



## Junior League of Duluth's 32nd Annual Arts and Crafts Show

**SET-UP:** Friday, November 9, 2018 12PM - 7PM  
**SHOW:** Saturday, November 10, 2018 9 AM - 5PM  
Sunday, November 11, 2018 10AM - 3PM

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

### FOR MORE INFORMATION EMAIL

[fortvendorinfo@juniorleagueduluth.org](mailto:fortvendorinfo@juniorleagueduluth.org) OR CALL (218) 727-0341

[www.juniorleagueduluth.org](http://www.juniorleagueduluth.org)

### IMPORTANT INFORMATION

- **Application Deadline:** September 15, 2018 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 basis).
  - **All vendors are accepted unless otherwise notified.**
  - **1 FREE Parking Pass Per Day:** If application is postmarked by **April 1, 2018 with FULL payment.**
- **Rental Agreements:** Will be sent after October 1, 2018
- **Full Payment Due:** October 31, 2018
  - Late fee of \$35.00 if payment is not received by October 31.

### 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](http://www.decc.org)
  - Pricing information is available at [www.decc.org](http://www.decc.org)

### CANCELLATIONS

MUST be received **IN WRITING** before September 15, 2018 for a full refund

### EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older
- Exhibitor MUST complete set-up on **Friday, Nov 9, 2018 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, 2018 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 \_\_\_\_\_ Business 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**

\_\_\_\_\_ \$190.00    5 x 10    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$360.00    8 x 10    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$506.00    8 x 15    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$665.00    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  
[fotvendorinfo@juniorleagueduluth.org](mailto:fotvendorinfo@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 2018 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 \_\_\_\_\_



# FESTIVAL OF TREES

*Junior League of Duluth's 32nd Annual Arts and Crafts Show*  
**\*\*NON-PROFIT APPLICATION\*\***

**SET-UP:** Friday, November 9, 2018 12PM - 7PM  
**SHOW:** Saturday, November 10, 2018 9 AM - 5PM  
 Sunday, November 11, 2018 10AM - 3PM

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

FOR MORE INFORMATION EMAIL [fortvendorinfo@juniorleagueduluth.org](mailto:fortvendorinfo@juniorleagueduluth.org) OR CALL (218) 727-0341  
[www.juniorleagueduluth.org](http://www.juniorleagueduluth.org)

## IMPORTANT INFORMATION

- **Application Deadline:** September 15, 2018 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 basis).
  - **All vendors are accepted unless otherwise notified.**
  - **1 FREE Parking Pass Per Day:** If application is postmarked by **April 1, 2018 with FULL payment.**
- **Rental Agreements:** Will be sent after October 1, 2018
- **Full Payment Due:** October 31, 2018
  - Late fee of \$35.00 if payment is not received by October 31, 2018

## 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](http://www.decc.org)
  - Pricing information is available at [www.decc.org](http://www.decc.org)

## CANCELLATIONS

MUST be received **IN WRITING** before September 15, 2018 for a full refund

## EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older
- Exhibitor MUST complete set-up on **Friday, Nov 9, 2018 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, 2018 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**

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**

<b>BOOTH SIZES</b>	<b>Your Non Profit # _____ &amp; State _____</b>
_____ \$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  
[fotvendorinfo@juniorleagueduluth.org](mailto:fotvendorinfo@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 2018 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 \_\_\_\_\_



# 2018 RENTAL AGREEMENT

**Effective Dates:**

November 9, 2018 (set-up 12 pm – 7 pm)

November 10, 2018 (9 am – 5 pm)

November 11, 2018 (10 am – 3 pm)

**Location:** Duluth Entertainment and Convention Center (DECC)

**Name**

**Address**

**Address 2**

**City, State Zip**

Booth Number	Booth Size	Booth Fee

**Tables Pre-arranged**

Quantity			
_____	\$23 each	6 ft un-skirted table (provide your own skirt-all tables must be skirted)	
_____	\$23 each	8 ft un-skirted table (provide your own skirt-all tables must be skirted)	
_____	\$30 each	4 ft skirted table	Color _____
_____	\$33 each	6 ft skirted table	Color _____
_____	\$36 each	8 ft skirted table	Color _____

