



2016 Festival of Trees *Non-Profit* Vendor Application

Junior League of Duluth's
30th Annual Arts & Crafts Show

SET UP: Friday, November 11, 2016 12PM – 7PM
SHOW: Saturday, November 12, 2016 9AM - 5 PM
Sunday, November 13, 2016 10AM - 3 PM

Duluth Entertainment and Convention Center (DECC) Lake Superior Ballroom and Edmund Fitzgerald Hall
Duluth, MN

FOR MORE INFORMATION EMAIL fotvendorinfo@juniorleagueduluth.org OR call (218) 727-0341
www.juniorleagueduluth.org

IMPORTANT INFORMATION

- **Application Deadline:** September 17, 2016 or until FULL
 - **Deposit:** 50% of total due MUST be included with application to begin booth assignment
 - **NOTE:** Booth assignments are based on postmark date (first come first serve)
 - **All vendors are accepted unless otherwise notified.**
 - **1 FREE Parking Pass Per Day:** If application is postmarked by **April 1, 2016 with FULL payment.**
- **Rental Agreements:** Will be sent after October 1, 2016
- **Full Payment Due:** October 31, 2016
 - Late fee of \$35.00 if payment is not received by October 31, 2016

SPACE & MATERIALS INFORMATION

- Exhibitors may not share a booth space
- Display must fit into assigned space
 - Display CANNOT encroach into walkways or another exhibitors' space
- Electricity, table, chairs, skirting and extra entry passes must be pre-ordered on application
 - All exhibitors and their assistants must have their own entry passes
- Exhibitors may bring their own **skirted** tables, chairs, etc.
- Internet access may be purchased from the DECC separately at the time of the event at www.decc.org
 - Pricing information is available at www.decc.org

CANCELLATIONS

MUST be received **IN WRITING** before
September 17, 2016 for a full refund

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older
- Exhibitor MUST complete set-up on **Friday, Nov 11, 2016 between the hours of 12PM-7PM**
 - No set-up will be allowed on Saturday
 - Exhibitor MUST check-in with JLD prior to entering exhibit hall for set-up
- Exhibitor MUST be present ALL hours of the event
 - Exhibit hall is open to exhibitors only 1 hour before event publicly opens each day
- Exhibitor provides own display materials
- Exhibitor provides own travel and lodging
- Exhibitor must collect sales tax as required by MN State Law and applicable state/county laws
- Un-licensed kitchens will be agreed upon by the Junior League of Duluth Festival of Trees committee

PARKING INFORMATION

- All parking is through the DECC at \$5.00 per day
 - Avoid parking costs by getting your application in before April 1, 2016 with FULL PAYMENT!
- Trailer parking will be reserved by the DECC for exhibitors
- Loading/unloading times at the gate will be limited

Please keep a copy of this page for your records.

**THANK YOU FOR YOUR SUPPORT OF
THE JUNIOR LEAGUE OF DULUTH AND OUR
FESTIVAL OF TREES FUNDRAISER**


**JUNIOR LEAGUE OF
DULUTH**
Women building better communities®

Name _____ Non-Profit Name _____
 E-mail _____ Website _____
 Address _____ Home Phone _____
 City _____ State _____ Zip _____ Mobile Phone _____

Returning Exhibitor New Exhibitor

Circle category for each item to be sold during the event and include 2 photographs of your work/items

Please include a self-addressed stamped envelope if you wish to have your photos returned

Pottery/Ceramics Painting Knit/Quilt Metal Glass Country Crafts Jewelry
 Photography Wood Clothing Candles Soaps Food/Candy Other

DESCRIPTION (required) _____

Please note: ALL work/items must be listed above

BOOTH SIZES Your Non Profit # _____ & State _____

_____ \$50.00 5 x 10 Includes 2 entry passes per day (total 4)
 _____ \$170.00 8 x 10 Includes 2 entry passes per day (total 4)
 _____ \$316.00 8 x 15 Includes 2 entry passes per day (total 4)
 _____ \$475.00 8 x 20 Includes 3 entry passes per day (total 6)

TABLES (MUST be skirted and fit within booth space)

_____ \$23.00 each 6 x 2 un-skirted
 _____ \$23.00 each 8 x 2 un-skirted
 _____ \$30.00 each 4 x 2 white skirted
 _____ \$33.00 each 6 x 2 white skirted
 _____ \$36.00 each 8 x 2 white skirted

OTHER

_____ \$20.00 each Padded Chair
 _____ \$17.00 each Stool
 _____ \$42.00 Electricity (per 2200 watts)
 _____ \$10.00 Additional 2 entry passes (total 2)

SUBMIT APPLICATION & PAYMENT TO:

Junior League of Duluth
 Attention: Vendor Coordinator
 4031 Grand Avenue
 Duluth, MN 55807

For more information email
fovvendorinfo@juniorleagueduluth.org
 or call 218-727-0341

PAYMENT INFORMATION

Check payable to:
Junior League of Duluth

PayPal Payment: Add \$5.00
Please e-mail for details

_____ **Total Due**

_____ **DEPOSIT**
Minimum 50% of Total Due



ADDITIONAL NOTES:

OFFICE USE ONLY: Booth# _____ Deposit \$ _____ Date _____
 Final Payment \$ _____ Date _____

I accept the rules, requirements and procedures as outlined in the Festival of Trees Application. I understand that failure to follow these regulations may result in removal from the 2015 Festival of Trees Fundraiser. I understand that the Junior League of Duluth, its volunteers, and Junior League of Duluth representatives are not liable for damages, theft, or loss.

SIGNED _____

DATE _____