



2010 Exhibitor

Application

The Duluth Entertainment & Convention Center
Saturday November 20th and Sunday November 21st

Event Hours: Saturday 8AM
– 4PM Sunday 10AM to 3PM

Exhibitor Important Dates:

- Exhibitor Set - up Friday November 19th 9AM - 8PM
- Exhibitor Applications Due August 1, 2010
- Applications after August 1st only if space is available
- Notification of acceptance: September 1st - 15th
- Payments due in full by October 15, 2010

Exhibitor Requirements:

- Must be 18 years or older
- Must be present Saturday and Sunday

Exhibitor Responsibilities:

- Exhibitors must provide their own display materials and make travel accommodations.
- All tables **must be skirted**.
- Setup starts at 9:00 am Friday morning and you must arrive at the DECC by **6:00** pm Friday due to limited access to DECC after 5:00. (Christmas City of Duluth Parade) Set-up must be completed by 8:00 pm.
- Late Friday and Saturday morning set-ups will not be permitted and exhibitor will forfeit their booth.

Entry Procedure:

- Exhibitor is required to submit 2 photographs and a written description for each category checked on the application.
- Enclose a self-addressed stamped envelope with application if you wish to have your photographs returned.
- Post-dated checks will not be accepted.
- A minimum 50% deposit must accompany your application.

Space Requirements:

- The responsibility of fitting into the space assigned is that of the exhibitor. Assignments are made on a first come, first serve basis.
- Two vendors creating two different types of work cannot share a booth.
- Electricity, tables, chairs and skirting must be ordered and paid for by October 15, 2010. Equipment needed at set-up will be available through the DECC and their prices are higher than those shown on application.
- Vendor Passes will be issued as follows: 2 passes for small booth, 3 for 8x10, and 4 for larger than 8x10...additional passes can be purchased for \$3 each (indicate the number of extras passes needed on next page)

Parking:

- Parking is \$4 per vehicle and per trailer per day
- Thirty spaces are available for trailers in a reserved lot on the East side of the DECC and there will be a reserved area for cargo vans located on the 1st level of the DECC parking ramp for easy access to inventory.
- There will be 3 locations for loading and unloading only. Time will be limited for ease of all vendors

Cancellations:

- If an applicant cancels his/her application before October 1, 2010, a full refund will be issued.
- After October 1, 2010, and prior to November 1, 2010, half of the booth fee will be refunded.
- **After November 1, 2010 refunds will not be issued.**

Description of Art or Craft item:

Please circle the categories for each item you will be selling:

- € Pottery/Ceramics € Photography € Painting € Leather € Metal
- € Glass € Jewelry € Wood € Clothing € Sculpture
- € Country Crafts € Food or candy € Other (Please describe) _____

Please complete the other side.....→→→→

Vendor Name: _____ **Business Name** _____

Address: _____ **City/State/Zip** _____

Phone(home) _____ **Phone(work)** _____ **Phone(cell)** _____

E-mail: _____ **Website:** _____

Booth Size

Quantity			
_____	\$155	4 x 10	Small Booth (\$3.88 sq ft)
_____	\$295	8 x 10	Medium Booth (\$3.70 sq ft)
_____	\$425	8 x 15	Medium/Large Booth (\$3.55 sq ft)
_____	\$550	8 x 20	Large Booth (\$3.45 sq ft)
_____	\$690	8 x 25	Extra Large Booth (\$3.45 sq ft)
_____		Larger size needed (\$3.45/sq ft) _____ <i>Must pre-arrange w/Vendor Chairperson</i>	

Tables (tables must fit into your booth space)

Quantity		
_____	\$15 ea	6' x 2' un-skirted wooden table (provide your own skirt-all tables must be skirted)
_____	\$15 ea	8' x 2' un-skirted banquet table (provide your own skirt-all tables must be skirted)
_____	\$20 ea	4' x 2' skirted table (Circle color choice – Red – White – Blue – Green – Black)
_____	\$25 ea	6' x 2' skirted table (Circle color choice – Red – White – Blue – Green – Black)
_____	\$28 ea	8' x 2' skirted table (Circle color choice – Red – White – Blue – Green – Black)

Chairs

Quantity		
_____	\$12 ea	Padded Chair
_____	\$10 ea	Stool

Other

Quantity		
_____	\$35 ea	per 2200 watts --- list all electrical appliances or fixtures

_____	\$3 ea	Additional wrist bands (event day \$5 each)
_____	\$75	Wireless internet access

Total \$ _____

Down Payment enclosed \$ _____
 (down payment must be at least 50% of total fee)

Space Requests and Fees:

Make checks payable to the Junior League of Duluth and mail to:

Junior League of Duluth
Attn: FOT Vendor Chair
2400 East Superior Street Suite 2
Duluth, MN 55812

For more information call 218.727.0341 or e-mail office@juniorleagueduluth.org

I accept the rules, requirements and procedures outlined in the Festival of Trees application and understand that failure to follow these regulations may result in removal from this year's festival. I understand that the Junior League of Duluth, volunteers and representatives are not liable for damage, theft or loss.

Signed _____ Date _____