



FESTIVAL OF TREES VENDOR APPLICATION

Junior League of Duluth's **35th Annual Arts, Crafts, & Gifts Show**
Duluth Entertainment & Convention Center (DECC)
350 Harbor Dr., Duluth, MN 55802

SET-UP: Friday, November 5, 2021 12:00 PM – 7:00 PM
SHOW: Saturday, November 6, 2021 9:00 AM – 5:00 PM
Sunday, November 7, 2021 10:00 AM – 3:00 PM

IMPORTANT INFORMATION

- **Application Deadline:** Thursday, September 30, 2021 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 Friday, October 1, 2021.
- **Full Payment Due:** Sunday, October 31, 2021.
 - Late fee of \$35.00 if payment is not received by Sunday, October 31.
- **CANCELLATIONS:** Cancellations must be received by Thursday, September 30, 2021 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 exhibitor's 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
 - Pricing information available at www.decc.org

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older.
- Exhibitor MUST complete set-up on **Friday, Nov 5, 2021 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: (218) 727-0341

Website: www.juniorleagueduluth.org

***COVID-19 safety precautions** can be found on our website

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

FESTIVAL OF TREES is our largest fundraiser.

THANK YOU for your support!



1921-2021

JUNIOR LEAGUE OF
DULUTH

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 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: 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 31, 2021

\$ _____ **TOTAL DUE** Rcvd by JLD:
 \$ _____ **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 **2021 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 _____