



SCANDINAVIAN FESTIVAL 2018

at California Lutheran University April 21 - 22, 2018



Dear Scandinavian Festival Vendors:

The Scandinavian Festival 2018 will be held Saturday, April 21st and Sunday, April 22nd, from 10 am – 5:00 pm daily. We welcome both returning and new vendors with your **Scandinavian items!** Attendance for this two-day event is expected to draw over 8,000 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 (designated grass areas) at California Lutheran University, Thousand Oaks.

This year, we are offering vendors the ability to enroll in our Group Vendor Insurance Plan. The cost is \$50 per vendor. If you are interested in applying for and purchasing liability insurance for the days of the event, please contact Mindy Miller directly and an application will be sent to you.

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

- The **DEADLINE to reserve a booth space is FRIDAY, APRIL 1, 2018.** The committee considers 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 for space will be processed upon receipt of your payment, Vendor Agreement and Committee approval. Confirmation of your space will be communicated by April 10, 2018 (if not before).
- Late applications may be accepted after March 1, if there is space available, but there will be an additional \$75 charge. No reservations will be accepted after April 15, 2018
- Please make your check payable to: **SACHF** and mail it with your Vendor Agreement 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 "Scandinavian Festival 2018".

Sincerely,

Mindy Miller, 2018 Scandinavian Festival Vendor Coordinator



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Scandinavian Festival Vendor Agreement

Area and booth space are assigned on a **first-come, first-served basis**. The festival reserves the right to assign vendors according to space available, electrical/power distribution/needs, 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:

Description of Exhibit and/or items being sold (please send a photo if
possible or if you are NEW vendor):

Scandinavian Festival Vendor Agreement (con't)

I. Complete cost summary below. Booth fees include SPACE and (1) 8' x 3' table and (2) folding chairs.

					Cost Summary
1	Vendor Booth Space (10x10)	\$195			\$
2	Information Booths (Clubs & non-profit organizations- requires proof of non-profit status) (10x10)	\$50			\$
					I. total: \$

II. Determine additional amenities needed and associated cost.

# required	Amenity	Cost each	Cost Summary
	Umbrella w/ stand	\$50	\$
	8' x 3' table	\$20	\$
	Folding chair	\$4	\$
			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 (10x10)	\$46	\$
	double (10x20)	\$57	\$
	triple (10x30)	\$69	\$
			III. total = \$

Scandinavian Festival Vendor Agreement (con't)

IV. Wristbands.

Each vendor booth will receive 2 wrist bands that will provide Festival entrance during both days.

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 and hold harmless, CLU and SACHF, from any third party claims for injuries or loss arising out of my participation in the Scandinavian Festival.

Authorized Signature: _____

Date: _____

ALL EXHIBITS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS, FIRE MARSHALL, AND/OR AREA HEALTH DEPARTMENT INSTRUCTION. FOR ANY INFORMATION CONTACT THE APPLICABLE OFFICE.

_____ INITIAL HERE

See you at the Scandinavian Festival on April 21-22, 2018!

VENDOR RULES
(Attachment to Vendor Agreement)

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

1. Deadline for reserving a booth is April 1, 2018. Pending availability, applications will be accepted until April 15, 2018, with a \$75.00 late fee.
2. Exhibited items **should reflect the heritage, history and culture of Scandinavia - No exceptions.**
3. Proper identification and legible/professional booth signage must be provided by each vendor.
4. Each vendor must provide the materials and equipment necessary for operating the booth. Nonfood vendors may not give away food or candy per the Ventura County Health regulations.
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. Tent covers must be weighted so they do not blow away. (i.e. cement pails or sandbags). **No stakes or spikes may be used in the Park for any reason.** 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.
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. Vendors may participate in the Festival's Group Vendor Insurance plan at a cost of \$50 per vendor.

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.

13. Setup and Teardown – All vendors will be located in Kingsmen Park. Vendors may setup on Friday, April 20th (at to be determined scheduled times) or before 9AM on Saturday, April 21st. **NO VEHICLES SHALL BE ALLOWED IN KINGSMEN PARK FOR ANY REASON.** Vehicles shall be unloaded and loaded from a designated area. Vendors may transport all equipment/materials 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.

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.