

Scandinavian Heritage Festival Vendor Policies

1. Booth Allocation Policy

- a. Each vendor is permitted to purchase up to a 10x40 space for their booth.
- b. Vendors are prohibited from operating multiple booths selling the same items or having a similar booth in more than one location during the festival.
- c. Vendors must fit inside their designated space including their canopy or booth set up, chairs, tables, displays, truck hitches etc.... If a 10x20 space is purchased for a food truck and the truck is 10x20 and the hitch hangs over that, the vendor will be charged for an extra 10x10 space.

2. Vendor Selection Process

- a. In consideration of the large volume of vendor applications being received each year, a committee of board members will conduct a thorough review and voting process to determine which vendors will be accepted to participate in the Scandinavian Festival.
- b. The vendor selection process will involve a comprehensive evaluation of each application, taking into account factors such as product quality, relevance to the festival theme, and overall contribution to the event.
- c. The panel will make their decisions and notify applicants of their acceptance or denial at least two months prior to the event. However, vendors with unique items or Scandinavian Themed items may be notified earlier at the discretion of the panel.
- d. Duplicate vendors offering similar items, such as jewelry, hats, rocks, and toys, will likely be notified by the two-month deadline due to the panel's voting process.
- e. The panel will accept a *maximum of two vendors offering similar items*, and their selection will be based on the uniqueness and quality of their products.
- f. The decision of the panel is final, and no appeals will be entertained.
- g. Vendors are not chosen based on the number of times they have previously attended the festival or how early their application was submitted.

3. Non-Profit and Informational Booth Limitation

- a. Each year, the Scandinavian Festival will accept a maximum of 10 non-profit and informational booths.

b. Applications for non-profit and informational booths will be assessed based on their alignment with the festival's objectives and the value they bring to the attendees.

c. Only a 10x10 booth space fee will be waived for non-profit and informational booths. If they wish to have a larger space, the additional space must be paid for. If a non profit booth needs power, they will need to pay for their power fees.

d. Once the quota for non-profit and informational booths is reached, further applications in this category will not be considered for that year.

e. All political booths will be limited and in a separate area.

4. Compliance with Festival Rules

a. All vendors are expected to adhere to the festival's rules and guidelines, including but not limited to safety regulations, cleanliness standards, and respectful conduct toward festival staff and attendees.

b. Failure to comply with these rules may result in immediate removal from the festival grounds and disqualification from participating in future events.

c. Vendors are not allowed to clean up their booths and leave during festival operations. They must commit to attend for the entire festival and be open during festival hours.

d. Vendors must clean up and be off the street promptly at 7pm on Saturday. Failure to do so will result in a \$100 fine and may prevent them from attending future festivals.

5. Cancellations

a. If a vendor has extenuating circumstances, a 50% refund may be issued after the vendor submits a refund request explaining the circumstances *prior to April 1st*.

b. No refunds will be issued after April 1st for any reason.

c. If a vendor does not show for the festival and does not communicate if they had extenuating circumstances and why they did not show, they may not be invited to attend future festivals.

6. Changes to Policies

a. These policies may be subject to revisions and updates as needed. Vendors will be informed of any changes in advance, and compliance is expected.

Effective Date: 11/9/23

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