



# SCANDINAVIAN FESTIVAL 2018

at California Lutheran University April 21 - 22, 2018



Dear Scandinavian Festival Food Vendors:

The 2018 Scandinavian Festival will be held Saturday, April 21st and Sunday, April 22nd, from 10 am – 5 pm daily. We welcome both returning and new vendors with your **Scandinavian items!** Attendance for this two-day event is expected to draw over 7,000 people.

The Festival includes a full program of Scandinavian activities in an energized and festive Scandinavian atmosphere. Opening ceremonies, folk dancing, and musical programs will be held throughout the two days and provide the best in Scandinavian entertainment as well as a delectable selection of Scandinavian food, cultural presentations, children's craft booths & games and our famous vendor marketplace! All vendors will be located in Kingsmen Park at CLU.

Listed below are important points for you to review. The Vendor Agreement/Application, with additional details, is enclosed.

- The **deadline to reserve food vendor booth space is WEDNESDAY, MARCH 8, 2018 - NO EXCEPTIONS.** The committee considers theme, logistics, electrical needs, size and sales category when assigning booth space, so please mail back your reservation as soon as possible.
- Payment, including listed costs for electrical/power/additional equipment, must accompany your Vendor Agreement.
- Your request to participate will be processed upon receipt of your payment, Vendor Agreement, Health Department application & payment to the Health Department, as well as, Committee approval. Confirmation of your space will be communicated no later than March 15, 2018.
- Please complete the Ventura County Environmental Health Department TFF application. Please refer directly to the Health Department's website at: <http://www.ventura.org/rma/envhealth/community-services/consumer-food/special-events.html> to download the appropriate application and associated fees.
- Your completed Health Department application and associated fees **MUST BE** returned with your Scandinavian Fest Food Vendor Application **no later than March 8, 2018** to be considered. The check or money order for your health department **MUST** be made payable to the "Ventura County Environmental Health Division" **NOT** to the Scan Fest.
- All food vendors are required to either carry their your own **LIABILITY INSURANCE** or participate in the group insurance policy instated for the festival. If you have your own liability insurance policy (\$1,000,000 minimum), the following entities **MUST** be added onto your existing policy for the dates of the festival: **SACHF and it's Directors, Officers and Volunteers; Cal Lutheran University; Scandinavian Festival and MKS Productions** and return the "**Certificate of Liability Insurance**" naming the required additional insureds as well as a **mandatory Additional Insured Endorsement**. All entities, as listed above, **MUST ALSO** be included on the Additional Insured Endorsement. Festival location: **California Lutheran University, 60 West Olsen Road, Thousand Oaks, California 91360.** **If you do not carry liability insurance, you will be required to participate in the festivals' group insurance plan for the festival weekend which costs \$50.**

**NEW for 2018:** If you are interested in the group insurance, please contact Mindy Miller directly. Processing will be handled on-line this year. Your application will not be considered complete unless all required documents are submitted. Your certificate of liability insurance & Endorsement Form can be emailed directly to: [mksmithers@sbcglobal.net](mailto:mksmithers@sbcglobal.net).

- Please make your check payable to: **SACHF**, and mail it with your Vendor Agreement, Health Department application (with check for the Health Department) **AND** your certificate of liability insurance & Endorsement Form or the completed Insurance Form to:
  - **Scan Fest 2018**  
**c/o MKS Productions**  
**2214 Windbrook Court**  
**Westlake Village, CA 91361**

All of us associated with this great community celebration of the Nordic cultures look forward to your participation at the “2018 Scandinavian Festival”. Please feel free to contact me via email at [mksmithers@sbcglobal.net](mailto:mksmithers@sbcglobal.net) if you have any questions.

Sincerely,

Mindy Miller,  
2018 Scandinavian Festival Vendor Coordinator

**Scandinavian American Cultural and Historical Foundation**

60 W. Olsen Road, Thousand Oaks, CA 91360 PH: 805-241-0391

www: [scandinaviancenter.org](http://scandinaviancenter.org)



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## Scandinavian Festival Food Vendor Agreement

Area and booth space are assigned on a **first-come, first-served basis**. The festival reserves the right to assign booth space according to space availability, electrical/power distribution/need, proximity to like exhibits, and/or other circumstances yet to be determined.

NOTE: Each page of this 3-page form must be completed.

