

## Vendor Jury Packet

Welcome! Thank you for your consideration in joining the Scandinavian Festival. Junction City hosts the Scandinavian Festival annually to celebrate our town's cultural heritage. This event was created for our town's economic need in 1961 and has been supporting local and small businesses ever since. In the last few decades, roughly 80,000 people visit during the four-day Festival. The theme is "Little Scandinavia" and we strive for the performers and vendors to support this theme. The experience of being transported back in time is what sets this event apart. The way to provide that to our patrons is through our performers and vendors, who become a part of the event. We know the success of the Festival largely rests with those we invite and their willingness to participate and support this theme. We ask anyone partnering with the Scandinavian Festival to follow the guidelines enclosed closely.

Since we have strict guidelines, we want to communicate expectations thoroughly. The first set in ensuring clear communication is the jury process. A jury session provides potential vendors an opportunity to set up samples of product(s) for a small committee, roughly eight community representatives, board volunteers, and Vendor Committee members to sample and ask questions. This process is a two-way interview to allow both parties to decide if the event will be a good fit for the juried vendor and product(s). This is an opportunity for questions of the committee without any formal agreement, or commitment. After the jury session, the Vendor Committee will fill all openings, and recommend a waiting list (if needed) for this year's event. If chosen, the Vendor Chair will inform new vendors and send out the contract for the upcoming Scandinavian Festival.

### **Jury Location:**

**Fletchall Hall – 195 W 5<sup>th</sup> Ave, Junction City, OR 97448**

January 31st 5:00-7:00pm

February 3rd 1:00-3:00pm

April 10<sup>th</sup> 5:00-7:00pm

April 14<sup>th</sup> 1:00-3:00pm

May 18<sup>th</sup> 1:00-3:00pm

May 22<sup>nd</sup> 5:00-7:00pm

In order to attend a jury session, all vendors must sign up by submitting either the Jury Request Form (linked below), or email [vendors@junctioncityscandia.org](mailto:vendors@junctioncityscandia.org) with the chosen date and

time. Attend to this document to prepare for jury requirements and event expectations. This will allow the committee to know when to expect you. Current vendors will need to follow the jury process for any new product additions, only new products not yet presented at a jury session are required for existing vendors. All new structures, or modifications to square footage of existing structures must be juried for approval.

Please review the following points in order to prepare for jury. The Vendor Committee will be happy to help you, so feel free to reach out with any questions you may have regarding becoming a new vendor at the Junction City Scandinavian Festival.

Potential vendors must present their own products to the Vendor Committee. Please come with samples of your products. Be prepared to display and discuss the entire line of products intended to sell at Festival, including prices. Only similar product lines will be allowed (ceramics, wood, jewelry, etc.) All new product line items will need to be juried before adding to inventory, this extends to existing vendors.

The Vendor Committee will complete the juries as scheduled. The Vendor Committee will report to the Board of Directors and the board or committee may make recommendations. Selection is based on how each product fits into the theme of the Festival. Selection criteria will be based off some, or all of the aspects listed below for the product, booth, and/or potential vendor:

- Scandinavian origin of the product
- Local or out-of-area vendor status
- Handmade or commercial, (the board limits commercial crafted booths)
- Vendor adherence to Festival's booth and costume requirements (very limited Festival indoor space available)
- Unique products (the Board minimizes duplications of products)
- Salesmanship, presentation, cleanliness, neatness, and pricing
- Authentic products are not mandatory, but encourage and tend to do well compared to out of theme items.

# General Information Guidelines

## 63<sup>rd</sup> Annual Festival: August 8th-11th, 2024

### Festival Hours:

The Junction City Scandinavian Festival is always held the second Thursday-Sunday of August. Participants must be present all four days of the Junction City Scandinavian Festival. Hours are from 10:00 AM to 10:00 PM Thursday through Saturday, and Sunday 10:00 AM to 8:00 PM. Booths must be open for business during these designated hours, but may open early (especially Saturday for Scandia Run participants) or continue on in the night on a voluntary basis. Closing early, or intentionally running out products is not allowed on any evening of the event, including Sunday. Full operation is expected until closing on the last evening of the Festival. The Junction City Scandinavian Festival is one hundred percent volunteer operated and there is no admission fee for visitors. The daily entertainment at our three stages throughout the grounds is also completely free.

### Fees:

1. Entry Fee is \$200 for craft vendors and \$300 for food vendors.
2. 12% of gross sales (10% for approved local non-profit organizations) must be paid to the Scandinavian Festival Association within seven days after the conclusion of the Festival. Failing to pay will result in non-renewal of contract.
3. Cancellation policy: a full entry fee refund is available only if written cancellation is received prior to July 1<sup>st</sup>. After said date, it will be up to the Committee's discretion if money is refunded.

### Utilities:

The Scandinavian Festival Association will provide electrical hook-ups for those who own a booth, depending on the need. Vendors must provide their own extension cords to hook to the Festival provided power panels.

