

Brookings Harbor Bazaar Rules and Regulations 2025

Vendors Please Note: No registrations are accepted until September 3, 2025, beginning at 9am. Prior to that time, please check the website (www.brookingsharborbazaar.com) and/ or emails sent to you for the phone numbers to be called. You must call to register between the hours of 9am and 8pm beginning on September 3, or each day thereafter until spaces are filled. Be patient and keep calling until you reach our crew.

You will be given a space number over the phone at that time. Then click on the link to print this page and the Vendor Waiver, fill them out and return with fees by Oct. 9th. Your space is not secure until the forms and payment are received. Each vendor is allowed one space only. Remember, items must be handcrafted, made by the artists.

The Bazaar is being held in both the Azalea Middle School Gym and the Brookings Harbor High School Multipurpose Room/Cafeteria, back-to-back on the same property. Booth spaces vary somewhat but are generally 9 by 6 feet or larger. Each building has smaller spaces against the wall and larger ones in the center of the room. Chairs are furnished, but NOT tables. There are only a few wall-located electrical outlets, so if you need one, be sure to request it. Look on the maps on the website for those locations.

COST: Once you have called and obtained a space number, please print out this page and the Insurance Waiver page. Sign them and send in your deposit and booth fee in TWO separate checks. The fee is \$50 for your space and a \$25 deposit which is returned to you if you stay until 4pm Saturday. Please make checks to Chapter GE, P.E.O. at the address on the bottom of this page. IMPORTANT: IF YOU OR ANY OF YOUR GROUP REMOVES CRAFT ITEMS FROM YOUR BOOTH PRIOR TO 4PM CLOSING, YOUR DEPOSIT FEE IS FORFEITED. Checks and forms are due by October 9th, or your booth will be re-assigned. If you find you need to cancel, refunds are given up to two weeks prior to the event.

We will have a basic map of the spaces available posted on the website for the venues. That should help you find your location easily. The maps will also be posted at the venue. Please be aware that the maps are for information only and are subject to minor changes as needed by venue and regulations. Once you are registered, we will email other info as it is known.

SETUP: You will be able to set up on Friday night, November 7th, no sooner than 4pm at the Cafeteria and no later than 7pm at Azalea Gym, depending upon school activities. School activities dictate the times we can get in to set up the venues, and we will post on the outside doors the approximate time you may enter to set up. Please be patient! Start checking early for the signs. Spaces will be open until 9pm, and open again at 7am on Saturday morning. Each space will be marked on the floor with masking tape, numbered, and your receipt will be posted. Two chairs will be placed in each booth area; no tables or other items will be provided. Maps will be located at the doors, and one of our staff will be available at each venue to help.

SECURITY: The venues are locked by the school staff at closing on Friday night and our staff do not leave the areas until this happens. The buildings are not open the next morning until our group arrives to take charge. Please do not bring children to set-up unless they are completely supervised at all times. Animals are not allowed, with the exception of service animals. While neither our group nor the school can be liable for any loss or damage, every precaution is taken. There has never been an incident in the many years of the bazaar.

FOOD: Food vendors are invited to participate in the outdoor area between the two venues. Food vendors must be self-sufficient and provide their own electricity. Food is allowed at vendor spaces for your consumption, but your space must be kept clean. Drinks are available in each venue all day, including coffee as soon as we can get it perked in the morning!

PARKING: Vendor parking must be OFFSITE to accommodate your customers. There will be parking at Kalmiopsis School, directly to the north of the venues, and street-side. *DO NOT USE THE PARKING LOTS ADJACENT TO BOTH VENUES. DO NOT USE THE LOCAL CHURCH PARKING.* This is very important, because if we don't have close-by parking space for the customers, the bazaar will not be successful for the vendors, especially in inclement weather. After you are done setting up, please move your vehicles as far away as possible.

Closing: Do not remove any merchandise prior to closing or you will forfeit your deposit. You are expected to haul away all the items you brought, including trash, boxes, etc. School garbage containers are not to be used for these items.

Remember, do not call the numbers you will be provided for registration until September 3, between 9 a.m. and 8 p.m. and the following days, to register and receive your booth number. If you don't get through right away, don't worry—booth spaces are usually available for up to two weeks before they fill up. Just keep trying until you reach our Registration Elves.

Once you have your booth number, fill it in below and mail the bottom portion of this form along with the Insurance Waiver to the address listed. Include two checks: \$50 for booth rent and a \$25 deposit, which will be returned if you keep your booth up until 4 p.m.

Please sign and return the bottom portion of this form, and keep the top portion for your records.

***** After you register by phone, mail:

- 1) a check made out to Chapter GE-P.E.O. for \$50 for booth fee and
- 2) a check for \$25 for refundable deposit, plus
- 3) the bottom portion of this form and
- 4) the signed Insurance Waiver.

to **Chapter GE-P.E.O., 1304 English Court, Brookings, Oregon 97415**

Sorry, no credit cards. Please write your booth number on the memo line of each check.

Questions?

Email inquiry@brookingsharborbazaar.com, write to Chapter GE at the above address, or call either (541) 661-3739 or other numbers sent via email or web page..

*****Please return this form with your payment.*****

I have read and agree to adhere to the Brookings Harbor Community Bazaar Rules and Regulations.

Date: _____

Signature: _____

Print name: _____

Email address: _____ Phone number: _____

Mailing address: _____

Assigned booth number: _____

Describe items to be sold: _____