

2009 Astoria Scandinavian Midsummer Festival

Dear Prospective Booth Applicants,

The Scandinavian Midsummer Festival Association is in the process of planning the 2009 Festival. Festival dates are **June 19, 20, & 21, 2009**. Please *read this letter and application thoroughly* for any changes. Applications with forms complete and payment must be received no later than **April 15, 2009**. Failure to reply promptly may result in loss of your booth space to another applicant. Your application will not be accepted or may be returned if it is not complete or full payment is not included. If you **cancel in writing by May 1, 2009**, your money will be refunded as soon as possible.

LOCATION

The Festival will be held at the Clatsop County Fairgrounds (92937 Walluski Loop Road, Astoria.)

BOOTH REQUIREMENTS

If you are a first time participant, please contact me to make sure your product is acceptable. Our Festival tries very hard to offer as much authentic Scandinavian culture as possible. We encourage vendors to dress and decorate their booths Scandinavian when possible. Booths presenting handmade, quality items are given priority. We accept craft, food, and info booths and can accommodate both indoor and outdoor vendors. Most booths are inside. We recommend that outdoor booths are self-contained since we cannot guarantee good weather or night security. We try to limit the number of booths selling the same or similar items. Returning booths get first consideration in placement. *We want all the vendors to be successful.*

BOOTH HOURS

Booths will be open for business **Friday 2:00-6:30, Saturday 9:00-8:00, and Sunday 9:00-4:00**. Please note; doors to the arena are opened at *approximately* 7:00 a.m. Saturday and Sunday. We cannot guarantee security once the doors are opened. Friday is an optional day to be open, but we encourage everyone to participate. We cannot offer security of items Friday. It is up to you to secure your items.

BOOTH DESCRIPTION

Booths are either 8 ft. or 10 ft. deep, depending on location and booth fee paid. Booths are divided by white wood partitions that are approximately 6 ft tall. Ends and tops of partitions are decorated by the Festival Association with cedar and birch. You may hang décor and other items on the partitions, but all staples, décor, etc. must be removed at the end of the festival. Green curtains hang behind the booths. Please bring your own staple guns, pliers, extension cords, and other type of equipment you might need.

Please DO NOT set up your booth before the designated time unless special arrangements have been agreed upon. We are not ready for booths to set up until the designated time.

Two adult buttons, one 8 ft. table, and one weekend parking pass are included in the booth fee. *These are received upon check-in at the Festival.* **ALL BOOTH WORKERS MUST WEAR A BUTTON WHILE AT THE FESTIVAL.** *Up to 5 additional worker buttons can be purchased in advance for \$5.00 a piece (\$6.00 at festival). These must be ordered and paid for with your booth application.* Additional buttons for adults and children (ages 6-12) can be purchased at the Festival for regular price. Additional tables are available to rent for \$10.00 per table. Please note on your application if you would like any additional tables or if you have any other specific needs.

CHAIRS AND TABLE LINENS ARE NOT PROVIDED.

All accepted booths will be placed as applications are received. Final booth placement will be approximately May 1, 2009, after which a confirmation letter with final details will be sent. **YOUR CONFIRMATION LETTER IS YOUR ACCEPTANCE LETTER AND YOU WILL NOT HEAR FROM US PRIOR, UNLESS THERE IS A PROBLEM OR QUESTION WITH YOUR APPLICATION.**

***NEW * NEW * NEW * for 2009 Reduced Non-Profit Organization Fee!**

Non-profit booth reduced fee. There is now a flat \$25 fee for non-profit booths that are **providing information only and not selling anything.** Fee includes 1 festival entrance button and 1 vendor parking pass. Non-profit booths must have information related to Scandinavia, Finland, or northwest history/area and *must be approved by the Booth Committee.* These booths will be in the arena and will include a table. These booths will be place based

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on where there is room after the other vendors have been placed. Any electrical needs will have to be paid for under regular fees and cannot be guaranteed.

BOOTH FEES

Two fees based on location and booth depth. Please refer to map of arena area on page 4 to help clarify different locations. Booths are either 8 ft. deep or 10 ft. deep. Majority of booths are 8 feet deep. You can request a corner booth for an additional \$75 fee. We accept 10x10 tent type booths inside.

Minimum booth size is 6 ft. and maximum is 25 ft. *Be sure to request enough space to get in and out of your booth.* If your table is 8 ft. long you probably want to request at least 9 ft. **Booth merchandise, tables, displays, etc. CANNOT extend into aisles or behind curtains**

If you are a returning vendor and request a bigger booth, most likely you *will not* be in the same space as the previous year. We try to fulfill requests but that is not always possible. The electrician and booth chairperson have the final say on booth placement. Thank you for your understanding.

The festival is not responsible for insurance needs. Please contact your insurance agent.

