



50th ANNIVERSARY SCANDINAVIAN FESTIVAL

May 18-19, 2024

Dear Scandinavian Festival Food Vendors,

The Scandinavian Festival will be held Saturday, May 18 and Sunday, May 19, 2024 from 10AM-5PM each day. We welcome both returning and new vendors with your **Scandinavian themed delectables!** Attendance for this two-day event is expected to draw over 6,000 people.

The Festival includes a full program of Scandinavian activities in an energized and festive Scandinavian atmosphere. The festival will take place in Kingsmen Park on the campus of California Lutheran University.

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

- **Deadline to reserve food vendor booth space: MONDAY, MARCH 15, 2024 - NO EXCEPTIONS.** The committee considers theme, logistics, size and sales category when assigning booth space, so please mail back your reservation as soon as possible.
- All booth spaces are on grass.
- **Festival hours are currently 10AM to 5PM daily (*this may change slightly - and will be advised by the first of the year)**
- Payment, including listed costs for any additional equipment, electricity, etc. must accompany your Vendor Agreement.
- Your request to participate will be processed upon receipt of your payment, Vendor Agreement, Health Department application, as well as, Committee approval.
- Confirmation of your space will be communicated no later than May 1, 2024.
- Please complete the Ventura County Environmental Health Department TFF application or provide a copy of your MFF or annual TFF certificate. Please refer directly to the Health Department's website for any questions at: <https://vcrma.org/temporary-food-facilities-at-community-events>. It is your responsibility to complete online training and abide by all associated regulations set forth by the Health Department. All booths will be inspected prior to the event begins.
- Your completed Health Department application **MUST BE** returned with your Scandinavian Festival Food Vendor Application or it will not be considered.
- All food vendors are required to either carry their 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, the festival will do its best to secure a group insurance plan, as it relates to their participation with the festival ONLY.** If you are

interested in the group insurance plan, please contact Mindy Miller directly. Cost for this program is pending.

- Vendors must comply by all Ventura County Fire rules and regulations.
- **Your application will not be considered complete, unless all required documents are submitted in ONE package. Your certificate of liability insurance & Endorsement Form can be emailed directly to: mksmithers@sbcglobal.net.**
- Please make your check payable to: **SACHF**, and mail it with your Vendor Agreement, Health Department application **AND** your certificate of liability insurance & Endorsement Form or the completed Insurance Form to:
 - **Scan Fest 2024**
c/o MKS Productions
2214 Windbrook Court
Westlake Village, CA 91361

CLU POLICY:

California Lutheran University is a latex free campus, this includes balloons, gloves or any product made with latex. Any vendor using these products will be told to cease immediately and leave the University property removing all products containing latex. NO outside alcohol is permitted on campus in your booth space. Smoking in the festival area's or booth spaces will NOT be permitted.

All of us associated with this great community celebration of the Nordic cultures look forward to your participation at the "50th Anniversary of the Scandinavian Festival". Please feel free to contact me via email mksmithers@sbcglobal.net if you have any questions.

Sincerely,

Mindy Miller,
2024 Scandinavian Festival Vendor Coordinator

Scandinavian American Cultural and Historical Foundation

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

www: scandinavianfest.org



2024 SCANDINAVIAN FESTIVAL

May 18-19, 2024



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, proximity to like exhibits, festival flow 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".

- A. The festival will provide a limited supply of 3-compartment sinks per Health Department requirements. All food vendors must supply a gravity-fed hand washing inside their booth. All booth spaces are on GRASS.

II.

					Cost Summary
	Food Vendor booth space Single - 10 x 10 space	\$250			\$
	Food Vendor booth space Double - 10 x 20 space	\$400			\$
	Food Vendor booth space Triple - 10 x 30 space	\$550			\$
	Group Insurance Plan (if you do not carry Liability Insurance)	Pending			*Please contact Mindy Miller for additional information
					I. total = \$

II. Determine additional equipment needs and cost:

# required	Amenity	Cost each	Cost Summary
	Umbrella w/ stand	\$65	\$
	8' x 3' table	\$25	\$
	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. Please note that CLU has a limited amount of electricity.

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

# required	Booth size	Surcharge	Cost Summary
	single (10 x 10)	\$45	\$
	double (10 x 20)	\$70	\$
	triple (10 x 30)	\$80	\$
			III. total = \$

Scandinavian Festival Food Vendor Agreement ~ Con't

IV. Wristbands.

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

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, SACHF and the Scandinavian Festival 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 ONE COMPLETE PACKAGE

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, current training certification and/or copy of annual MFF permit.

VENDOR RULES
(REVIEW AND KEEP THESE WITH YOU)

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 FOOD booth is **MARCH 15, 2024.**
2. **Food items and booth decor should reflect the culture of Scandinavia.**
3. Proper identification (professional and legible) booth signage must be provided by each vendor.
4. Food Vendors must comply with all Health Department & Fire 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, water 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 does NOT provide storage of any equipment, merchandise, booth materials or valuables. Vendors MUST secure their booth(s) on Friday and Saturday night. There will be a security guard posted Friday and Saturday, but vendors are responsible for their own booths and all items stored inside those 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 NOT 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 50% 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, volunteers, 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 (pending) 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 Memorial Park. Vendors shall setup on Friday, May 17 or Saturday, May 18. 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 evening will follow the same process. No teardown may be done before the festival closes at 5PM Sunday. Additional Load in/Load out procedures will be sent upon acceptance of your application.

14. CLU Latex Policy

California Lutheran University is a latex free campus, this includes balloons, gloves or any product made with latex. Any vendor using these products will be told to cease immediately and leave the University property removing all products containing latex.