



## 2022 **Holiday at Mercer Botanic Gardens**

### **Vendor and Nonprofit Exhibitor Guidelines** (All exhibitors will be referred to as Vendors.)

***Saturday, December 10 from 10 a.m. – 4 p.m.  
at Mercer Botanic Gardens  
22306 Aldine Westfield Rd. Humble, TX 77338***

- 10' x 10' Vendor spaces will be assigned on a first-paid, first-reserved basis.
- **NEW FOR THIS EVENT - We have multiple booth options!**
  - Sage Option: uncovered space (you supply tables/chairs/canopy) - \$50
  - Rose Option: covered space – (you supply tables/chairs) - premium location - \$75
  - Ginger Option: covered space with tables/chairs, premium location - \$100
- Registration fee is required to hold your space. (**Current FMBG members get a FREE one-level upgrade!**). It is requested that a 10% gross (sales) donation be made to Friends of Mercer Botanic Gardens for the benefit of the Gardens.
- Registration fee payment must accompany the Vendor Application. **There are no refunds.** Please mail to The Mercer Society, 22306 Aldine Westfield Rd., Humble, TX 77338.
- Vendors are responsible for providing all supplies not covered by the Booth Option that you selected. Booths should be staffed during all event hours.
- Electricity is **NOT** available.
- No alcohol or alcoholic beverages are permitted.
- Set-up is Friday, December 9, 2-4 PM and Saturday, December 10<sup>th</sup> from 7:30-9:30 AM.
- Take down begins promptly at 4 p.m. Please be considerate and safe – we cannot accommodate early departures. The Gardens close at 5 p.m., so we ask that pack up is expedited so the staff can finish their tasks. All tents and tables must be put away before they leave.
- Vendors are responsible for all transactions and collection of monies and sales tax.
- The display area is outdoors. Inclement weather and wildlife visitors are possible. Please do not leave food out and secure all of your merchandise and belongings.
- Event is rain or shine.

(Continued on next page)

I, \_\_\_\_\_, hereby agree to abide by these rules and regulations. I understand that if I do not comply, I may be required to leave the sale and/or not be invited to return.

**Vendor Business Name:** \_\_\_\_\_  
(Please Print)

**Vendor's Representative:** \_\_\_\_\_  
(Please Print)

**Representative's Signature:** \_\_\_\_\_

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

**Vendor Questions:**  
Mike Howlett – 281-433-3286  
orders@petflytrap.com

**General Event/Payment Questions:**  
Jillian Kutach – 713-274-4166  
info@themerchersociety.org