

EVENT DETAILS

Dec 16th & 17th, 2023
The Oregon Garden
Frank J Schmidt Pavilion
Silverton, Oregon

Visit oregongarden.org
for more information



CONTACT INFO

879 West Main Street
PO Box 155
Silverton, OR 97381

(503) 874-4143
events@oregongardenfoundation.org

2023 VENDOR AGREEMENT FORM

BOOTH FEE \$100

*Includes 10x10' space
Electricity available for \$25/day
8 foot table & 2 chairs available for \$15/day*

CONTACT INFORMATION

Vendor Name (as it should appear on all materials)

Contact

Address

City State Zip Code

Phone Email

Website

DESCRIPTION OF ALL PRODUCTS FOR SALE / ON DISPLAY

All changes must be approved in writing prior to the event.

PAYMENT INFORMATION

Payment must accompany your signed application. There will be a 50% charge of your booth fee for cancellation after November 17th, 2023 and a 100% charge of your booth fee (no refund given) after December 1st, 2023.

Check made payable to The Oregon Garden Foundation is included Please charge my credit card upon receipt of this form

Name on Card Billing Zip Code

Visa/Mastercard Number Expiration Date CV Code

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THE OREGON GARDEN POLICIES & PROCEDURES

As with any public space, there are certain rules and policies that must be enacted and enforced to ensure guests will have a safe and enjoyable experience. This document establishes guidelines for use of the Garden, where "guest" refers to all non-employee visitors to the property including, but not limited to, members, volunteers, visitors and vendors.

PETS

The Oregon Garden allows well-behaved pets on leashes throughout the property and during regular Garden hours. Leashes are not to exceed 8' in length. Owners must pick up after their pets. Pets are not allowed in the Garden after hours or during special events unless otherwise stated. Pets are subject to all the same rules that apply to human guests including staying out of water features, garden beds, etc.

BICYCLES

Bicycles are not allowed inside the Garden. Guests arriving by bicycle may secure their bike in designated bike racks in the Visitor Center parking lot.

SKATEBOARDS/ROLLER SKATES/SPORT ACTIVITIES

No skateboards, roller skates, roller blades, scooters, Frisbees and similar objects are allowed in the Garden. No sports activities (i.e. soccer, volleyball, etc) are permitted in the Garden.

MOTORIZED/ ELECTRIC VEHICLES

Street vehicles including cars and trucks are not allowed in the Garden unless explicitly approved and escorted by Garden staff. Vehicles must remain on asphalt paths within the Garden at all times. Any vendors needing access into the Garden must be approved by a staff member before arrival & have a staff member escorting them at all times while within the Garden.

Other personal transportation devices including Segway's, "hoverboards", mopeds and electric scooters are not allowed in the Garden at any time. An exception is made for power-driven mobility devices as used by persons with a disability.

JOGGING/RUNNING

Jogging and running on Garden property are prohibited.

SMOKING

The Oregon Garden is a smoke-free environment. No smoking or vaping of any kind is allowed while inside the Garden. During special and private events, guests are required to smoke only in clearly designated smoking areas.

FOOD/ALCOHOL

Outside food is allowed in The Oregon Garden. There are a number of areas available for picnicking on a first-come, first-served basis including lawns, picnic tables and bistro tables. Food and beverages are also available seasonally at the Oregon Garden Café. BBQs and other cooking equipment are not allowed in the Garden, except where a specific event contract allows. Outside alcohol is not allowed in the Garden, except where a specific event contract allows. Private events booked at the Garden that will serve alcohol are required to have a licensed caterer, server and insurance.

FIREWORKS/WEAPONS

No fireworks, firearms, weapons or any other similar devices are allowed in the Garden.

PHOTOGRAPHY/VIDEOGRAPHY/DRONE USAGE

Guests are welcome to take photos for their own personal use while visiting the Garden. Professional photographers (i.e. who have been hired or will otherwise benefit monetarily from the photos) wishing to utilize The Oregon Garden are required to hold an active Photographer membership. No advanced scheduling is required. Photography may take place only during regular Garden hours and must respect the policies outlined in this document as well as those in our Photography Policy.

Any professional videography to be done at The Oregon Garden must be scheduled with a staff member in advance. At no time are drones allowed to take off from or enter the airspace above The Oregon Garden.

PATHS/GENERAL SAFETY

Garden guests are required to remain on paths, hardscaped areas and lawns during their visit. Guests may not enter garden beds or naturalized areas, climb rocks, walls or other Garden features.

WATER FEATURE

Guests are not permitted to enter water features, ponds or creeks, and should always exercise caution when near any body of water. Exceptions are made for the Rose Petal Fountain and Rain Curtain, which have been designed for visitors to interact with.

