



2023 Oregon Midsummer Festival

Presented by
Nordic Northwest

Majstång Raising Presented by: The League of Swedish Societies

Now 2 days: Friday, June 23 (5pm – 10 pm) and Saturday, June 24 (10am – 5pm)
New location: Nordic Northwest, 8800 SW Oleson Rd, Portland OR 97223

Vendor Packet Instructions & Overview

This document contains the following paperwork necessary to being a vendor at the Oregon Midsummer Festival:

- Vendor Application (due May 1, 2023) – page 2
- Vendor Agreement (due May 1, 2023) – pages 3 & 4
- Sales Commission Fee Form (due June 30, 2023) – page 5
- Vendor Fact Sheet – page 6

Be a vendor and sell your Scandinavian foods and crafts or promote your organization's Nordic activities at the Oregon Midsummer Festival.

The Oregon Midsummer Festival's popularity shows how it serves as an important cultural outreach to the entire community in Northwest Oregon and Southwest Washington, regardless of heritage. It is one more opportunity for Nordic Northwest, as well as for you, to demonstrate and preserve our love of all things Nordic.

We hope you want to be a vendor this year. If you do, please complete the enclosed Vendor Agreement and Vendor Application forms and return them to Nordic Northwest by May 1, 2023. You can email them to info@nordicnorthwest.org or mail them to Nordic Northwest, 8800 SW Oleson Road, Portland OR 97223. The Sales Commission Form will only be due after your application has been accepted and you have successfully participated as a vendor at the Oregon Midsummer Festival

We look forward to your participation and to this year's event.

Shawn MacArthur
Festival and Fundraising Events Manager

Vendor Application

Oregon Midsummer Festival 2023 Vendor Application Form – Due May 1, 2023

Organization or Business: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Cell: _____ Email: _____

Website/Etsy/Facebook/Twitter/Instagram: _____

Description of your products (will be used for marketing): _____

Number of spaces requested: _____ Fee for Spaces: \$_____ (number of spaces x \$50.00)

No vendor applicant is guaranteed a given space or number of spaces. Booth allocations are at the sole discretion of the Planning Committee.

I want to vend both Friday and Saturday _____ Only Friday _____ Only Saturday _____
(It is \$50/space, regardless of the number of days.)

Number of 20 lbs. Ice Bags needed: _____ Fee for Ice Bags: \$_____ (number of bags x \$10.00)

Electricity needed (limited): yes ___ no ___

Other booth requirements: _____

Total Amount Due: #_____ (space fee + (optional) ice

Payment Method: Check ___ VISA ___ or MC ___ #: _____

Name on Card: _____ Exp. Date _____ CVV _____

Make checks payable to Nordic Northwest.

Vendor Agreement

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Oregon Midsummer Festival 2023 Vendor Agreement Form – Due May 1, 2023

PARTIES: Nordic Northwest
and

(Vendor Name)

RECITALS

A. Nordic Northwest Oregon Midsummer Festival, Friday, June 23, 2023, 5pm – 10pm and Saturday, June 24, 2023, 10 am to 5 pm, at Nordic Northwest, 8800 SW Oleson Road, Portland, OR 97223.

B. A space measuring approximately 10' x 10' per unit will be made available to accepted participant vendors. Vendors must provide their own cover, if needed. Final assignment of all spaces is the sole responsibility of the Planning Committee.

C. Vendors desire to rent space for display of Nordic activities, sale of Nordic crafts and Nordic food items upon the terms and conditions set forth in this Agreement.

AGREEMENT

1. Vendor agrees to pay Nordic Northwest the sum of \$_____ as rent for the space for the duration of the Event.

2. Vendor agrees to pay 10% non-profit or 15% for profit of gross sales at the end of the event and no later than June 30, 2023. (see commission forms)

3. As further consideration for the use of the space for the right to display and/or sell items, Vendor agrees as follows:

- a. to provide sufficient quantities of display, crafts and/or food to meet the anticipated needs of the public during the event;
- b. to remain on site selling their goods the entire duration of the event day(s) (no early tear down)
- c. to bear the expense of any insurance of crafts, food items or other personal property of vendor against theft, fire, or other casualty
- d. to indemnify, defend, and hold Nordic Northwest harmless from any claim, loss, or liability arising out of or related to any activity prior to, during and after the event by the Vendor or any person acting in the Vendor's behalf or with the acquiescence of Vendor;
- e. to vacate by 7:00 pm the space and surrounding area at the end of the event Saturday (or Friday if only there one day) by restoring the area to its condition prior to the Event and leaving the area clean.
- f. **Food Vendors** are responsible for meeting all county health laws and must, at the least, have:
 - i. a temporary restaurant license
 - ii. at least one person with a Food Handler's card in the booth at all times
 - iii. all persons working in booth trained in and follow Health Department food handling rules and guidelines.
 - iv. participation in an on-site inspection by a Health Department sanitarian during the event, if asked.