### Costumes:

All individuals working in booths must be in acceptable time period Scandinavian costume at all times. (See costume guidelines below for details, or visit our website @ <https://junctioncityscandia.org/costumeguide>.)

### Set-up:

Booths must be moved in on assigned day and time (move-in schedules will be provided at the vendor meeting held in June).

### Takedown:

All booths must be removed during daylight hours and before 7:00 PM Monday after the event. No booths will be removed Sunday evening without Vendor Chair approval.

## **Booth Acceptance:**

New booth, plans/pictures/drawings must be submitted prior to June 1<sup>st</sup> for Scandinavian Festival Committee approval. Failure to do so could result in the Committee not allowing the booth at the event.

## **Booth Guidelines**

The following guidelines are required of Festival participants who plan to provide their own booths. For vendors exiting the Rental Booth Program, this is a guide for jurying a future structure. All booths that do not meet the following standards must upgrade prior to participating in the Junction City Scandinavian Festival. Visitors come to the Festival for many reasons, the atmosphere is one of those reasons. The event has operated with booth guidelines from the beginning and we know it is one of the reasons for consistent patronage. It has been recorded over the years that vendors with the best booths, selling a more authentic product are usually the most successful. For examples, please visit our website @ <https://junctioncityscandia.org/vendors>.

### **General Booth Requirements:**

1. Booths may not extend more than twelve feet into 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. All structures erected for must be fire resistant, or treated with proper fire retardants and follow fire code.
4. Signs should be appropriate to the size of the booth and should have business/product name, or the name of the organization. The sign can be mounted flush on the booth, or from overhead holders. All signs on brackets perpendicular to a booth structure to be seven feet, or taller to avoid injury. Please consider using primary Scandinavian colors and having a vintage old-world feel. No vinyl, or plastic materials.
5. Pricing signs must be mounted flush to the booth.
6. Commercial signage (sponsorships, political or advertisements), or signs deemed not appropriate will need to be removed and are strictly prohibited.
7. All Festival participants must provide their own interior and exterior lighting. Use of clear outdoor Christmas lights is encouraged.
8. 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.
9. Tips are allowed, but no clear containers. Tip jars must be within an old-world Scandinavian theme and have a vintage feel and be a modest size. Please choose a nordic language when labeling the tip jar.

10. "Mark Downs," "Show Specials" are not allowed. Adjusting prices is allowed, but no sales.
11. No unauthorized distribution of advertising, political, religious, or any other printed materials.
12. Umbrellas are not allowed as part of a booth structure. Small solid color Scandinavian color scheme umbrellas are allowed for out of sight employee areas. Back of the booth for a space for vendors to sit and cool off, but cannot be out in front of booths, or easily seen.
13. No drugs on premises. Alcohol permitted on Festival grounds in designated areas only. No consumption permitted by vendors during working hours.
14. All booths must comply with Fire Department guidelines. These guidelines are available upon request or at the June All Vendor Meeting.
15. Viking Village and Farmer's Lane is a limited space within the Scandinavian Festival. There are no guarantees for vendor space within this area. If admitted to the section of the event, the committee will send further booth guidelines.

## Construction Guidelines

1. Booth Plan approval by the Scandinavian Festival 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.
2. Booths must be of old-world Scandinavian motif with decorative trim, flowers and flags.
3. 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.
4. All metal trailers or "pop-up" tents must be **completely disguised** so as to conform to the old-world image. The use of tarps, or pop-up walls is not permitted. Cedar lattice is an acceptable method of décor; however, lattice **alone is not sufficient.**
5. A gabled roof with solid wood or shake-shingles are encouraged.
6. If fabric is to be used for the roof, the following requirements must be met:
  - Use heavy, taut fabric (plastic tarps are not acceptable)
  - Roof fabric must have a flame-resistant certificate
  - The use of solid Scandinavian colors is encouraged, or earthy old-world colors
7. 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 standard 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. Plastic, vinyl and other modern looking materials are prohibited.
8. 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 metal, PVC or any other material
2. Un-altered "pop up" style structures

Note - An undisguised pop-up may lead to an invitation withdrawal. As stated above, all construction needs to be compliant with fire code.

## Costume Guidelines

Costume Guidelines are another way the atmosphere is achieved. The event mandates costumes for vendors, performers and volunteers. We take costuming seriously at the Junction City Scandinavian Festival and will enforce these guidelines. We do not expect authentic materials such as wool to be worn due to the hot August heat and have made light materials acceptable. Modern synthetic fabrics are not recommended because their inability to breathe makes for a very hot outfit. Natural fabrics such as cotton and linen are highly recommended. Late 1800's Scandinavian costumes is the era we celebrate. Viking costumes are for Viking Village vendors only.