Food booths please check with the health department for food handling requirements. **EACH FOOD BOOTH MUST HAVE A PERSON WITH A VALID FOOD HANDLERS PERMIT.** If you need to obtain or renew your permit, please contact your local health department or go to www.orefoundation.org.

Booth space will be assigned with the understanding that your goods meet the above criteria. Booths not meeting these criteria are subject to rejection from the festival in the future.

Please contact me if you have any questions regarding what type of booth you should request.

Type A. 8 ft. deep booths (all non-electrical and some electrical) \$12.50 per foot of frontage.

This includes 10x10 tent booths.

Example: Requested booth is 12 long (this can be any length you request) and 8 ft. deep (this does not change) cost will be \$150.00. A *requested corner booth* is an additional \$75 fee.

Outside booth fees are \$12.50 per foot of frontage. Please make detailed notes of the depth of your booth/trailer/tent on the application. These booths can be more than 8 ft. deep.

Type B. 10 ft. deep booths (must be electrical and pay appropriate fees) \$18.00 per foot of frontage

Type B booths are located along the wall to the immediate left and right when you enter the arena from the main doors. There are a limited number of booths that we can place here.

Example: Requested booth is 12 ft. long (this can be any length you request) and 10 ft. deep (this does not change) cost will be \$216.00 (12 x \$18). A *requested corner booth* is an additional \$75 fee.

ELECTRICITY

\$30.00 fee for first electrical hookup (one circuit), \$10.00 additional fee per each additional circuit requested.

One appliance per circuit! If you are going to use 5 appliances (coffee maker, electric frying pan, etc.) your cost for electricity would be \$70.00 (\$30.00 for 1st one, \$10.00 for additional 4). *Be sure to list all electrical needs or the power you require may not be available to you at the festival.*

The WATTAGE of EACH APPLIANCE must be included with your application! To find the exact wattage rating for appliances, read the manufacturers label found on all electrical appliances, or multiply *amps x volts = watts*. Voltage is not acceptable. Failure to follow this request may result in not receiving electricity. Electricity is assigned first come, first serve. If you have questions regarding **electricity only** please call Merv Helmersen @ 503-861-1182 or 503-325-1630

RV PARKING/CAMPING

Overnight RV parking and camping will be available to vendors. **Please make a note on your application if you require RV parking or camping and I will send a form with your acceptance letter.**

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CHECK-IN AND CHECK-OUT

Check-in will be on Thursday and Friday of the Festival. There will be more details in your confirmation letter. **You will receive your buttons, parking passes, etc. when you check-in at the Festival.**

Check-out is on Sunday from 4:30-6:00. You will receive a \$10.00 refund *after tearing down and cleaning up your booth by 6:00*. More details regarding set-up and tear-down will be sent with your confirmation letter.

Please remember that this is a 3 day event and you cannot tear down your booth until 4:00 on Sunday. If you sell out of product, please put up a sign that says 'sold out'. Do not tear down your booth until 4:00 on Sunday.

As many of you know, we hold a raffle which benefits our scholarship fund for which we accept donations. We are always grateful and happy to accept donations from vendors. If you would like to donate an item please let me know. Items can be donated at the Festival.

BOOTH/FESTIVAL SCHEDULE (subject to change)

Thursday, June 18: **Booth check-in and set-up 2:00-6:00**

Friday, June 19: **Booth check-in and set-up 7:00-1:30. Set-up must stop by 1:45! Booths open for business at 2:00 until 6:30. Coronation begins at 7:00.**

Saturday, June 22: **Booth area opens at 7:00. Booths open for business at 9:00.**

Sunday, June 23: **Booth hours 9:00-4:00, closing ceremony begins 4:00, check-out 4:30-6:00**

If you know of other vendors that fit our requirements and are interested in our Festival; feel free to give them a copy of your application and letter or refer them to our website. 2009 information and applications should be available soon. Visit our website at www.astoriascanfest.com !

I look forward to hearing from you. **If you have any questions, please email (which is probably best) or call me but not after 8:00 p.m. please!** ☺

Sincerely,

Saara Matthews, Booth Chair S.M.F.A.
P.O. Box 34
Astoria, OR 97103
503-338-0046
saaramatthews@hotmail.com

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Organization/Contact _____

Address _____

(Please include city & zip)

Telephone _____ Email _____

I am requesting the following:

BOOTH SIZE Type A. (8 ft. deep) _____ ft. x \$12.50 = \$ _____

or

Type B. (10 ft. deep) _____ ft. x \$18.00 = \$ _____

or

10x10 tent, no electricity **\$125.00 flat fee** = \$ _____

or

Non-Profit Booth **\$25.00 flat fee** = \$ _____

+Corner Booth (additional \$75.00 fee) **+\$75.00 flat fee** = \$ _____

ELECTRICITY NO YES* (*see pg. 3 of app.) = \$ _____

Do you want to use the 8 ft. table included in your booth fee? NO YES

Additional table rental # _____ x \$10.00 = \$ _____

Additional buttons (limit 5) # _____ x \$5.00 = \$ _____

TOTAL \$ _____

Booth location: INSIDE OUTSIDE

Type of booth FOOD ART/CRAFT NON-PROFIT OTHER

Do you need RV/Camping info? YES NO

Brief description of your booth (items sold, info given, etc): _____

Comments/Special Requests: _____

Application must be filled out completely.
Return application and payment by April 15, 2009 to:
 Scandinavian Midsummer Festival Association (S.M.F.A.)
 Booth Applications
 P.O Box 34
 Astoria, OR 97103

