



Fall Garden Festival

2026 Participant Information Packet

Festival Date: Saturday, October 3, 2026

Festival Hours: 9:00 a.m. to 5:00 p.m.

Location: New Orleans Botanical Garden, New Orleans City Park

The Fall Garden Festival brings together plant vendors, artisans, educational organizations, garden enthusiasts, and local musicians in one of the region's premier horticultural events.

Participant Amenities

- Participant lanyards are required for access to the Garden during setup and festival operations.
- Lanyards will be available for pickup at your assigned load-in gate.
- Complimentary water, coffee, and light refreshments will be available at the Garden Study Center during set-up and festival hours.
- Volunteers with carts will be available to assist vendors with load-in and load-out.

Load-In & Load-Out Information

Load-In Schedule

Participants may set-up during the following times:

Friday, October 2, 2026

- 7:00 a.m. to 3:00 p.m.
- The Garden will be closed to the public during set-up.
- Overnight security will be provided on Friday, October 2, for participant peace of mind following setup.

Saturday, October 3, 2026

- 7:00 a.m. to 8:45 a.m.
- The Garden opens to the public at 9:00 a.m.

Load-Out Schedule

Participants may begin breakdown at the conclusion of the festival.

Saturday, October 3, 2026

- 5:00 p.m. to 7:00 p.m.

All materials, merchandise, and equipment must be removed from the Garden following the event. Nothing may remain on site overnight.

Important Logistics

- Participants must load-in through their assigned gate.
- Detailed gate assignments and load-in instructions will be emailed by Sept. 25.
- Tent stakes are not permitted. Please secure all tents with appropriate weights.
- Participants may not store materials or arrange deliveries to the Garden prior to the designated set-up period.
- Tables, chairs, tents, extension cords, and other display materials are not provided unless otherwise specified.
- Shared hoses and carts will be available to assist vendors with setup and breakdown.
- Water and electrical access are available in designated areas.
- Participants are responsible for preparing for all weather conditions. The festival is a rain-or-shine event.

Sales Vendors

Sales vendors are an integral part of the Fall Garden Festival, offering visitors a diverse selection of plants, garden products, artisan goods, home décor, and unique merchandise. Participants have the opportunity to connect with thousands of gardening enthusiasts and shoppers while showcasing their products in a vibrant outdoor marketplace.

Booth Information

- Fee: \$150 per 10' x 10' booth. Additional adjacent booth spaces are available for \$150 each.
- Standard booth size: 10' x 10'
- Booth assignments are made based on availability, event needs, and registration order whenever possible.
- Vendors selling plant materials may reserve one adjacent booth space if available.

Permits & Licensing

The City of New Orleans requires an **Occasional Occupational License** for vendors selling merchandise at the festival. Vendors will receive information directly from the City regarding application procedures and fees.

Organizations recognized by the IRS as **501(c)(3) nonprofit organizations** are exempt from the Occasional Occupational License fee but remain responsible for collecting and remitting applicable sales taxes.

Plant Vendor Requirements

The Louisiana Department of Agriculture and Forestry (LDAF) requires vendors selling live plants to possess either a **Nursery Certificate Permit** or a **Nursery Stock Dealer Permit**. Obtaining and maintaining the required certification is the responsibility of the vendor.

Sales Vendor Responsibilities

Vendors are expected to maintain a clean, safe, and professional booth, provide adequate inventory, secure their merchandise and equipment, and operate throughout all festival hours. Participants must properly dispose of all waste, leave their space in their original condition, and be prepared for all weather conditions.

Food Vendors

Food vendors play an important role in creating a welcoming and enjoyable festival experience by providing food and refreshments for attendees throughout the day.

Important Information

- Fee: \$150 per Food Vendor Permit
- Food vendors will be assigned a designated load-in location and gate.
- Vendor parking information will be provided prior to the event.
- The sale, distribution, sampling, or service of alcoholic beverages is strictly prohibited.
- Vendors are responsible for proper disposal of trash, grease, wastewater, and other operational waste.