Vendor Agreement

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4. This agreement is personal to the parties and no rights acquired hereunder by the Vendor shall be assigned, subleased or otherwise transferred without the prior written consent of Nordic Northwest.

Please provide the following information:

Name of Vendor (Business/Organization): _____

Name of Vendor Representative: _____

Address: _____

Phone #: _____ Email: _____

IN WITNESS WHEREOF, the parties have executed this Agreement in duplicate as of the date received by Nordic Northwest.

VENDOR

Signature: _____

Title: _____

Date: _____

Please retain a copy of this agreement and return the original by May 1, 2023 via:

Mail

Send the original signed agreement and your application form to
Nordic Northwest
8800 SW Oleson Rd.
Portland OR 97223

-OR-

Email

Scan a printed, signed version of this document and send it under the subject line "Oregon Midsummer Festival Vendor Agreement" to info@nordicnorthwest.org.

Nordic Northwest will acknowledge receipt by email.

2023 Oregon Midsummer Festival

Percent Commission For Sales

Organization: _____ Date: _____

Representative: _____

Table Category: For Profit _____ Non-Profit _____

STEP 1: Gross Sales at Midsummer on June 23 and 24, 2023 _____

STEP 2: Multiply Gross Sales by Percent Commission : _____
by 10% (non-profit) or 15% (for-profit) (x 0.10 or x 0.15)

STEP 3: TOTAL commission to be paid to NNW _____

For example if your booth rental category is For-Profit at the 15% commission level, and at the end of the event you have total sales of \$600.00, your commission fee will be \$600.00 x 0.15, meaning you'll pay Nordic Northwest a total of \$90.00. No deductions are to be made from sales.

Commission fee due by June 30, 2023

(A \$50.00 late fee is due if postmarked after 7/1/2023, \$75 if postmarked after 7/15/2023)

You can pay by:

Cash

Turn it in to Vendor Coordinator on the day of the Festival.

Check

Payable to: Nordic Northwest

mail to Nordic Northwest Attn. Midsummer - 8800 SW Oleson Rd. - Portland, OR 97223)

Credit Card

Fill out the card info below and turn submit this form (to Paul Tuomi today or by mail).

Number:

Name on Card: _____ Exp. Date: _____ CVV Code: _____

Email & phone: _____ Zip Code: _____

Signature of Vendor or Vendor's representative:

_____ Date _____

Received by Nordic Northwest representative:

Vendor Fact Sheet

What: Oregon Midsummer Festival, presented by Nordic Northwest.

Where: Nordic Northwest, 8800 SW Oleson Rd, Portland, OR 97223.

The festival will be outdoors on the grounds at Nordic Northwest **rain or shine**, so plan accordingly.

When: Friday, June 23 and Saturday, June 24, 2023. Setup is **2:00 pm to 5:00 pm** Friday and **8:00am to 10:00am** Saturday. Vendors must complete setup by the time the event starts each day. Vendors commit to being open the entirety of the day(s). **NO EARLY TEAR-DOWN.** Cleanup of vendor spaces is from **5:00 pm to 7:00 pm** Saturday, or 10:00pm to 11:00pm Friday if only vending one day.

Proceeds & Commissions:

- **\$50** per 10 ft. X 10 ft. space, due with application on May 1, 2023. No vendor is guaranteed a given booth location or number of booths. Booth allocation is at the sole discretion of the Volunteer Committee.
- **10%** (non-profit) & **15%** (profit) commission of adjusted gross sales made at the festival, due by June 30, 2023.

Food Vendors: Food vendors are responsible for meeting all county health laws and must, at the least, have:

1. A temporary restaurant license
2. At least one person with a Food Handler's card in the booth at all times
3. All persons working in your booth be trained in and following Health Department food handling rules and guidelines
4. Participation in an on-site inspection by a Health Department sanitarian during the event, if asked.

Parking: Parking is free at Nordic Northwest, but restricted to the parking spaces. Parking in the lot is very limited and may run out. The grounds (grass) are for pedestrians only.

WiFi: Nordic Northwest has public WIFI, but it is limited in range. You will want to bring your own hotspots for processing payments, or use your smart phone.

Electricity: If you need electricity at your booth, please don't forget to bring extension cords and cable protectors. Please also bring some duct tape to secure the cables properly and avoid creating any tripping hazards.

Ice Bags: Your designated ice bag picker-upper can pick up all pre-ordered bags from a pre-designated location. **ONLY** take as many bags as your organization has pre-ordered! If you don't remember how many bags you ordered, refer to the Commission Form included in this packet, where we've written in all ice pre-orders. If you find you need more bags, please check with Festival Coordinator and he will check on additional bag availability for you.

Cleanup: Please remember, vendors are responsible for the takedown and cleanup of their space(s), which must be done after 5pm and before 7pm Saturday. All vendors must remain open until 5pm. **NO EARLY TAKEDOWN.**

Other requirements: Vendors must provide their own tables, chairs, tent/canopy cover.