

Vendor Committee

Scope: The Vendor Committee may consist of three to six members with a designated chairperson for one year. All lags shall be represented on the committee. Within stevne scheduling and available space, this committee will coordinate the selection of potential vendors, obtain their agreement to participate and organize the vendor facilities. During the stevne, the committee will facilitate needs of the vendors and the operation of the vendor area.

Responsibilities:

- Consider and obtain appropriate level of security for the vendor assets.
- Prepare letter of invitation and submit to the TLSSC for review and approval.
- Make estimate of desired number of vendors, number of tables and/or other quantitative measurements based on past experience, available space and subjective factors.
- Prepare list of potential vendors based on prior experience and recommendations from TLSSC and/or Lag members.
- Send letters of invitation to potential vendors by date recommended by TLSSC. Receive responses from vendors.
- Send follow-up letters to the vendors supplying them with verification of acceptance and more detailed information at least one month prior to the stevne.

General Agreements:

- Vendors must have approval of vendor chair before set-up.
- Vendor space with two 6-foot tables shall be provided at no charge.
- Vendor space shall be secure.
- Types of inventory for sale, such as crafts, art, clothing, books should be of varying types.
- Crafts must be related to our Scandinavian heritage in either modern or old design. For example, machine embroidery versus hand embroidery and knitting made into felted clothing and accessories.

Vendor Hours:

- Hours and available space will be determined by the stevne planning committee.
- Generally, vendors will be scheduled for Thursday and Friday of the stevne.
- Set-up time should be established with the TLSSC.

Timeline:

- Vendor selection: January to March
- Acceptance due by April 15 with acknowledgement that committee has confirmed their participation.
- Notify Lag newsletters by May 1 with vendor info.
- Stevne basic information to vendors by June 1.

TLSSC Committee Responsibilities

- Looking forward to seeing you letter one month before stevne.
- Thank-you letter by September 1.

Written by Lyle Elverud 10/12/03

Revised by Marilyn Sorensen and Maxine Sandvig 5/06