



# **SCANDINAVIAN FESTIVAL 2012**

at California Lutheran University April 14-15

Dear Scandinavian Festival Vendors:

The Scandinavian Festival 2012 will be held Saturday April 14th (10 am -5 pm) and Sunday, April 15th, (10 am – 4pm). We welcome both returning and new vendors with your Scandinavian items! This two-day event is expected to draw over 6,000 people.

The Festival Committee is planning a full program of Scandinavian activities in an energized and festive Scandinavian atmosphere. The focal point of our festival will be a combined entertainment and dining area located in Kingsmen Park that will include our traditional festival stage where the opening ceremonies, folk dancing, and musical programs that will be held throughout the two days to provide the best of Scandinavian entertainment. In addition, our patrons can enjoy a program of cultural presentations, children's craft booths, games for the children, and the vendor marketplace.

The vendor marketplace will be primarily located on Memorial Parkway next to Kingsmen Park. There will be a different layout for the food vendors this year. A limited number of spots will be available in Kingsmen Park, with others being on Memorial Parkway. (Note: There will no longer be a food court located in the Student Union Court as in previous years.)

We are now accepting food, vendor, and other exhibitor booth reservations. We encourage you to take advantage of our first-come-first-served policy (with preference given to two-day participants).

Listed below are important points for you to review. Your contract, with additional details, is enclosed.

- The deadline to reserve a booth space is March 1, 2012. 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, must accompany your Vendor Agreement. Electricity is not available on Memorial Parkway.
- Your request for space will be processed upon receipt of your payment and Vendor Agreement, and you will receive confirmation of your space.
- Late applications will be accepted after March 1st, if there is space available, but there will be an additional \$75 charge. No reservations will be accepted after March 20, 2012.
- Please read your Vendor Agreement carefully.
- In the unlikely event that the Festival has to be cancelled due to inclement weather, or an act of God, there will not be a refund due to expenses already incurred (see Vendor Agreement for specifics).
- Make your check payable to: SCANDINAVIAN FESTIVAL, and mail it with your Vendor Agreement to: Scandinavian Center, California Lutheran University, 60 West Olsen Road #2600, Thousand Oaks, CA 91360.

All of us associated with this great community celebration of the Nordic cultures look forward to seeing you at "Scandinavian Festival 2012".

Sincerely,  
Lowell and Bev Lykken  
2012 Scandinavian Festival Vendor Co-chair  
Email: [llykken@aol.com](mailto:llykken@aol.com)

**Scandinavian Center**  
60 W. Olsen Road #2600 - Thousand Oaks, CA 91360  
email: [Scan.Center@callutheran.edu](mailto:Scan.Center@callutheran.edu)  
(805) 241-0391

*The Scandinavian Festival celebrates and preserves the culture and heritage of the Nordic traditions. The festival is a featured program of the Scandinavian American Cultural & Historical Foundation (SACHF).*

# Scandinavian Festival Vendor Agreement

## Vendor Rules

Please email (llykken@aol.com) or call (805) 497-9013 if you have questions regarding these vendor rules.

1. Deadline for reserving a booth is March 1, 2012. Pending availability, applications will be accepted until March 20, 2012, with a \$75.00 late fee.
2. Exhibited items **should reflect the heritage, history and culture of Scandinavia.**
3. Proper identification and legible 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 is an ATM in the Student Union Building.
6. Canopies must be sturdy enough to withstand the winds. Tent covers must be weighted so they do not blow away. (i.e. Cement 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 constant 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.) 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.
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 and provide proof of such insurance coverage to CLU or SACHF.

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# Scandinavian Festival Vendor's Agreement

## Vendor Rules (con't)

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.

13a. Setup and teardown – Memorial Parkway Vendors: Vendors may set up Friday night after 4:30 p.m. Set-up on Saturday begins at 7 am and on Sunday at 8 am. Please allow adequate time for set-up. (No Saturday “break-down” required) Set-up must be completed by 9:30 am, and the booth must remain in service until 5 pm. Personal vehicles will not be allowed in the Vendor/Exhibit Area 45 minutes prior to opening and during Festival hours. After unloading, please move out of the Loading Zone, and park as directed by Security.

13b. Setup and Teardown – Kingsmen Park Vendors: Vendors shall setup Friday between 10:00am and 4:00pm. **NO VEHICLES SHALL BE ALLOWED IN KINGSMEN PARK FOR ANY REASON.** Vehicles shall be unloaded and loaded on Regency Avenue south of Memorial Parkway. Canopy material and goods will be ferried from Regency Ave to the booth locations via a golf cart vehicle provided CLU and operated by personnel from CLU. Vendors may also 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. Transport of material during setup and teardown will be schedule by the on-sight representatives of the committee. After unloading, please move out of the Loading Zone, and park as directed by Security.

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Area and booth space are assigned on a **first-come, first-served basis** with priority given to two-day vendors. Every attempt will be made to assign you your preference; however, we reserve the right to assign according to space available, electrical/power distribution, proximity to like exhibits, and / or other circumstances.

NOTE: Each page of this 3-page form must be completed.

Yes! I will participate on (check one or both dates)  Saturday, April 14, 2012  Sunday, April 15, 2012

Vendor name:  
(as it will appear in the Festival Program)

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Person responsible for booth:

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Number of persons to work in booth:

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Address:

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City/State/Zip:

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Phone - primary:

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Phone - cell:

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E-mail address:

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

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## Scandinavian Festival Vendor's Agreement

- I. Refer to attached layout map and select preferred exhibit area and booth preference #, and complete cost summary. Booth fees include one 8' x 3' table and two folding chairs.**

Exhib	Type of exhibit	Cost	1 <sup>st</sup> preference booth #	2 <sup>nd</sup> preferred booth #	3 <sup>rd</sup> preferred booth #	Cost summary
1	Vendors – Commercial/private	\$195				\$
2	Vendor – Clubs and non-profit organizations	\$50				
3	Food Serving Vendor Single - 10ft booth	\$250				\$
	Food Serving booth Double – 20ft booth	\$400				\$
	Food Serving Booth Triple – 30ft booth	\$550				\$
						I. total = \$

- II. Determine additional amenities needed and cost summary.**

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

## Scandinavian Festival Vendor's Agreement

### IV. Wristbands.

Each vendor booth will receive 2 wrist bands that will provide Festival entrance during both days. 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 "SCANDINAVIAN FESTIVAL". Mail to Scandinavian Center, CLU, 60 W. Olsen Road, Thousand Oaks, CA 91360

Less any deposit previously paid ( \_\_\_\_\_ )

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

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*See you at the Scandinavian Festival on April 14-15, 2012!*

**If you have any questions: Email Lowell & Bev Lykken, Vendor Co-Chairs, at [llykken@aol.com](mailto:llykken@aol.com)**