



2017 Festival of Trees *Non-Profit*

Vendor Application

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

SET UP: Friday, November 10, 2017 12 PM – 7 PM
SHOW: Saturday, November 11, 2017 9 AM - 5 PM
Sunday, November 12, 2017 10 AM - 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 15, 2017 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, 2017 with FULL payment.**
- **Rental Agreements:** Will be sent after October 1, 2017
- **Full Payment Due:** October 31, 2017
 - Late fee of \$35.00 if payment is not received by October 31, 2017

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 15, 2017 for a full refund

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older
- Exhibitor MUST complete set-up on **Friday, Nov 10, 2017 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 during event
- 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, 2017 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 2017 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 _____