



## For Plant Sale Hosts

### *What do we (the plant sale hosts) need to provide?*

We pride ourselves on providing everything we need with very little organizing required by plant sale hosts and garden volunteers. As long as we know where we are allowed to set up and park, we are pretty low maintenance. We provide all of our own infrastructure - tent, tables, chairs, signage, point of sale, etc., and can manage all the set up and tear down independently.

One thing that we ask of sale hosts and garden teams is to help get the word out about the sale. We can provide social media content, posters and an introductory email to send to your gardeners.

The week before the sale we'll often come to the community to put up a few posters and do some chalk drawings in locations where locals are likely to see them, e.g. community centre bulletin boards, coffee shops, busy walking areas, the garden fence, etc. Your feedback on where those places are is also helpful.

Oh, and some info about where the closest bathroom to the sales site can be found is always appreciated.

### *How does a plant sale work?*

- On the agreed date of the plant sale, Neighbours Nursery will arrive about an hour before the sale begins, e.g. we will arrive at 9:00 AM for a plant sale that starts at 10:00 AM.
  - It is helpful to have a representative from the host organization meet us to ensure we set up in the right location, but this can also be confirmed in advance if someone cannot meet us.
  - It is also helpful if we can drive right up to the sales location, but we understand that this isn't always possible.
- Neighbours Nursery will set up our market stall - a 10'X10' pop-up tent, several 2'X4' tables, signage and plants – as soon as we arrive. It is a quick set-up time that requires focus.
  - We appreciate some space to get the set-up done.
  - We ask gardeners to please refrain from checking out the plants or asking questions until set-up is complete.
- We provide everything we need, including labour, a point of sales system, and trays for plant purchasers.
- We aim to have some of every plant on our sales list, varieties and quantities will change sale to sale based on availability and plant vigor.
- We will always be prepared for inclement weather, including making sure our tent is extra secure on windy days.
- We always stay until our agreed upon sale end time, even if traffic is slow.
- At the agreed upon sale end time, we will pack everything up and be off of the site within an hour.
- Is your garden doing some naturalization work? Ask about end of season perennial donations.

**Still have some questions? Get in touch with us at [info@neighbournursery.ca](mailto:info@neighbournursery.ca).**