

Call for Vendors

Douglas County Master Gardeners Annual Plant & Garden Expo 2022

Douglas County Fairgrounds, Roseburg, Oregon
Saturday, May 7, 2022

Since 1987, garden enthusiasts have eagerly awaited the Douglas County Master Gardeners' annual plant sale. Attendance has been over 1,700 buyers in recent years. There were over 14,000 plants for sale, and hundreds of garden-related products. If gardeners are your market, you should be here!

We invite you to join us. We are looking for:

- Nurseries and suppliers of garden equipment and tools
- Vendors of garden and outdoor-living products
- Providers of relevant services (garden design, construction, maintenance, etc.)
- Artists who create art or crafts related to the garden or from the garden or about the garden
- Vendors of packaged food items and CSA services
- Non-profit organizations wanting to reach this environmentally-focused audience

By involving exhibitors such as yourself, who appeal to gardeners, the Plant & Garden Expo has become the largest garden-only show between Medford and Salem. The home garden market is exploding! Come join us in 2022.

Vendor space is limited, so please reserve your booths early. A single 10' x 10' booth is \$70. Take advantage of the 20% Early Bird discount to reserve a booth for just \$56, by sending in your application by March 15, 2022. Non-profits receive a 50% discount.

Where else can you meet over 1,700 enthusiastic gardeners in seven hours? They come to buy. We hope you take this opportunity to join us for another gardening extravaganza.

If you can't make it this year, send me your contact information so I can get in touch next year.

Jen Bailey, Vendor Coordinator

541.391.2130

jenskylonda@gmail.com

EARLY BIRD SPECIAL EXTENDED!

Apply by March 15, 2022 for a 20% discount on booth rental

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Vendor Information

Key Dates:

Tuesday, March 15	Early Bird application deadline. Postmark application by this date to receive a 20% discount on booth rental.
Friday, April 15	Final application deadline. Postmark application by this date to participate in the Expo. No refund for cancellation after this date, unless the Expo is cancelled due to COVID-19.
Friday, April 22	Booth assignments sent out via e-mail.
Friday, May 6	10:00 AM to 6:00 PM – Booth Setup <i>Make arrangements in advance if you need to set up on Saturday morning</i>
Saturday, May 7	7:00 AM – Doors open to vendors 8:30 AM – Master Gardeners' Plant Sale opens to vendors 9:00 AM – Doors open to the public 4:00 PM – Close of show. Tear-down begins 6:00 PM – End of tear-down

If you are a current member of any Oregon Master Gardener Program, there is a 10% discount on booths. If you are a registered non-profit organization with the state of Oregon, booth space is 50% off. Please include your non-profit ID number on the application.

We offer chairs and tables for rent, but encourage you to bring your own. Please supply your own extension cords if you order electricity; you will be a maximum of 25 feet from an electrical outlet.

In order to keep booth prices as low as possible, there are no curtains separating booths. A marked floor serves as a boundary. You may create your own boundaries within your booth if you feel it is necessary. There are some structural posts in the exhibit hall, which may infringe upon the display area – let us know if you have any limitations. Please note that we must strictly enforce the boundaries of the booths, due to fire code regulations.

The Master Gardeners' Plant Sale opens early for vendors to shop our plant selection. Shop from 8:30 – 9:00 AM (when the show opens). Store your purchases at the Final Pickup Area until the end of the show.

Questions? Call Jen Bailey at 541.391.2130 or e-mail jenskylonda@gmail.com.

2022 Plant and Garden Expo Vendor Application

Organization: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Contact Person: _____ Title: _____

Phone Number: _____ E-mail: _____

Products: _____

Raffle Donation? Description of Item: _____

Master Gardener Chapter: _____ Non-Profit ID: _____

10' x 10' Booth	By March 15, 2022 (20% discount)	After March 15, 2022
Vendor	\$56	\$70
Master Gardener (10% discount)	\$50.40	\$63
Non-Profit (50% discount)	\$28	\$35

	Rate	Quantity	Total
Booth(s)	\$ _____ (use rate above)	x _____	= \$ _____
Chair	\$3	x _____	= \$ _____
Undressed Table (2.5' x 8')	\$10	x _____	= \$ _____
Dressed Table (2.5' x 8')	\$25	x _____	= \$ _____
Electricity	\$5		= \$ _____
			TOTAL = \$ _____

Make your check payable to DCMG (Douglas County Master Gardeners). Sign the Complete Release and Hold Harmless Agreement accompanying this application. Mail the application, release agreement and check to:

Jen Bailey, DCMG, PO Box 1000, Port Orford, OR 97465

Questions? Call Jen Bailey at 541.391.2130 or e-mail jensskylonda@gmail.com.

COMPLETE RELEASE AND HOLD HARMLESS AGREEMENT

DOUGLAS COUNTY MASTER GARDENERS

2022 PLANT & GARDEN EXPO

In consideration for being allowed to enter and/or participate in the Douglas County Master Gardeners (also known as DCMG) 2022 PLANT & GARDEN EXPO and the services that DCMG is providing to me in connection with its DCMG 2022 PLANT & GARDEN EXPO – SATURDAY, MAY 7, 2022, and as an adjunct to and part of any vendor agreement relating to my presence or participation in the DCMG 2022 PLANT & GARDEN EXPO, I release DCMG, its agents, employees, volunteers, and assignees (the “protected parties”) , and agree to hold them harmless from any and all potential or actual liability relating to my participation or presence at the DCMG 2022 PLANT & GARDEN EXPO, including from their own negligence or fault, and assume all liability from any cause whatsoever relating to, arising out of, or otherwise connected with the participation in or presence at the DCMG 2022 PLANT & GARDEN EXPO, of me or any of my employees/employer, agents, helpers and guests, including but not limited to all liability from any cause whatsoever for personal injury or property damage, as well as for contribution or indemnification. The protection of this agreement extends, but is not limited to any and all contractual liability DCMG may have for tort damages to the owner of the fair premises.

I release and hold harmless the DCMG; its employees, agents, volunteers, assigns, and successors, (the “protected parties”) from all liability from any cause, whatsoever, in connection with such DCMG 2022 PLANT & GARDEN EXPO.

I assume all liability that existed at the time of the execution of this document, and all liability which accrues from that time forward into the future.

I release and agree to hold harmless and agree to fully and diligently defend the protected parties at my sole expense from any and all alleged liability from any person or cause, whatsoever, which may allegedly have existed at the time of execution of this document or which may allegedly accrue afterward. In any such defense, the protected parties shall have the right to choose the counsel I employ to defend them.

This agreement shall be given a liberal construction to accomplish its protective purposes such that all ambiguities are resolved in favor of the protected parties. If any provision of this agreement is deemed to be partially void, invalid, or unenforceable, that provision shall continue in full force and effect to the maximum extent permitted by law and all remaining provisions of this document shall continue in full force and effect. To the extent that any provision of the agreement is deemed to be completely void, invalid or unenforceable, that provision shall be severed from the remainder of this agreement and all otherwise valid or enforceable provisions of this agreement shall continue in full force and effect.

Business Name (Print) _____

Owner/Manager Name (Print) _____

Signature _____ Date _____