

## 2025 Pine Island Garden Club Gala Vendor Information

### Event on February 22, 2025 New Location

- \* Please bring your own table and chairs as well as a tent or umbrella if you require shade. Spaces for vendors are approximately 10 x 10
- \* 10x 20. More than one space can be reserved.

#### **NEW LOCATION**

- \* Set-up begins at 1:00 pm on Friday, February 21, 2025 at our new location.
- \* **The gala is being held at the St James Civic Center at 3300 Fourth Ave., SJC., FL 33956.**
- \* All vendors must be set up by Saturday at 8:00 am. The Gala opens to the public at 9:00 am sharp. The Gala will end at 3 pm. Please plan to stay until the event is over. Do not take down your booth until 3:00 pm. Vendors who choose to set up on Friday assume all responsibility for materials left overnight.
- \* **Security person will remain on the premises overnight.**
- \* We hope for as much variety as possible among vendors so please complete the list of items you will be selling. You may only sell items that you have listed. Booths may be shared. However, once the committee approves what you are selling, you may not reassign your space or change your items for sale without permission from the Gala Committee.

\* **Directions: The civic center is south of the 4 way stop off of Stringfellow Road, between Fourth and Fifth Avenues. Access to your space will be from Lemon St., Poincianna Ave. or Fourth Ave. Volunteers will help direct you to your assigned area.**

\* The minimum donation per booth is the deposit. We also ask that each vendor donate one item to the raffle. Please see our website (listed below) to see how the Gala contributions benefit the community.

\* **You will receive an envelope during the morning for the Gala for “cashing out”. Make sure to return it to our treasurer located near the children’s table before leaving.**

\* When you return your completed registration form and deposit your reservation will be confirmed and your booth area will be assigned. A copy of the map and receipt will be mailed to you in January 2025.

Thank you for participating in our Gala event!

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[www.pineislandgardenclub.org](http://www.pineislandgardenclub.org)

[gala@pineislandgardenclub.org](mailto:gala@pineislandgardenclub.org)