



2017 Scandinavian Day Festival  
Cindy Seifert and Christine Lundsberg-Geiger – Walkway Coordinators  
Scandinavian Park, Inc. NFP.  
Attention: Cindy Seifert  
P.O. Box 159  
South Elgin, IL 60177

Email: [walkway@scandinaviandayil.com](mailto:walkway@scandinaviandayil.com)  
Telephone: 312-545-7101

### Registration Packet for 2017 Vendors

Date: Sunday, September 10<sup>th</sup>, 2017 – 10 AM to 6 PM

Location: Vasa Park, 35W217 IL Route 31, South Elgin, IL 60177

**Booth Location:** Booth locations are assigned based upon need, complexity of operation, practicality and Festival planning. Once your application and fee have been received, you will be confirmed a booth space. **Please indicate space required, along with your first and second choice for Booth location, when completing the attached Registration Form.** Booth location will be assigned upon receipt of paid registration. If you require electric service, please let us know on the form. Electric service is available for Booth numbers 1 to 11. Proper extension cords will be the responsibility of the vendor.

If you require the Festival to supply a canopy, tables, and/or chairs, you will be required to **prepay** the rental fee for each item at the time of registration. The fee includes set up and removal.

**Booth Fee:** There is a non-refundable Booth fee (see Registration form for details) that is due at the time of registration. See page 2 of Registration form for designation definitions. PayPal link can be found at [www.scandinaviandayil.com](http://www.scandinaviandayil.com). Click on the 'Vendor Registration' tab.

**Rentals:** Canopies, tables and/or chairs may be ordered from the **Walkway Coordinators**. Rental Fees are due to the Scandinavian Park Inc., NFP at the time of registration. Pricing is listed on the registration form and online. Tables, chairs and picnic tables located outside of the Walkway are for the use of Festival attendees and are not able to be moved for Vendor use on the day of the Festival. Electric access is available, but is limited, and will be assigned on a first come, first served basis with paid registration. Electric set up is in the first row of Walkway only.



**Parking and Day of Event and Set-up:** Saturday, September 9<sup>th</sup> (between noon and 3 PM) and Sunday (8:00 AM to 9:45 AM) may be used for set up. To minimize early Sunday morning confusion, Saturday set up is strongly recommended. Vehicles are permitted on the Festival grounds for set up and take down only.

**Vehicles must be removed from the Festival grounds prior to 9:45 AM Sunday and will not be permitted again until the Festival closes.**

Reserved Parking will be provided for Vendors as near as possible to the Walkway & Vending site.

**Vendor Admission:** Complimentary entrance admission (wristbands) for two people will be provided for each 10' x 10' booth space. Additional admission wristbands are allocated for larger booth spaces (see Registration form for detail.) Vendor wristbands must be worn throughout the day of the Festival. There will no longer be the need for Parking Permits for the Vendor Parking area. Entrance wristbands will be out to you once space has been assigned and payment has been received.

**Agreement:** The attached Registration Form and payment, if applicable, must be completed and returned to the **Walkway Coordinators** no later than July 22<sup>nd</sup>, 2017. Signature on the Registration form indicates exhibitor fully understands the rules as set forth and will comply with them as an accepted participant of the 2017 Scandinavian Day Festival.

Issues and concerns regarding your booth placement or arrangements should be directed to the Walkway Coordinator as soon as possible to permit prompt attention and resolution.

**Please Note –** Prepackaged food sales for consumption off Festival grounds do not require separate registration. If a Vendor is selling food for consumption at the Festival, a food concession fee applies and a Food and Beverage Registration must be requested by the Vendor.

**Assignment Confirmation for registrations received by July 1<sup>st</sup>, 2017, will be sent no later than August 1<sup>st</sup>, 2017.**

**>>>> NO RAIN DATES <<<<**



**Scandinavian Day Festival – 2017 Vendor Registration Form**

**Return Registration Form to:  
Cindy Seifert-Walkway Coordinator  
Scandinavian Park Inc., NFP Attention: Cindy Seifert or Christine Lundsberg-Geiger  
P.O. Box 159 South Elgin, IL 60177  
ANY QUESTIONS PLEASE CONTACT: cindyscanfest@gmail.com**

Please send or attach a description of the items you will be selling or exhibiting along with selling price (or price range.) All goods should relate to Scandinavian culture, unless approved by Walkway Coordinator in advance. No material sold or exhibited may be of offensive nature.

**Please Indicate:**

\_\_\_\_\_ **Not for Profit Vendor**                      \_\_\_\_\_ **For Profit Vendor**

If you are representing a not for profit organization please include your tax exempt number to receive the NFP Booth fee. If no number is received, For Profit fee will apply.

Tax Exempt number: \_\_\_\_\_

Area Required	Faces Walkway x Depth of Booth	NFP Vendor	For Profit Vendor
	10' x 10'	\$40.00	\$75.00
	15' x 15'	\$50.00	\$150.00
	30' x 20'	\$135.00	\$300.00

**1<sup>st</sup> Choice Booth #** \_\_\_\_\_ **2<sup>nd</sup> Choice Booth #** \_\_\_\_\_

<u>Item</u>	<u>Quantity</u>	<u>Rental Rate</u>	<u>Total Cost</u>
Tables	_____	@ \$15.00 each	\$ _____
Chairs	_____	@ \$1.50 each	\$ _____
Canopies 10' x 10'	_____	@ \$130.00 each	\$ _____
15' x 15'	_____	@ \$225.00 each	\$ _____
20' x 20'	_____	@ \$285.00 each	\$ _____
20' x 30'	_____	@ \$370.00 each	\$ _____
<b>Electric: Ordinary</b>		\$15.00	\$ _____
<b>Booth Fee: See Chart Above</b>			\$ _____
<b>Total Due:</b>			\$ _____

If paying by check, make payable to: Scandinavian Park Inc., NFP. PayPal link can be found at [www.scandinaviandayil.com](http://www.scandinaviandayil.com). Click on the 'Vendor Registration' tab.



Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State ZIP

**Vendor Classification:**

**NFP Vendor:** Primary purpose of Booth is to share information, encourage involvement, and gain Members. There are also sales items, which support the organization, and will have a prominent place at the Booth and may be priced at any amount.

**For Profit Vendor:** Primary purpose of Booth is to sell items and/or services for the profit of individual/company. Sales items or services will have a prominent place at the Booth and may be priced at any amount.

**The Festival will not have a Rain Date. Registration/Rental Fees are non-refundable.**

**I accept and understand the following Admission Pass policy:** Each 10' x 10' Booth/Space will be assigned 2 admission wristbands. Each 15' x 15' Booth will be assigned 3 admission wristbands. Each 20' x 30' Booth will be assigned 7 admission wristbands. **Wristbands will be sent when the vendor payment and registration have been received.**

**Assumption of risk:** By participating in the 2017 Scandinavian Day Festival, vendors and their agents assume full responsibility for the risk of any injury or damage arising out of, or connected with participation in the 2017 Scandinavian Day Festival, regardless of cause, including any negligence of Scandinavian Park, Inc. NFP, the Scandinavian Day Festival, or any of their agents.

**I accept the rules as stated in this Registration Packet and agree to operate my booth accordingly.**

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_