



2018 Scandinavian Day Festival
Cindy Seifert, Walkway Coordinator
Scandinavian Park, Inc. NFP.
Attention: Cindy Seifert
515 W. Wrightwood Ave. #502
Chicago, IL 60614
Email: walkway@scandinaviandayil.com
Telephone: 312-545-7101

Registration Packet for 2018 Vendors

Date: Sunday, September 9, 2018 – **10 AM to 6 PM**

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

Booth Location: 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 – 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 setup & 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. On-line form with **PayPal** link can be found at:

<http://www.scandinaviandayil.com/vendor-registration.html>.

Rentals: Canopies, Tables and/or Chairs may be ordered from the Walkway Coordinator. 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 setup is in the first row of Walkway only.**



Parking: Day of Event and Set-up: Saturday, Sept 8, 2018 (between noon and 3pm) and Sunday (8:00am to 9:45am) may be used for setup. To minimize early Sunday morning confusion, Saturday set up is strongly recommended. Vehicles are permitted on the Festival grounds for setup 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 booth space. 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 Coordinator no later than July 22, 2018. 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 2018 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 prepared on-site 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, 2018, will be sent no later than August 1, 2018.

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



Scandinavian Day Festival – 2018 Vendor Registration Form

Return Registration Form to:
Scandinavian Park Inc., NFP, Attention: Cindy Seifert
515 W. Wrightwood Ave. #502 Chicago, IL 60614
ANY QUESTIONS PLEASE CONTACT: walkway@scandinaviandayil.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** _____ **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'	\$60.00	\$95.00
	10' x 15'	\$70.00	\$140.00
	30' x 20'	\$155.00	\$320.00

1st Choice Booth # _____ **2nd Choice Booth #** _____

<u>Item</u>	<u>Quantity</u>	<u>Rental Rate</u>	<u>Total Cost</u>
Tables	_____	\$20.00 each	_____
Chairs	_____	\$2.00 each	_____
Canopies	10' x 10'	\$130.00 each	_____
	10' x 15'	\$225.00 each	_____
	20' x 30'	\$400.00 each	_____
<u>Additional Wristbands:</u>	_____	\$10.00 each	_____
<u>Electric:</u> Ordinary		\$15.00	_____
<u>Booth Fee:</u> See chart above			_____
		TOTAL DUE	_____

If paying by check, make payable to: Scandinavian Park Inc., NFP. Preferred method is electronic. On-line form with **PayPal** link can be found at:

<http://www.scandinaviandayil.com/vendor-registration.html>.



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. Sale 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 Booth/Space will receive 2 admission wristbands. Additional wristbands can be purchased for \$10.00 each. **Wristbands will be sent when the vendor payment and registration have been received.**

Assumption of risk: By participating in the 2018 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 2018 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: _____



WALKWAY MAP

SCANDINAVIAN DAY FESTIVAL WALKWAY

- Tree (3 ft. x 3 ft.)
- 5 ft. buffer around tree
- Tree stump
- 10 ft. x 10 ft. space (unless noted)