Vendor name:  
(as it will appear in the Festival  
Program) **PRINT CLEARLY**

Person responsible for booth:

Number of persons to work in  
booth:

Address:

City/State/Zip:

Phone - primary:

Phone - cell:

E-mail address:

For profit or Non-  
profit Status  
(include Tax Id if  
non-profit:

LIST ALL Items to be sold in your booth:

## Scandinavian Festival Vendor's Agreement Con't

I. Complete the cost summary. Booth fees are for "SPACE ONLY". The festival will provide a limited supply of 3 compartment sinks.

					Cost Summary
	Food Serving booth space Single - 10 x 10 space	\$215			\$
	Food Serving booth space Double - 10 x 20 space	\$400			\$
	Food Serving booth space Triple - 10 x 30 space	\$550			\$
	Group Insurance Plan (if you do not carry Liability Insurance)	\$50 - to be processed on-line			*Please contact Mindy Miller for info - do not pay here
					I. total = \$

II. Determine additional equipment needs and cost:

# required	Amenity	Cost each	Cost Summary
	Umbrella w/ stand	\$50	\$
	8' x 3' table	\$20	\$
	Folding chair	\$3	\$
			\$
			II. total = \$

III. Determine electrical requirements and cost summary.

To avoid electrical problems during the Festival, please provide us with accurate information regarding your booth's electrical requirements. All vendors using electricity will be charged a surcharge as indicated.

Total watts needed:	W	Total Amps needed:	Amp
Total # of outlets needed (one per plug):		<i>Note: Electrical cords are not provided by the Festival, bring your own as needed.</i>	

# required	Booth size	Surcharge	Cost Summary
	single (10 x 10)	\$46	\$
	double (10 x 20)	\$57	\$
	triple (10 x 30)	\$69	\$
			III. total = \$

## Scandinavian Festival Food Vendor Agreement Con't

### IV. Wristbands.

Each vendor booth will receive 2 wrist bands that will provide Festival entrance during both days. Food vendors will receive 5 wrist bands per booth size (e.g. 5 for single, 10 for double, 15 for triple).

Make check payable to "SACHF".

Mail to: Scandinavian Festival 2018 c/o MKS Productions 2214 Windbrook Ct, Westlake Village, CA 91361

Total payment enclosed (Total of I + II + III) =

\$

Check # \_\_\_\_\_

I hereby agree to all terms and conditions described in this Scandinavian Festival Vendor's Agreement. This Agreement is made upon the express condition that California Lutheran University and SACHF shall be free from all liability and claims for damages for (a) injuries; (b) loss, damage to, or theft of sale items and booth / vendor equipment. Further, I hereby agree to indemnify CLU and SACHF harmless from third party claims for injuries or loss arising out of my participation in the Scandinavian Festival.

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### VENDOR CHECK LIST \* ALL ITEMS TO BE RETURNED TOGETHER

**Incomplete applications will not be processed.** Do not assume we have your materials "on file".  
Read and check off the following:

- I have included my full booth payment payable to "SACHF" with my completed Vendor Application/ Agreement
- I have enclosed current photo(s) of my booth display showing product selection or made reference to my website. New Vendors only.
- I have enclosed current proof of insurance naming the additional insureds as listed below and Additional Insured Endorsement form (SACHF and it's Directors, Officers and Volunteers; Cal Lutheran University; Scandinavian Festival and MKS Productions) or I have completed the Group Insurance Form - please contact Mindy Miller for online form & payment processing.
- I have enclosed my completed Ventura County Health Department TFF Application with appropriate fees (check made payment to "Ventura County Health Department") or copy of annual MFF permit.

**VENDOR RULES**  
**Attachment to Vendor Agreement**

Please email Mindy Miller at [mksmithers@sbcglobal.net](mailto:mksmithers@sbcglobal.net) or call (805) 418.7903 if you have questions regarding these vendor rules.

1. Deadline for reserving a booth is **February 5, 2018**.
2. Food items **should reflect the culture of Scandinavia**.
3. Proper identification and legible booth signage must be provided by each vendor.
4. Food Vendors must comply with all Health Department requirements at all times. You will be inspected by the Ventura County Health Department and local Fire Department the day of the event.
5. Vendors must have sufficient monies/change, and/or credit card equipment to handle sales. There are ATM's available on campus.
6. Canopies must be sturdy enough to withstand the winds or inclement weather conditions. Tent covers must be weighted so they do not blow away. (i.e. cement pails or sandbags). Canopies placed in the park must have rubber matting or equivalent flooring in work areas to protect the park turf or flooring consistent with the Ventura County Health regulations (i.e. food booths on grass or dirt must have a tarp or equivalent flooring and cooking units must have plywood or equivalent flooring.) If you are cooking or have an open flame, you must comply with all Ventura County Fire Department requirements (i.e. provide your own fire extinguisher, fire retardant canopy, etc.) Stakes are OK to use in grass areas, but vendors are liable for any damage that they may cause to the underground electrical or water conduits.
7. **No vehicles shall be allowed in Kingsmen Park for any reason and any time prior to, during, or after the festival.** For setup and teardown in the Park, please see rule 13b.
8. Security: CLU CANNOT provide storage of any equipment, merchandise, or booth materials or valuables. Vendors will need to secure their booth(s) on Saturday night. There will be a security guard roaming the grounds Friday and Saturday nights, but the vendors are still responsible for their own booths.
9. CLU is a dry campus, therefore alcohol and/or illegal substances are not permitted on campus. Further, no knives or weapons are allowed on campus and cannot be sold. Dogs are prohibited, except service dogs and the Scandinavian dogs that are on display during the festival. Marketplace vendors are prohibited from distributing open foods or food samples to anyone.

