



FESTIVAL OF TREES VENDOR APPLICATION

Junior League of Duluth's 34th Annual Arts, Crafts & Gifts Show
Duluth Entertainment & Convention Center (DECC)
350 Harbor Dr., Duluth, MN 55802

SET-UP: Friday, November 6, 2020 12:00 PM – 7:00 PM
SHOW: Saturday, November 7, 2020 9:00 AM – 5:00 PM
Sunday, November 8, 2020 10:00 AM – 3:00 PM

IMPORTANT INFORMATION

- **Application Deadline:** September 30, 2020 or until all spaces are sold out.
 - **Deposit:** 50% of total due MUST be included with application to begin booth assignment.
 - **Assignments:** Booth assignments are based on postmark date (first-come, first-serve basis).
 - **All vendors are pending approval.**
- **Rental Agreements:** Will be sent after October 1, 2020.
- **Full Payment Due:** October 23, 2020.
 - Late fee of \$35.00 if payment is not received by October 23.
- **CANCELLATIONS:** Cancellations must be received in writing by September 30, 2020 for a full refund.
- Keep a copy of your application for your records.

VENDOR SPACE OPERATIONS

- 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 form.
 - All exhibitors and their assistants must have their own entry passes.
- Exhibitors may bring their own tables, skirted tables, chairs, etc.
- INTERNET access may be purchased from the DECC separately at the time of the event at www.decc.org.

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older.
- Exhibitor MUST complete set-up on **Friday, Nov 6, 2020 between the hours of 12:00 PM - 7:00 PM.**
 - 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 opens to the public each day.
- Exhibitor provides own display materials.
- Exhibitor provides own travel & lodging during event.
- Exhibitors are required by MN State Law to collect sales tax and must provide to organizers a **Form MN ST19 Operator Certificate of Compliance.**
- Un-licensed kitchens are subject to agreement by the Junior League of Duluth Festival of Trees committee.

PARKING INFORMATION

- Parking at the DECC is **\$5.00 per day**
- Trailer parking will be reserved by the DECC for exhibitors
- Loading/unloading times at the gate will be limited

MORE INFORMATION

Email: fotvendorinfo@juniorleagueduluth.org

Phone: JLD Office (218) 727-0341

Website: www.juniorleagueduluth.org

JUNIOR LEAGUE OF DULUTH, is a non-profit organization of women committed to promoting volunteerism, developing the potential of women, and improving the community. Its purpose is exclusively educational and charitable.

FESTIVAL OF TREES is our largest fundraiser.

THANK YOU for your support!



**JUNIOR LEAGUE
OF DULUTH**

Women building better communities

Contact 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 or email 1 photograph 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

SPACE SIZES

_____ \$210.00 5' d x 10' w Includes 2 entry passes per day (total 4)
 _____ \$360.00 8' d x 10' w Includes 2 entry passes per day (total 4)
 _____ \$540.00 8' d x 15' w Includes 2 entry passes per day (total 4)
 _____ \$720.00 8' d x 20' w Includes 3 entry passes per day (total 6)

TABLES (MUST be skirted and fit within booth space)

_____ \$25.00 each 6 x 2 un-skirted
 _____ \$31.00 each 8 x 2 un-skirted
 _____ \$32.00 each 4 x 2 white skirted
 _____ \$38.00 each 6 x 2 white skirted
 _____ \$44.00 each 8 x 2 white skirted

OTHER

_____ \$28.00 each Padded Chair
 _____ \$22.00 each Stool
 _____ \$59.00 Electricity (per 2200 watts)
 _____ \$10.00 Additional 2 entry passes (1 per day x 2 days = 2 total)

Internet Service can be purchased separately from DECC at www.decc.org.

SUBMIT APPLICATION & PAYMENT TO:

Junior League of Duluth
 Attention: FOT Vendor Coordinator
 2711 W. Superior St., #205
 Duluth, MN 55806

Ph: JLD Office 218-727-0341
 Em: fotvendorinfo@juniorleagueduluth.org

PAYMENT INFORMATION

Check payable to:
Junior League of Duluth

Credit Card via **PayPal**: Add \$5.00
 to Office@JuniorLeagueDuluth.ORG

- 50% deposit due with Agreement.
- Final payment due October 23, 2020

Rcvd by JLD:

\$ _____ **TOTAL DUE**
 \$ _____ **DEPOSIT PAID**
 \$ _____ **BALANCE DUE**



I accept the rules, requirements and procedures as outlined in the Festival of Trees Application and Agreement. I understand that failure to follow these regulations may result in removal from the **2020 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 _____ 2020

2020 VENDOR AGREEMENT: TERMS AND CONDITIONS

1. Exhibitor agrees to pay total Balance Due by October 23, 2020 to:

Junior League of Duluth
2711 W. Superior St, Ste# 205, Duluth, MN 55806
Credit Card via Paypal: office@juniorleagueduluth.org

2. Exhibitor agrees that failure to pay for space and/or fees by October 23, 2019 will forfeit their booth space.
3. Exhibitor understands the Cancellation Policy; cancellations before September 30 – full refund, cancellations October 1 to October 23 – half the booth fee will be refunded. There will be no refunds after October 23.
4. Exhibitor agrees to **set up** its booth on Friday November 6, 2020 before 7:00 PM and to not begin **tear down** until 3:00 PM on Sunday, November 8, 2020.
5. Exhibitor agrees to staff booth space during all hours the **show is open**: Saturday, November 7, 2020, 9:00am to 5:00pm and Sunday, November 8, 2019, 10:00am to 3:00pm.
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, displays and merchandise to the booth space purchased.
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.