### Men's minimum requirements:

1. White shirt, long sleeves or short sleeved only if cooking. No T-shirts allowed
2. Dark colored, or tan tweed style pants/knickers
3. Scandinavian style vest
4. Dark colored, closed toe shoes

### Men's optional additions to costumes:

1. Woven garters
2. Trim on the cuff of pants and/or vests
3. Clogs
4. Silver buckles on black shoes
5. Pewter neck pin on shirt

### Women's Minimum Requirements:

1. Long sleeve (short sleeve if cooking) blouse, no T-shirt
2. Scandinavian Vest (upper portion of a dress replaces this)
3. Long, pleated, dark colored skirt or dress
4. Closed toe, dark colored shoes
5. Apron

### Women's optional additions to costumes:

1. Ribbons or flowers in hair
2. Braid or trim on skirt or dress
3. Silver or pewter jewelry
4. Scarf or shawl
5. Waist bag
6. Silver buckles on shoe

# Viking Village Costume Guidelines

## Men's Viking costumes requirements:

1. Tunic variations are earth toned colors, off-white, or tan v-neck style with decorative trim around the neckline
2. Billowy trousers secured around the calf with wrappings of fur, linen or leather
3. Leather belt
4. Leather turnshoes (similar to moccasins), or leather Viking style sandals (closed toed for all food vendors)
5. Scarf or shawl
6. Waist bag
7. Silver buckles on shoes

## Men's optional additions to Viking costumes:

1. Long cloak
2. Wrapped leather strips in place of a belt, leather pouch
3. Pewter/silver jewelry
4. Blunted, mock show weapons (please do not bring actual weapons on Festival grounds)
5. Round shield

## Costume Tips and Resources:

All costumes should be made of natural fibers. It is not mandatory, but highly encouraged because it is much cooler than synthetic fiber costumes. More tips and pictures can be found on our website @ <https://junctioncityscandia.org/costume-guide>. Pinterest has many patterns and DIY suggestions. The committee is happy to brainstorm and communicate via email on costume ideas. Frequently searched words: "bunad, knickers, Scandinavian folk clothing, Viking apron dress"

## Prohibited:

Shorts, jeans, cut-offs, short skirts, tank tops, T-shirts, bare chests, bare feet, light-colored tennis shoes, ruffles on bottom of skirts, and knit shirts are not permitted for any vendor, regardless of product. This apparel is not consistent with the Scandinavian atmosphere that the Festival is trying to maintain. **The committee will be strictly enforcing costume requirements so please expect to be asked to comply or leave the booth if you are not in proper dress code.**

## Women's Viking costumes minimum requirements:

1. Long sleeve tunic style dress with apron or smock dress
2. Twin turtle brooches (pewter or silver colored) to connect dress with straps
3. Leather belt or leather strap belts
4. Leather turnshoes (similar to moccasins), or leather Viking style sandals (closed toed for all food vendors)

## Women's optional additions to Viking costumes:

1. Wooden, glass, or stone beads – multiple strings were usually worn, as either a necklace or strung between brooches
2. Long cloak
3. Fur collar and cuffs
4. Small waist pouch attached to the belt
5. Hair can be worn in braids, or under a hat or headscarf
6. Blunted, mock show weapons (please do not bring actual weapons on Festival grounds)
7. Round shield

## Assistance Programs

### **Rental Booth Program:**

The Rental Booth Program is an assistant program organized and operated by the Vendor Committee. Booths are a first come, first serve and there may be a waitlist. If this is an interest, please inquire with the Vendor Chair about availability.

### **New Vendor Rebate:**

For new vendors unable to enter the Rental Program, there is an option for a 75% discount on entry fee when a new vendor juries an authentic wooden structure with an old-world Scandinavian village theme and exceeds minimum requirements. Vendors are considered new for their first two years of vending so the rebate will be available during the first two years of vending. Expectations for approval will be a Legacy Vendor quality booth structure. Please inquire about Legacy Vendor booth structure if interested in this rebate program. The Vendor Committee and Operations Committee is happy to extend guidance during the planning and building phase. Plans must be thoroughly juried and approved by the Vendor Committee to receive this rebate. Vendors exiting the Rental Program are not eligible. Structures using pop-ups will not be considered for this rebate.

### **Costume Rental Program:**

The Costume Rental Program is for new vendors only. Vendors are eligible during their first and second year of vending. Rental costumes are a first come, first serve and interested parties should inquire with the Vendor Chair about availability.

## Thank you

We appreciate your interest in the Junction City Scandinavian Festival and your adherence to the rules and guidelines. You are the critical element in making a quality Scandinavian Festival for the patrons, your fellow Festival booths, and the businesses of Junction City. We hope to meet you at the next jury session.

**Please click below to sign up to Jury!**

<https://forms.gle/1x66G9nyGUCZHGgw6>

## Vendor Committee Contact Information

**Marci Hancock**

Vendor Chair

[Vendors@junctioncityscandia.org](mailto:Vendors@junctioncityscandia.org)

541-554-7773