

# STREET MARKET VENDOR APPLICATION

## Memorial Day Weekend

Corner of 5<sup>th</sup> and Hwy 101/Chetco Ave on Frontage Road



**SET UP - Friday, May 22nd, 6 pm-8 pm or  
Saturday, May 23rd, 7:30 am-8:30 am – NO EARLY/LATE SETUP**

**Market Open Saturday, May 23rd, 9 am-6 pm, Sunday, May 24th, 10 am-4 pm**

**Contact: [azaleafestival@brookings.or.us](mailto:azaleafestival@brookings.or.us)**

**Phone: 541-469-1102**

### **This application for Merchandise and Information Vendors only**

**All food/beverage preparers use the STREET MARKET FOOD VENDOR Application. Non Profits use NON-PROFIT VENDOR Application.**

**General Information:** The Azalea Festival features three full days of events that take place throughout the community. Events include a Friday Night Dance Party, Saturday Parade, Concerts, and Sunday Fun Day. Learn more at: [azaleafestivalbrookingsoregon.com](http://azaleafestivalbrookingsoregon.com). This is a rain or shine event with the Street Market moving to the Azalea Middle School where we have indoor spaces and a covered outdoor area if needed. It is very rare that we are forced to move indoors or under the covered area. No refunds for inclement weather.

Space Sizes: 12x12, no power	\$125
12x12, power, 20 amp	\$150
12x24, no power	\$225
12x24, power, 20 amp	\$275

***Electricity is limited and is assigned  
based on date of application,  
insurance and payment received.  
Food vendors are given first priority.***

- To encourage you to apply early, we offer \$25 off to vendors who apply **AND** pay by Jan 31<sup>st</sup>. Envelopes must be postmarked no later than Jan. 31<sup>st</sup>.
- Bounced checks will be charged a \$48 fee.
- Cancellations must be received via email before March 30. A \$25 cancellation fee will be charged. **NO REFUNDS AFTER MARCH 30.** Failure to supply insurance bars you from festival and forfeits your fees paid.

### **IMPORTANT!**

**Early Bird Deadline, Jan 31  
Last Day to apply, April 1  
Insurance Cert due by April 30**

### **Applications WITH payment must be mailed to:**

City of Brookings  
898 Elk Drive  
Brookings, OR 97415

### **Payment due with application**

Make checks/money orders  
payable to City of Brookings

*You will receive a confirmation email of your acceptance within 14 days of submittal. Vendor space assignments will be posted on our website by May 15<sup>th</sup> with additional set-up instructions. A link to access this information will be emailed to you.*

All vendors are required to submit an Insurance Certificate of Liability listing the City of Brookings as a Certificate Holder, due no later than April 30<sup>th</sup>. Email the certificate to: [azaleafestival@brookings.or.us](mailto:azaleafestival@brookings.or.us)

\_\_\_\_ Merchandise - briefly describe your products: \_\_\_\_\_

\_\_\_\_ Informational - briefly describe your products: \_\_\_\_\_

Your Name \_\_\_\_\_

Business Name \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Website, Online sales site or social media to view merchandise/information \_\_\_\_\_

<b>CIRCLE Space Size Requested</b>	\$125	12x12, no power	\$225	12x24, no power	<b>You are required to stay within your provided space</b>
	\$150	12x12, power <b>20 amp</b>	\$250	12x24, power <b>20 amp</b>	

**DISCLAIMER:** I agree to protect and hold harmless, the City of Brookings, the Brookings-Harbor School District, and any and all business or property owners located in the area of the Azalea Festival Street Market and their successors, representatives and assignees, for any injuries, accidents or losses suffered while participating in the Azalea Festival Street Market. I have read the attached Terms of Entry and the above and agree to be bound to them.

\_\_\_\_\_  
Applicant Signature Required Date: \_\_\_\_\_



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Street Market Open Saturday, May 23<sup>rd</sup>, 9 am - 6 pm, Sunday, May 24<sup>th</sup>, 10 am - 4pm  
Contact: [azaleafestival@brookings.or.us](mailto:azaleafestival@brookings.or.us)  
Phone: 541-469-1102

### Vendor Terms of Entry - Please read completely:

- There is no overnight camping. Please contact local RV parks and motels for reservations well in advance.
- Vendors provide their own tent and display furniture.
- No early takedowns. If you takedown early, you run the risk of being banned from future Street Markets.
- We may experience coastal fog and drip; bring something to cover your items.
- All belongings must be inside your tent at night, covered and secured. Zippered tent sides are recommended!
- Vendor spaces on asphalt therefore; all tents must be weighted. Expect some wind in the afternoon therefore a properly weighted tent is required. Tent weights strapped to each leg or heavy weights that slide over each leg are great options. 40 lbs per leg is a great rule of thumb at any outdoor venue. Vendors must be physically able to erect tent and set up. We cannot provide help. NO on-site water available. **COME PREPARED.**
- Friday and Saturday overnight security patrols provided; however, we cannot guarantee your booth will be free from theft or damage.
- No pets allowed in your booth (except service dogs).
- Vendors are required to monitor and keep their spaces clean of spills and trash.
- Merchandise that has the potential to create a nuisance, such as string-shooters, bomb bags or water guns are prohibited to be sold. The Azalea Festival Committee reserves the right to prohibit the sale of such items.
- Firearms, alcohol and controlled-substance paraphernalia are not permitted for sale or raffle.
- Vendor cannot elect to add merchandise categories not listed on application.
- By participating you authorize any party to produce videos, take pictures & record sound in connection with promotion of the Azalea Festival. Further, you assign and transfer your right for use and publishing electronically or in print.
- VENDOR agrees to use and pay for space as described and stay within their assigned space. Space assignments are final.
- VENDOR agrees to accept space assigned and will not sublet to anyone else.

### On-Site prepared FOOD PREPARER VENDORS:

- VENDOR agrees to sell only food/beverage specified on their application form.
- VENDOR agrees to use qualified labor at all times.
- VENDOR will provide their own on-site trash can and will dump trash cans in the dumpster provided only.
- All pertinent laws, ordinances and regulations pertaining to health and public safety shall be strictly observed. VENDOR shall have appropriate license, insurance and local health department permit.

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