

2018 Scandinavian Day Festival

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Online Registration Instructions 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: Booth locations are assigned based upon need, complexity of operation, practicality and Festival planning. Once your application and fee has been received, you will be confirmed a booth space. **Please indicate space required, along with your first and second choice for Booth location.**

On the web site you can either enter the preferred booth locations or you can select the booth location by clicking the  icon and then click the desired booth location on the popup walkway map. The selected booth number will automatically be selected.

Booth Location Choice #1  
Booth Location Choice #2 

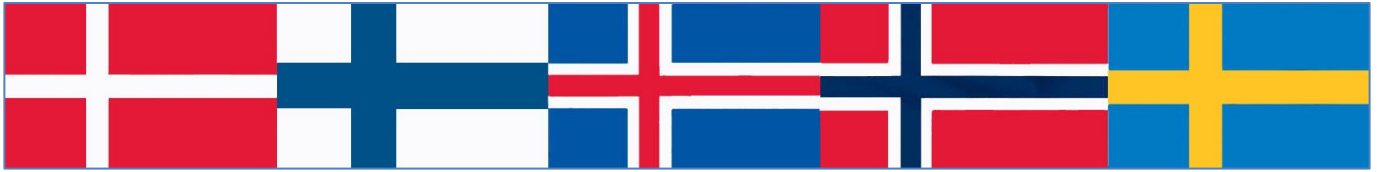
There will be checks for selected booth size as well as availability of the selected booth locations. Note that some booth locations might still be selectable even though they have been reserved since the information on the web site might not be up to date.

Final booth locations will be assigned upon receipt of paid registration. If you require electric service, please select the option and note that electric service is only available for Booth numbers 1 to 11. Proper extension cords will be the responsibility of the vendor.

If you require the Festival to supply canopies, tables, and/or chairs, you will be required to select these items at the time of registration. The fee includes setup and removal.

Booth Fee: The booth fee is a non-refundable and is based on **Vendor Type** and **Area Size**. The booth fee is selected from the drop down menu under **Area Size** and is first displayed when a **Vendor Type** is selected.

Rentals: Canopies, tables and/or chairs needs to be ordered at the time of registration. The web site will calculate the total amount due based on selected **Vendor Type** and **Area Size** as well as the number of **Chairs, Tables, Canopies** and **Electricity**. Rental Fees are due to the Scandinavian Park Inc., NFP at the time of registration using PayPal. Note that registrations are



not finalized until the payment has been made on PayPal. 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 8 (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 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 registration and payment, if applicable, must be completed no later than July 22, 2018. Submitting the registration online form indicates the 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 <<<<



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)