**Chairs Pre-arranged**

Quantity		
_____	\$20 each	Padded Chair
_____	\$17 each	Stool

**Other Pre-arranged**

Quantity		
_____	\$42 each	Electricity per 2200 watts
_____	\$5 each	Wristbands

<b>Total</b>	\$			<b>Balance Due</b>	\$
<b>Down Payment</b>	\$	<b>Balance Paid</b>			

***By signing this agreement, I acknowledge that I have read and will abide by the terms and conditions set forth on the reverse side of this agreement. (Exhibitor will receive a copy of this agreement upon check-in on November 9, 2018)***

Exhibitor \_\_\_\_\_ / \_\_\_\_\_  
(Vendor signature) (Date)

Junior League of Duluth \_\_\_\_\_ / \_\_\_\_\_  
(JLD Representative) (Date)

1. Exhibitor agrees to return this Rental Agreement with total Balance Due by October 31, 2018 to:  
*The Junior League of Duluth*  
*4031 Grand Ave. Duluth, MN 55807*  
218-727-0341 or [office@juniorleagueduluth.org](mailto:office@juniorleagueduluth.org)
2. Exhibitor agrees that failure to pay for space and/or fees by October 31, 2018 will forfeit their pre-arranged booth location.
3. Exhibitor understands the Cancellation Policy; cancellations before September 15<sup>th</sup> – full refund, cancellations September 16<sup>th</sup> to October 31<sup>st</sup> – half the booth fee will be refunded. There will be no refunds after October 31<sup>st</sup>.
4. Exhibitor agrees to set up its booth on Friday November 9, 2018 before 7:00 PM and that it shall not be taken down until 3:00 PM on Sunday, November 11, 2018.
5. Exhibitor agrees to staff booth space during all hours the show is open; Saturday, November 10, 2018 from 9 am to 5 pm and Sunday, November 11, 2018 from 10am to 3pm.
6. No exhibitor may sublet space or hand out product literature belonging to a person or business that is NOT exhibiting at the Festival of Trees without the sole permission from Vendor Chairperson.
7. Exhibitor agrees to provide their own display materials and that all tables must be skirted to the floor.
8. Exhibitor agrees to pre-arrange with The Junior League of Duluth (JLD) any electricity, tables, chairs and skirting needs. Equipment needed and not pre-arranged will be available through the DECC and Exhibitor contracting with the DECC will be responsible for DECC prices.
9. Exhibitor agrees to contain its business and merchandise to its booth space. JLD reserves the right to charge Exhibitor for any additional space used.
10. All displays, interviews, conferences, and distribution of literature, sales, live models, etc. will be made INSIDE the assigned exhibitor space unless approved in advance by the Vendor Chairperson. No exhibitor may send staff around the exhibit halls distributing materials of advertising.
11. Music/AV levels at booths cannot be excessive and disrupt other exhibitors.
12. Exhibitor agrees that JLD shall not be liable in damages or otherwise for the interruption or impairment of the furnishing of any supplies or services. JLD shall not be liable in damages or otherwise, or in any way guarantee to the Exhibitor, sales or customers. Exhibitor shall be solely responsible for any and all defects in its merchandise. JLD reserves the right, in its discretion, to release Exhibitors' contact information. Exhibitor shall be solely responsible for reporting their own sales tax, and any and all other taxes.
13. Exhibitor agrees to be responsible for a policy of insurance, insuring Exhibitor from all claims, demands or actions for injury or death and for damage to property due to the conduct and operation of Exhibitor's business at the DECC.
14. Exhibitor will not use the premises for an unlawful purpose, and will comply with all rules and policies of the DECC and JLD and all present and future laws, ordinances, regulations and order of all governmental units having jurisdiction over the premises.