

Brookings Harbor Bazaar

Rules and Regulations 2020

Vendors please note: To register, call per information below NO EARLIER THAN 9AM ON SEPTEMBER 1, 2020.

Next, print this waiver, by clicking the the Download PDF link at the top of the page.

Return fees by October 9, 2020

Registration: Sign-ups begin on September 9th of each year at 9am. You must call 541-469-2093 to register. Each vendor is allowed one space only. Items must be handcrafted, made by the artists. You will be given a space number over the phone when you sign up. There are only a few wall located electrical outlets, so if you need one, be sure to request it.

Event: The Bazaar is being held in both the Azalea Middle School Gym and the Brookings Harbor High School Multipurpose Room, back-to-back on the same property. Booth spaces vary somewhat, but are generally 8.5 by 6 feet. Each building has spaces against the wall and in the center of the room. Chairs are furnished, but NOT tables.

Spaces: We will have a basic of the spaces available posted on the web site for both buildings. 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.

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 \$40 for your space and a \$25 deposit which is returned to you if you stay until 5pm Saturday. Please make checks to Brookings Nite FCE 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 5PM CLOSING, YOUR DEPOSIT FEE IS FORFEITED.** Checks and forms are due by October 9th or booth will be re-assigned.

Setup: You will be able to set up on Friday night, November 15, no later than 7pm. 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 we will be done. Start checking as early as 5pm 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. 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 up by the school staff at closing on Friday night and our FCE staff do not leave the areas until this happens. The buildings are not opened the next morning until our group arrives to take charge. While our group nor the school cannot be liable for any loss or damage, every precaution is taken. There has never been an incident in the many years of the bazaar.

Closing: You are expected to remove all the items you brought, such as trash, boxes, sacks, etc. We cannot use the schools' garbage containers for such items. In order to get your deposit back, you must not start breaking down until 5pm.

Food: Food vendors are invited to participate in the outdoor area between the two venues. Also, the church across the street usually has a lunch. Food is allowed at your space. Once you are registered, we will email other info as it is known. Drinks are available in each venue all day, including coffee as soon as we can get it perked in the morning!

Refunds: Refunds are given up to two weeks prior to the event.

Parking: Vendor parking must be OFFSITE in order 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.** 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.

Note: Please do not bring children unless they are completely supervised at all times. Animals are not allowed, with the exception of service animals.

Please sign and return this form, saving the above regulations for your use, after you have called 541-469-2093 to register and gain a booth space number. **DO NOT call prior to 9am on September 9th, and after 8pm. With over 100 spaces, don't worry if you don't get through right away. Spaces are usually not filled for two weeks.**

I have read and agree to the Brookings Harbor Community Bazaar regulations.

Signature: _____ Date: _____

Please print name here plainly: _____

Address: _____

Email address: Please print carefully.

Telephone number: _____

Space number: _____

Description of items to be sold:

Return to: Brookings Nite FCE, 17853 Carpenterville Road, Brookings, Oregon 97415 with 1) a check for your deposit of \$25 and 2) a second check for your booth fee of \$40 (or money orders), plus the Vendor Insurance Waiver page. Sorry, no credit cards.

Questions? Contact us at inquiry@brookingsharborbazaar.com or by writing to Vangie Andreason, Bazaar Chair, 17853 Carpenterville Road, Brookings, Oregon 97415. (541-469-2093)

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