



2021 ScanFair Reimagined

Friday – Sunday, December 3 – 5

Nordia House

8800 SW Oleson Rd. | Portland, OR 97223

EVENT DESCRIPTION

Experience the sights, sounds, tastes, and traditions of the Nordic Holiday season. ScanFair brings Nordic Christmas to Portland through traditional food vendors, locally crafted items, a holiday exhibit, and an exciting raffle!

This year, ScanFair will return in a modified format to fit within Nordia House, Nordic Northwest's campus and Fogelbo. We invite you to join us for this family favorite event!

Tickets: \$5.00 for everyone ages 6+ | Free for children under 6

In order to manage guest headcount at Nordia House, we will be limiting attendance to 100 guests per 90-minute time slot. Walk ups will be allowed, but reservations will be strongly encouraged.

Friday-Saturday Time Slots:

- Shopping Time Slot #1: 11:00am – 1:30pm
- Shopping Time Slot #2: 1:30pm – 3:00pm
- Break: 3:00pm – 4:00pm
- Shopping Time Slot #3: 4:00pm – 5:30pm
- Shopping Time Slot #4: 5:30pm – 8:00pm

Sunday Time Slots:

- Shopping Time Slot #1: 11:00am – 1:30pm
- Shopping Time Slot #2: 1:30pm – 3:00pm
- Break: 3:00pm – 3:30pm
- Shopping Time Slot #3: 3:30pm – 5:00pm

COVID-19 SAFETY PROTOCOLS

As COVID-19 continues to create challenges for holding large gatherings, Nordic Northwest will continue to adapt, finding creative ways to gather our wonderful community together safely. Please take a moment to familiarize yourself with this year's safety protocols that will be required for all participants:

- All attendees, vendors, volunteers and staff will be required to wear a mask at all times while inside the facility.



- All attendees, vendors, volunteers and staff over 12 years of age will be required to show proof of vaccination or a negative COVID-19 test within 48 hours of the event.
 - o This proof will be required in advance for vendors, volunteers and staff, and at the door for attendees.
- Tickets will be limited per time slot to allow for a pre-determined headcount. Reservations will be strongly recommended.

These safety protocols are in place to protect the health and well-being of our guests, volunteers, vendors and staff.

Thank you for your cooperation and understanding.

VENDOR INSTRUCTIONS

Space is extremely limited at Nordia House, allowing for only 24 vendors each day. The committee will review all vendor applications and announce which vendors will be invited to participate.

Pricing:

- \$75 per day for an 8' x 8' booth + commission fee
 - o Additional \$25 for electricity

Booth Information:

- Booth spaces will be **sold separately for each day**, and will be **limited to one (1)** booth space.
 - o Multiple days are not guaranteed, but are possible. Please indicate your availability on your application.
- Booth spaces are 8' x 8' and include one 6' table and two chairs.
 - o Due to space and capacity restrictions, vendors will be limited to two people at a booth.
- Booth locations will be assigned by the committee.
- Vendors are responsible for skirting and covering their tables.
- You are responsible for providing your own booth sign. Signage must be free standing and may not be hung or attached to walls in any way.

Food & Beverage Vendors:

- No food will be allowed to be consumed inside the facility due to masking requirements. Guests may take their food outside to consume if they wish. We recommend making food either pre-packaged or easy to walk and eat.
- Describe any food or beverages you will be selling on the enclosed Registration Form.
- You must meet the specific requirements necessary to protect the health and safety of our customers, including meeting Health Department regulations.



- Except for baked goods, the sale of all foods and beverages, whether made at ScanFair or elsewhere, require:
 - o A temporary restaurant license from the Health Department.
 - o For-profit entities are required to have Oregon Food Handler cards for ALL staff in the booth. Nonprofits are required to have at least one person with a Food Handler's card be in your booth at all times.
 - o That all persons working in your booth are trained in and follow Health Department food handling rules and guidelines.
 - o Participation in an on-site inspection by a Health Department sanitarian during the event.

Electricity:

- Access for low wattage needs is available at supporting pillars. NNW cannot guarantee access. Vendors requiring electricity will be placed in these key areas where power is available.
- There is ample lighting in the Great Hall, and lamps should not be needed.
- Bring your own power strip and a long extension cord to connect to 120 volt outlets.
- Electricity is an additional \$25 fee.

Set Up/Parking:

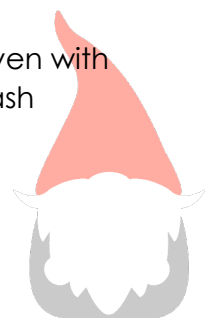
- Vendors will have access to the hall from 8:30am-10:00am each day. Tear down will be 5:00pm-6:30pm each day. If a vendor is returning the following day, they do not need to tear down their booth. Additional set up time may be provided, which will be announced at a later date.
- Vendors can park at Nordic Northwest to unload their booth items, but must move their cars to park off-site no later than 9:30am. Parking is extremely limited and will be reserved for attendees. Specific parking instructions will be provided to vendors before the event.

Things to bring with you to ScanFair:

- A tabletop covering sufficiently sized to cover the 6' x 2' table.
- We strive to create a Nordic Christmas feel for this event. Please help by decorating accordingly.
- If needed, please bring your own power strip equipped with a surge protector and an extension cord.
- We strongly suggest bringing a credit card payment option for your patrons.

Security (for vendors across multiple days)

- After-hours security will consist of locking all internal and external doors. Even with these safety measures in place, we encourage participants to remove cash



boxes, items of value, and items which are easily transportable Friday and Saturday nights.

Proceeds & Commissions

- All participants will pay a commission from their sales.
 - o Nonprofit: 10%
 - o For-profit: 15%
- The commission will not be figured until the vendor has exceeded in sales the amount of their booth rental fee. For example, if your table rental category is For-Profit for \$130.00 at the 15% commission level, and at the end of the two days you have total sales of \$600.00, your commission fee will be 15% of \$470.00 (the amount in excess of \$130.00), or a total commission of \$70.50.
- Forms on which to calculate and submit the percent commissions will be distributed to you at ScanFair.

VENDOR APPLICATION

Please complete your application online [HERE](#).

- Organization or Business - enter the name as you would like it to appear on the program.
- Contact Person - the contact person is the person who will receive ALL communications about ScanFair. This person is also responsible for passing on all necessary information to others in their organization or business. An email address is required.
- Describe what you plan to feature - Be as specific as possible. Any item not of Nordic derivation must be approved by the ScanFair Committee.

Applications are due by Monday, October 25th.

- The committee will select which vendors will be invited to participate based on variety and availability.
- Selections will be **announced on November 1st**.
- If you are selected, booth **payments will be due by November 19th**.

Questions:

For questions about the application, please email ScanFair@nordicnorthwest.org.

Thank you for your support!

