arbor-Saline Road, Ann Arbor, MI 48103
- 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 - Washtenaw Farm Council Grounds (WFCG)

- All Vendor spaces will be inside the sheds with concrete floors, only one shed has a dirt floor. The tables requested on the application will be set up in the space in advance.

- The WFCG sheds have many 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 in between the sheds in the corridors. If needing water, please plan to bring a 75 - 100 ft hose, and indicate this on your application.
- There is wi-fi provided at the venue, but we encourage you to bring your own devices if relying on a network connection. If you need to you're your mobile/wireless connections in advance, please do so on the set-up day or check with the coordinator.
- There are bathrooms available in the building in the main lot south of the sheds.
- 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 2nd between 9am-4pm. The sheds and gates will be locked Friday night.
- On Saturday, June 3rd, Vendors may enter after 6 am and must be set up by 8:30 am. Vehicles must be cleared and 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 without permission from the coordinators.

Clean-up

- Vendors must not start breaking down until after 1 pm; and have all persons and vehicles vacate 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.
- 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.
- A list of species/products offered is required with the Vendor Application or emailed to nativeplantexpo@gmail.com by May 1st, 2023. These lists can be used in outreach and as resources for event attendees to navigate the event. Vendors are encouraged to have their educational materials, product lists, and pricing visible for attendees.
- 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 must finalize payment by May 1st, 2023.
- 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 outreach information and on the website.

COVID-19 & Health Mandates

- All Vendors must comply with local, state, and federal health orders, including any Washtenaw County Conservation District COVID-19 guidelines that are active at the time of the event. We will update all vendors on any health orders or guidelines in May 2023 prior to the event.

Reporting

- Vendors must track and report all sales on day of the event and complete the post-event online 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 will be emailed out at the close of the event.

The Washtenaw County Conservation District and the staff / 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.

Posted: December, 2022.

Updates: