



50th ANNIVERSARY SCANDINAVIAN FESTIVAL

May 18-19, 2024

Dear Scandinavian Festival Nordic Shopping Vendors:

The 50th Anniversary of the Scandinavian Festival will be held Saturday, May 18 and Sunday, May 19 from 10 am – 6:00 pm daily. We welcome both returning and new vendors with your **Scandinavian themed items!** Attendance for this two-day event is expected to draw over 6,000 people.

Nordic Shopping Vendors will be all located in Kingsmen Park (outdoors in designated grass areas) on the campus of California Lutheran University, Thousand Oaks.

If you are interested in applying for pr purchasing general 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 details for your review. The Vendor Agreement/Application, is enclosed.

- Booth spaces include your **BOOTH SPACE ONLY**. Spaces are located on grass.
- **DEADLINE to reserve a booth space is APRIL 15, 2024.** The committee considers logistics, size, sales category and other factors, when assigning booth space. Please mail back your agreement, as soon as possible, to secure your first request for a particular space.
- Payment, including costs for any rental equipment (tables, chairs or umbrellas) must accompany your Vendor Agreement.
- **CLU is a latex free campus.** No items, balloons etc. that are made with latex are allowed on the CLU campus.
- NOTE* festival hours may change slightly, ending at 5PM rather than 6PM (updates will be provided in January)
- 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 MAY 1, 2024 (if not before).
- Late applications may be accepted after April 15, if there is space available, but there will be an additional \$50 charge. No reservations will be accepted after May 5, 2024.
- Please make your check payable to: **SACHF** and mail it with your Vendor Agreement to:

Scan Festival 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 50th Anniversary of the 2024 Scandinavian Festival, produced by SACHF.

Sincerely,

Mindy Miller
2024 Scandinavian Festival Nordic Vendor Coordinator



SCANDINAVIAN FESTIVAL 2024

at California Lutheran University May 18-19, 2024



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, proximity to like exhibits, fire code and/or other circumstances yet to be determined. Hours of operation are 10AM to 6PM both days.

NOTE: Each page of this 2-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 ONLY (10'x10') on grass.

					Cost Summary
1	Vendor Booth Space (10x10)	\$215			\$
2	Information Booths (Valid for non-profit organizations ONLY- proof of non-profit status required) (10x10)	\$50			\$
					I. total: \$

II. Determine additional amenities needed and associated cost.

# required	Amenity	Cost each	Cost Summary
	Umbrella w/stand	\$65 each	\$
	8' x 3' table	\$25 each	\$
	Folding chair	\$4 each	\$
			II. total = \$

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 c/o MKS Productions 2214 Windbrook Ct, Westlake Village, CA 91361

Total payment enclosed (Total of I + II) =

\$

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

Authorized Signature: _____

Date: _____

ALL EXHIBITORS MUST COMPLY WITH CITY ORDINANCES, REGULATIONS, FIRE MARSHALL, CLU POLICIES AND/ANY HEALTH DEPARTMENT REQUIREMENTS. FOR ANY INFORMATION, CONTACT THE APPLICABLE OFFICE.

_____ INITIAL HERE

VENDOR RULES

(Amendment 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 15, 2024. Pending availability, applications will be accepted until May 5, 2024, with a \$50.00 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 or sample any food or candy items per 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 any winds or inclement weather. Tent covers must be weighted so they do not blow away. (i.e. pails filled with water or sandbags). **Staking is available in certain areas.** Vendors are liable for any damage that they may cause to the underground electrical or water conduits.
7. **No vehicles shall be allowed in Memorial Park for any reason and any time prior to, during, or after the festival.** For setup and teardown in the Park, please see rule 13.
8. Security: CLU or SACHF does NOT provide storage of any equipment, merchandise, or booth materials or valuables. Vendors will need to secure their booth(s) on Friday and Saturday night. There will be a security guard roaming the grounds Friday and Saturday nights, but vendors remain fully responsible for their booths and the contents of their 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. If you would like to offer samples of foods, you will need to file as a food vendor and follow all health department rules and regulations.
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, 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 for a fee.

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: Vendors will be located wither in Kingsmen Park. Vendors may setup on Friday, May 17 (scheduled times will be communicated closer to the event) or before 9AM on Saturday, May 18th. **NO VEHICLES SHALL BE ALLOWED IN THE 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 6 pm Sunday.

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

See you at the Scandinavian Festival on May 18-19, 2024!