TERMS AND CONDITIONS

Insurance and liability: Neither the Scandinavian Midsummer Festival Association, Clatsop County, Clatsop County Fairboard, nor any and all sponsors shall be responsible for loss or damage occurring to vendors or their contents for any cause. If insurance is required, it must be obtained by the organization or individual renting the booth space. The organization agrees to protect and hold harmless the Scandinavian Festival Midsummer Association, Clatsop County, Clatsop County Fairboard, and any and all sponsors of this event, their successors, representatives, and assignees, for any injuries suffered while participating in the Scandinavian Midsummer Festival 2009. I have read all of the rules and regulations and agree to the terms and conditions set forth:

Signature of Representative _____ Date _____

To be filled out by S.M.F.A.

Date received _____

Amount of Payment _____

RELEASE AND HOLD HARMLESS AGREEMENT

**For the benefit of
The Scandinavian Midsummer Festival Association (S.M.F.A.)**

Re: SCANDINAVIAN MIDSUMMER FESTIVAL

In consideration for the Scandinavian Midsummer Festival I/We, individually and if a partnership or corporation, on behalf of _____ agree as follows:

1. **COMPLIANCE WITH THE S.M.F.A.:** I agree to comply with all the rules, regulations, and standards established or imposed by the S.M.F.A. which affect, relate to, or proscribe the manner of the setup, maintenance, and/or operation of and the conducting of business at the Scandinavian Midsummer Festival.
2. **CERTIFICATIONS:** I certify that the activities I conduct at the Scandinavian Midsummer Festival are and shall be in the compliance with all the laws and regulations imposed by any government authority.
3. **RELEASE:** I waive and release any rights, claims, or damages I may accrue against and discharge the S.M.F.A., its officers, City of Astoria, Clatsop County, and /or Clatsop County Fairboard, their employees, agents, representatives, sponsors, members and volunteers, for any injuries, loss, or damage suffered by me, my agents, employees, and clients, imposed upon me as the result of or during my participation at or association with the 2009 Scandinavian Midsummer Festival however incurred and regardless of the negligence of those related.
4. **HOLD HARMLESS AGREEMENT:** I agree to indemnify, defend, and hold harmless the S.M.F.A., its officers, City of Astoria, Clatsop County, Clatsop County Fairboard, their employees, agents, representatives, sponsors, members and volunteers from any loss or liability, including the costs of attorney fee made by any individual or entity as a result of or arising in connection with, out of, or in relation to my participation in the Scandinavian Midsummer Festival.

DATED: _____

NAME OF ORGANIZATION _____

BY: _____

BY: _____

To be filled out by S.M.F.A.

Date received _____

Amount of Payment _____

ELECTRICITY REQUEST FORM

Please fill out & return only if you are requesting electricity

Booth Name _____

Please fill out rest of form completely and clearly. Questions? Call Merv Helmersen @ (503)325-1630 or (503)861-1182

I will need 1 circuit @ \$30.00 = \$ _____

Additional circuit(s) _____ x \$10.00 = \$ _____

Total Electrical \$ _____

List all appliances and wattages needed. To find the exact wattage rating for appliances, read the manufacturers label found on all electrical appliances, or multiply *amps x volts = watts*. **VOLTAGE IS NOT ACCEPTABLE!!**

- | | |
|---------------------|---------------|
| 1. Appliance _____ | Wattage _____ |
| 2. Appliance _____ | Wattage _____ |
| 3. Appliance _____ | Wattage _____ |
| 4. Appliance _____ | Wattage _____ |
| 5. Appliance _____ | Wattage _____ |
| 6. Appliance _____ | Wattage _____ |
| 7. Appliance _____ | Wattage _____ |
| 8. Appliance _____ | Wattage _____ |
| 9. Appliance _____ | Wattage _____ |
| 10. Appliance _____ | Wattage _____ |
| 11. Appliance _____ | Wattage _____ |
| 12. Appliance _____ | Wattage _____ |
| 13. Appliance _____ | Wattage _____ |
| 14. Appliance _____ | Wattage _____ |
| 15. Appliance _____ | Wattage _____ |

Total circuits needed: _____

Additional comments/information: _____

To be filled out by S.M.F.A.

Date received _____

Amount of Payment _____

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To be filled out by S.M.F.A.

Date received_____

Amount of Payment_____