



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 fovvendorinfo@juniorleagueduluth.org OR CALL (218) 727-0341
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
 - Pricing information is available at 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

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
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 _____