

The Astoria Scandinavian Midsummer Festival Association (ASMFA) is in the process of planning our 2020 festival. This year's festival dates are: June 19, 20, 21, 2020. Completed applications **and** payment are due no later than **April 17th, 2020**. Applications will not be accepted if they are not complete and if full payment has not been received by the due date above.

LOCATION:

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

****NEW – Option to pay your vendor fees electronically is now available. Please go to our website at: www.astoriascanfest.com, click on “Events”, then “About the Vendors”, then scroll down to “ONLINE APPLICATION”. Fill out the application and you will be directed to our PayPal account once completed.**

****Festival 2020 – you have the option of staying open until 9:00pm on Saturday evening. (The required hours are 9:00am – 7:00pm). If you choose to stay open until 9:00pm, please check the “Yes” box on your application. A dance contest and public dance will be taking place during this time.**

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.
- Black 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 of \$8.00 each at the festival)
 - **One (1) 6-Ft Table**
 - **One (1) Weekend Vendor 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:
 - Information/Non-Profit booth size: 8 x 8
 - Minimum booth size: 10 x 10
 - Maximum booth size: 10 x 30
 - Corner booths available for additional fee of \$75.00

INFORMATION BOOTHS ONLY:

- Non-Profit organizations (distributing information only) may request a booth at no cost.
- Information 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 6-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: **with** Special Event: 9:00am – 6:30pm (see “Saturday” explanation below)

*Saturday: **without** Special Event: 9:00am – 7:00pm (see “Saturday” explanation below)

*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.)
- 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** – the closing time for booths will be dependent on if there is a “Special Event” scheduled for Saturday evening in the Arena. If there is a Special Event, booths and the arena will close promptly at **6:30pm**. Doors will reopen for the Special Event at approximately 6:45pm. The Festival Association will have a professional Security Service to provide security through the duration of the event. Once the event is over and the arena has been cleared-out, the area will be locked. If there is **not** a Special Event taking place Saturday evening, booths will stay open until 7:00pm. 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 placement will be finalized by approximately, May 15th, 2020, 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:**

- For a **FULL REFUND**, your cancellation must be received (post marked) by **June 1st, 2020**.
- If your cancellation is received (post marked) **after** June 1st, 2020, **no refund** will be given.

ELECTRICITY:

- List ALL electrical needs (appliances,lights,calculators,etc.)
- List the **WATTAGE** (Amps x Volts) 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:

Event 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.)