Food Vendor Responsibilities

Food vendors are responsible for obtaining and maintaining all required licenses, permits, inspections, and certifications and must comply with all applicable health, safety, fire, and sanitation regulations. Unless otherwise specified, vendors must provide all equipment necessary to operate their food service booth.

Food vendors must maintain a clean, safe, and professional operation throughout the festival and remain open during all event hours unless directed otherwise by event management due to severe weather or emergency conditions.

Educational Exhibitors

Educational exhibitors play an important role in making the Fall Garden Festival both engaging and informative. Through interactive demonstrations, hands-on learning opportunities, educational displays, exhibits, and conservation and gardening outreach, exhibitors help inspire visitors of all ages to learn more about gardening, horticulture, and environmental stewardship.

Booth Information

- Fee: No charge for universities, government agencies, and garden societies exhibiting for educational purposes.
- Standard booth size: 10' x 10'
- Educational exhibit spaces are assigned on a first-come, first-served basis.
- Educational organizations are encouraged to provide interactive experiences whenever possible.

Passport Program

Selected educational exhibitors may serve as passport stations for the Festival Passport Program. Festival guests will receive a passport at the entrances and will collect stamps by visiting participating educational booths. Guests who complete all designated passport stations will be eligible to receive a complimentary plant at the designated exit location.

Educational Exhibitor Responsibilities

Educational exhibitors are expected to maintain a clean, safe, and professional exhibit space, operate throughout festival hours, properly dispose of all materials, and leave their booth area in the same condition in which it was received.

Musicians

Live music is an important part of the Fall Garden Festival experience and helps create a welcoming atmosphere for visitors throughout the day while showcasing local and regional talent.

Musicians will perform on the Haspel Stage, located in the Azalea-Camellia Garden across from the Pavilion of Two Sisters. Performers will be scheduled for a two-hour performance slot, with assignments based on registration order whenever possible.

Performance Information

- Fee: Free
- Two-hour performance slots
- Stage location: Haspel Stage, Azalea-Camellia Garden
- Performance schedules will be finalized after registration closes

Equipment & Access

Musicians are responsible for providing their own sound equipment. Electrical access and stage lighting will be available on site. Convenient parking is available near the Haspel Stage, and a gate located directly behind the stage provides easy vehicle access for loading and setup.

Musician Responsibilities

Musicians should arrive prepared to perform at their assigned time and be prepared for changing weather conditions, as the festival is a rain-or-shine event.

Booth Assignments & Performance Schedules

Booth locations and musician performance times will be assigned after registration closes on Sept. 21, 2026, and will be confirmed by Sept. 25, 2026.

Assignments are based on event needs, space availability, and registration order whenever possible. While we make every effort to accommodate booth placement and performance scheduling requests, specific assignments cannot be guaranteed.

Participant Liability

The New Orleans Botanical Garden, City Park Conservancy, festival organizers, volunteers, and event partners are not responsible for loss, theft, or damage to participant property resulting from weather, fire, water, vandalism, theft, accidents, or any other cause.

Participants are solely responsible for their booths, exhibits, merchandise, equipment, vehicles, and personal property. Participants assume all risk associated with their participation and are encouraged to obtain any insurance coverage they deem necessary.

By participating, exhibitors, vendors, and performers agree not to hold the New Orleans Botanical Garden, City Park Conservancy, festival organizers, employees, volunteers, or partners liable for property damage, loss, or personal injury occurring during the event.

Festival Guidelines

To ensure a positive experience for all participants and guests:

- Harassment, intimidation, abusive behavior, or profanity will not be tolerated. Participants who violate this policy may be removed from the festival.
- Participants may not place signs, advertisements, or promotional materials outside their assigned space.
- Participants are responsible for bringing sufficient products, materials, and supplies for the event.
- Booths and exhibits must remain intact and operational throughout festival hours.
- Smoking is prohibited within the Garden.
- Pets are not permitted, except for service animals as defined by applicable law.
- Participants must comply with all festival staff instructions and safety requirements.