## VENDOR RULES CONTINUED

10. Cancellation Policy: If cancellation of the Festival is necessary due to inclement weather or an act of God, the decision/notification will occur three (3) days prior to event. No refunds will be issued, but vendors will receive 75% credit toward next year's Festival.

11. Liability and Insurance: All property of the vendor remains under his/her custody and control in transit to and from the festival area and while it is in the confines of the festival area. Neither CLU, SACHF, nor its service contractors, officers, staff members or directors of any of the same, are responsible for the safety of the property of vendors from theft, damage by fire, accident, vandalism or other causes, and the vendor expressly waives and releases any claim or demand he/she may have against any of them by reason of any damage to or loss of any property of the vendor. Vendors must obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury.

12. Indemnification and Limitation of Liability: Vendor assumes full responsibility for the acts, omissions and conduct of its representatives, agents and contractors, and agrees to indemnify, hold harmless and defend CLU and SACHF, its officers and directors, employees, and agents from and against any and all claims, losses, damages, governmental fines or penalties, and costs or expenses, including court costs, interest and attorney fees of any kind whatsoever arising from such negligence or intentional acts. In any event, the CLU and SACHF's liability to Vendor under this contract shall be limited to and not exceed the amount of booth fees paid by Vendor. Under no circumstances shall CLU and SACHF be liable for any lost profits or any incidental special, indirect, punitive or consequential damages whatsoever for any of the acts or omissions, whether or not appraised of the possibility of any such lost profits or damages. CLU and SACHF make no representations or warranties, expressed or implied, regarding the number of persons who will attend the event or regarding any other matters. Vendors are required to participate in the Group Vendor Insurance plan at a cost of \$50 per vendor if they cannot provide a copy of their Certificate of Liability Insurance (\$1,000,000 minimum policy) with the required additional insureds and endorsement effecting coverage required for participation in the Festival for dates of the event.

13. Setup and Teardown – All vendors will be located in Kingsmen Park. Vendors shall setup on Friday, April 20th or Saturday, April 21st. **NO VEHICLES SHALL BE ALLOWED IN KINGSMEN PARK FOR ANY REASON.** Vehicles shall be unloaded and loaded at a designated location. Canopy material and goods will be ferried from your car to your booth location. Vendors may transport material with their own hand carts or hand operated devices. Vendors shall be responsible for timely loading and unloading of booth material and goods. After unloading, please move out of the Loading Zone, and park as directed by security.

Reloading of vehicles Sunday afternoon will follow the same process.

No teardown may be done before the festival closes at 5 pm Sunday.

**Additional Load in/Load out information will be sent upon acceptance of your application.**

**Group Vendor Insurance Application - TO BE COMPLETED ONLINE**  
**\*Please press on the LINK below. You will complete the paperwork and payment on-line.**

<https://securevendorinsurance.com/McDaniellInsurance/ApplicantInformation?GroupEventKey=85e7f9f7dfac>

Name of Event: 2018 Scandinavian Festival of Southern California

Dates of Event: April 21 – 22, 2018 (set-up - April 20, 2018)

Time(s): 10:00 am to 5:00 pm

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Location of Event : Kingsmen Park, California Lutheran University, 20 West Olsen Rd. Thousand Oaks, CA 91360

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## **VENDOR INFORMATION**

1 Name of Vendor Applicant \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_

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Phone(s) \_\_\_\_\_

Description of exhibit and/or product \_\_\_\_\_

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Has any prior coverage been cancelled or non-renewed? \_ Yes \_ No

If yes, please describe and provide loss history: \_\_\_\_\_

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Signature of Vendor Operator \_\_\_\_\_

Date: \_\_\_\_\_