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VENDOR GUIDELINES

EVENT HOURS:

We ask that all vendors stay throughout the entirety of the event, which will be Saturday & Sunday December 16th & 17th, 2023, 10 am - 3 pm.

SECURITY

Vendors may provide their own security measures for their items or space at their own expense. The Oregon Garden is not responsible for loss, theft or damage to artist's merchandise.

CHECK-IN:

Check-in will take place on Friday December 15th, 2023 between the hours of 12 noon - 6 pm. At check in you will receive your vendor ID, booth assignment and a packet of information. All booth staff will be required to wear their vendor ID throughout the event.

SETUP/TEARDOWN:

Setup will be available during check-in on Friday December 15th from 12 pm - 6 pm. You will also have a 2 hour window to finish setup on Saturday December 16th. Vendor access available at 8 am, we will open to the public at 10 am. Vendors are not allowed to tear down until 4 pm on Sunday when we close to the public. We ask that all vendors are loaded up & completely out of the venue by 6 pm.

PARKING:

Load-in/load-out: A special vendor check-in & load-in area will be provided on Friday December 15th. This will be clearly pointed out with signage upon your arrival. It is a gravel lot directly behind the Frank J Schmidt Pavilion. The load in area will only be available for load-in & load-out, and will be capped at 30 minutes per vendor.

Vendor parking: We will provide a map of vendor parking at check in. Vendors will be required to park at this location after load-in is complete & throughout the weekend. Vendors are not allowed to park in the designated guest parking areas.

ELECTRICAL:

If you need power please contact events@oregongardenfoundation.org prior to December 4th, 2023. Power can be arranged for an additional charge.

MONEY HANDLING & INTERNET:

The Oregon Garden Foundation will not be able to make change for patrons or vendors. We require all vendors to provide their own POS system and banks. All vendors will have access to WiFi. Log on information provided in the vendor packet upon check-in.

GARBAGE & RECYCLING:

Garbage cans will be available throughout the Pavilion. The Oregon Garden staff & volunteers will maintain these throughout the event. We recommend that you have a personal garbage can in your booth for your own garbage. These can be discarded at the end of the night in a dumpster provided in the vendor load-in area. More information to be included in the vendor packet.

STAFF/VOLUNTEERS:

The Oregon Garden staff & volunteers will be available throughout the event. All Garden staff & volunteers will be wearing identifiable clothing or name badges. Please feel free to contact any volunteer or staff member if you have any questions.

BREAK AREA:

A special break area will be provided for vendors, entertainment, staff & volunteers. This will be available to you throughout the entire event, but we do ask that someone is at your booth during all open hours.

MISCELLANEOUS EQUIPMENT:

You are responsible for any miscellaneous equipment you may need: tape, scissors, pens, hammers, ladders, staple gun, hand trucks, stool or chair etc. Please do not staple, glue, tape or nail anything to the floor or walls.

LICENSE, PERMITS, TAXES, FEES:

It is the sole responsibility of the vendor to obtain, at their own cost, any license or permits as may be required by law, and shall pay all taxes, fees and charges prescribed by Federal, State and local laws, ordinances, and regulations in connection with the vendor's use of premises.

PROFESSIONAL CONDUCT & APPEARANCE:

No activities in violation of federal, state or local laws shall be permitted on the premises. No lewd or indecent actions, conduct, language, pictures, clothing or portrayals allowed. We have a zero tolerance policy on this subject and you will be escorted out immediately.

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VENDOR AGREEMENT

APPROVAL SIGNATURE

I will accept my assigned booth space as-is. Failure to comply with the provided event rules shall be grounds for immediate termination and loss of booth space fee, including future Oregon Garden events.

Lessee shall indemnify and hold harmless The Oregon Garden from and against any and all losses or costs of any kind (including but not limited to statutory liability under worker's compensation laws) for claims for damages as a result of injury or death of any person, or property damage to any property, or theft of any property, which may be sustained by Vendor, or anyone else, which arise from or in any manner grow out of any act or neglect or or about the premises by the Garden, the Garden's partners, agents, employees, customers, invitees, contractors, subcontractors or other third parties.

I HAVE READ & AGREE TO THE OREGON GARDEN POLICIES & PROCEDURES

I HAVE READ & AGREE TO THE HOLIDAY BAZAAR VENDOR GUIDELINES

Vendor Name

Signature

Name

Date

Please submit completed form with check payment to:
The Oregon Garden Foundation
Attn: Events Department
PO Box 155 Silverton, OR 97381

Forms with credit card payments can be submitted via email to events@oregongardenfoundation.org

All submitted forms must be approved to confirm your participation in this event. Status of your form will be communicated to you as they are received and reviewed. If you have additional questions or concerns, please call (503) 874-4143 or events@oregongardenfoundation.org. Thank you for your interest in our event!