



Scandinavian Festival Association

P. O. BOX 5 • JUNCTION CITY, OREGON 97448 • PHONE (541) 998-9372

www.scandinavianfestival.com

Craft and Food Booth Guidelines

The following guidelines are required of Festival participants who plan to provide their own booths.

All booths that do not meet the following standards must upgrade prior to participating in the 2010 Scandinavian Festival. There will be no exceptions.

General Booth Requirements

1. Booths may not extend more than ten feet in to the street from the edge of the curb.
2. Booths should be at least eight feet wide by eight feet deep. The roofline must be at least seven feet tall.
3. Shade structures erected for seating areas must be primary colored and fire resistant.
4. Signs should be appropriate to the size of your booth, but we suggest not more than two feet by two feet. It should have your name, or the name of your business or organization. The sign can be mounted flush on the booth, or from overhead holders. Please use only primary colors.
5. Price signs must be mounted flush to the booth. You will be asked to remove any commercial signs (sponsorships or advertisements), or signs not deemed appropriate.
6. All Festival participants must provide their own interior and exterior lighting. Use of clear outdoor Christmas lights is encouraged.
7. Participants must screen or cover equipment stored outside the booth consistent with motif, and this storage must be kept to a minimum. Plywood covers are encouraged. Storage on the sidewalk behind the booth is discouraged.
8. "Mark Downs," "Show Specials" and discounts are not allowed.
9. No unauthorized distribution of advertising, political, religious, or any other printed materials.
- 10. NO drugs or alcohol permitted in Festival area. No consumption permitted by vendors during working hours.**
11. All booths must comply with Fire Department guidelines. These guidelines are available upon request or at the July vendor meeting.

Construction Guidelines

1. Booths must be of "old world" Scandinavian motif with decorative trim, flowers and flags.
2. Booths are encouraged to be of wooden construction. This adds to the "old world village" theme that helps make our festival unique. Booths can be mounted on trailer chassis or assembled on the street. If a trailer is used, tires must be removed or disguised.
3. All metal trailers or "pop-up" tents must be **completely disguised** so as to conform to the old world image. Lattice is an acceptable method of décor, however lattice alone is not sufficient. Flowers, garland, and/or other accents are required.
4. A gabled roof is mandatory. Solid wood or shake shingled roofs are encouraged.
5. If fabric is to be used for the roof, the following requirements must be met:
 - Use heavy taut fabric. (not a plastic tarp).
 - Roof fabric must have a flame resistant certificate, or the roof may be subjected to a burn test by the Fire Chief.
 - The use of solid, bright, and contrasting colors are encouraged.
6. It is understood that vendors use modern materials in construction for ease and efficiency of set up. A façade is required to disguise tents from looking like a mere tent. A humble shanty does fit in the market place as long as it appears to be constructed from period materials. Wooden posts, scrimshawed moldings, and colorful accents are an effective means of transformation.
7. A culturally authentic image can be attained by realizing the prideful nature of a Scandinavian community. Vendors would put on airs in an attempt to have the best looking shop in town. Getting by with the minimum is not truly conducive to the spirit of a festive environment.

The following construction methods are not allowed under any circumstances:

1. Exposed pole, "tent" type construction, whether it is metal, PVC or any other material.
2. Un-altered "pop up" style structures

Approval by the Association must be gained prior to setting up. A picture or design concept, colored drawing included, can be used for approval. These materials must be submitted with your contract for festival records.

I understand the requirements of participants in the Scandinavian Festival, and warrant that my organization and employees will abide by those requirements.

Signed: _____ Date: _____

All contracts must be received by May 1st, 2010.

Vendor Chair: Jessica Peterson(541) 554-0265
Festival Phone: (541) 998-9372

Please keep a copy of this form for your reference.
Updated January 2010