SCANDINAVIAN MIDSUMMER FESTIVAL ASSOCIATION

POST OFFICE BOX 34 ~ ASTORIA, OREGON 97103 ~ WWW.ASTORIASCANFEST.COM

The Astoria Scandinavian Midsummer Festival Association (ASMFA) is in the process of planning our festivals **50th Anniversary** this year. Festival dates are: June 16, 17 & 18, 2017. Completed applications **and payment** are due no later than **April 15th, 2017**. Your application will not be accepted, or may be returned if it is not complete, or if full payment has not been received.

LOCATION:

The ASMFA will be held at: Clatsop County Fairgrounds
92927 Walluski Rd., Astoria, OR. 97103

BOOTH REQUIREMENTS:

Our festival makes every effort to offer as much authentic Scandinavian culture as possible. We encourage vendors to dress in Scandinavian attire and to decorate their booths with Scandinavian décor, if possible. Booths representing handmade, quality items are given priority. We accept craft, food, and informational booths and can accommodate both indoor and outdoor vendors. We recommend that outdoor booths be self-contained due to unpredictable weather and no night security. Electricity is limited for outdoor booths and will be provided on a first come, first serve basis.

BOOTH DESCRIPTION:

- Booths are divided by white, wood partitions that are partially decorated with cedar and birch.
- Vendors may hang décor and other items on the partitions, but all staples, tape, and décor must be removed by vendor at the end of the festival.
- Green curtains hang behind each booth.
- Bring your own: staple guns, pliers, extension cords, and other supplies you may need to set-up/tear-down your booth.
- Included with your Booth fee is:
    - Four (4) Admission Wristbands (if additional wristbands are needed, they may be purchased for the regular admission price at the festival)
    - One (1) 8-Ft Table
    - One (1) Weekend Parking Pass

The above will be provided to you upon Check-In at the festival. All booth vendors/volunteers **MUST** wear an Admittance Wristband while at the festival.

- Booth sizes available:
    - Informational/Non-Profit booth size: 8 x 8
    - Minimum booth size: 10 x 10
    - Maximum booth size: 10 x 20
    - Corner booths available for additional fee

INFORMATIONAL BOOTHS ONLY:

- Non-Profit organizations (distributing information only) may request a booth at no cost.
- Informational booths may not sell any products and/or services.
- Information must be related to Scandinavia and/or Northwest history/area
- Information booths will be placed where space is available and will include one 8-ft table
- Electricity available if needed (see Electricity Fees on Application page)

BOOTH SET-UP / CHECK-IN and CHECK-OUT / *HOURS OF OPERATION:

Thursday: 2:00pm – 6:00pm _ SET-UP & CHECK-IN
Friday: 9:00am – 1:30pm _ SET-UP & CHECK-IN
*Friday: 2:00pm – 6:30pm
*Saturday: 9:00am – 6:30pm
*Sunday: 9:00am – 4:00pm
Sunday: 4:00pm – 6:00pm _ TEAR-DOWN & CHECK-OUT

- ASMFA does not contract with a security company. Each vendor is responsible to secure their own items during the event. *(Please see "**Saturday**" below for an exception to this rule for 2017.)*
- Booth Set-Up is allowed **only** during the above designated times, unless special arrangements have been agreed upon with the booth committee.
- Booth space is NOT to exceed requested booth size – placing racks/stands, etc. beyond the measurements of your booth will not be permitted.
- Friday - Doors to the Arena (location of indoor booths) will be locked after booth closing times.
- **Saturday** – in honor of our Festival's 50th Anniversary, there will be a special concert that will begin at 7:30pm in the Arena. In preparation of the concert, all booths and the arena will be closed promptly at 6:30pm. The Festival Association has contracted with a Professional Security Service to provide security through the duration of the concert. Once the concert is over and the arena has been cleared-out, the area will be locked. We hope you will stay and enjoy this event with us. Please see www.AstoriaScanFest.com for more information.
- Saturday and Sunday – Doors to the Arena will be opened at approximately 8:00am for vendors to get ready for the day.
- **Note:** Booths may NOT be dismantled prior to 4:00pm on Sunday. If you sell out of your product(s), please place a sign in your booth that simply says "SOLD OUT".
- Booth Check-Out (Sunday): If you tear-down your booth and check-out by 6:00pm, you will receive a $10.00 refund.
- Booth placement will be finalized by approximately, May 1st, 2017, after which a confirmation letter with final details will be sent. YOUR CONFIRMATION LETTER IS YOUR BOOTH ACCEPTANCE LETTER.
- If you have any questions, please feel free to contact the booth committee. (Email: scanfestbooths@gmail.com)

VENDOR RESPONSIBILITIES:

- Food Booths – please check with the Health Dept for food handling requirements.
- Each booth MUST have a person with a valid food handler's permit occupying the booth at all times. (To obtain a permit contact your local Health Dept or go to www.orefoundation.org)

CANCELLATIONS:

- You will receive a FULL REFUND, if your cancellation is received by **June 1st, 2017**.
- If your cancellation is received ***after*** June 1st, 2017 you will receive a refund for **HALF** the cost of your total booth fees (including electrical fees).

ELECTRICITY:

- List ALL electrical needs (appliances,lights,calculators,etc.)
- List the WATTAGE of each appliance, this information MUST be included with your application. (see Appl. Pg 2)
- Electricity is provided on a first come/first serve basis.

RV PARKING / CAMPING:

Overnight RV parking and camping is available to vendors. If interested, please check "yes" on the application under RV Parking and Camping. (A Reservation Form will be mailed to you with additional information, including fees.)

2017 Scandinavian Midsummer Festival Association
PO Box 34
Astoria, OR 97103
Email: scanfestbooths@gmail.com

ASMFA BOOTH APPLICATION

Application and Payment Due: APRIL 15th, 2017

Please Fill Out Completely & Print Clearly

Organization: _____

Contact Person: _____

Address: _____

City / State / Zip: _____

Home Phone: _____ Cell Phone: _____

Email Address: _____

Vendor Type: o For Profit o Non Profit (Electricity at cost)

Booth Location: o Indoor o Outdoor

RV Parking / Camping: o No o Yes *(add'l info will be sent to you)*

Booth Type: o Food o Arts & Crafts o Other

Booth Size (minimum):	(10 ft wide x 10 ft deep)	10	ft	x	10	ft =	$ 150.00
*Additional Booth Width:	($15 each add'l ft.)	_____	ft	x	$ 15.00	/ft =	$ _____
Corner Booth:	**0** = No **1** = Yes	_____ (0 or 1)		x	$ 75.00	=	$ _____
8 ft Table (included in booth fee):	**0** = No **1** = Yes	_____ (0 or 1)		x	$ -		$ FREE
*Additional 8 ft. Table(s)	($10 each add'l table)	_____		x	$ 10.00	ea.	$ _____
Electricity (Minimum = 1 circuit):	**0** = No **1** = Yes	_____ (0 or 1)		x	$ 30.00	=	$ _____
*Additional Electrical Circuits:	($10.00 each add'l circuit)	_____		x	$ 10.00	ea. =	$ _____
					TOTAL DUE:		**$**

Brief Description of Products: _____

Return Application with Payment to: ASMFA, Attn: Booth Applications, PO Box 34, Astoria, OR. 97103

Terms & Conditions:
Insurnace & Liability: Neither the Scandinavian Midsummer Festival Assn, Clatsop County, Clatsop Cty Fair Board, 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 Midsummer Festival Assn., Clatsop Cty, Clatsop Cty Fair Board, and any and all sponsors of this event, their successors, representatives, and assignees, for any injuries suffered while participating in the ASMFA 2017.

Signature of Representative: _____ Date: _____

For Festival Use Only:

Date Recv'd: _____ Check #: _____ Amount Recv'd: $_____

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Astoria, OR 97103
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ASMFA BOOTH APPLICATION

Application and Payment Due: APRIL 15th, 2017

To Be Filled Out ONLY if Requesting Electricity:

Organization: _____

Electricity (Minimum = 1 circuit): 1 **Booth Size:** 10 x _____

*Additional Electrical Circuits: _____
($10.00 each add'l circuit)

Total Circuits:

List ALL appliances and **wattage** needed. (Wattage = Amps x Volts)

Appliance: _____ Wattage: _____

Appliance: _____ Wattage: _____

Appliance: _____ Wattage: _____

Appliance: _____ Wattage: _____

Appliance: _____ Wattage: _____

***If additional space is needed, please list on the back of this form*

Additional Comments / Information:

_____

_____

For Festival Use Only:	
BOOTH #:	_____

For Festival Use Only:

Date Received: _____ Amount of Pymt: _____