



## 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 11, 2022 12:00 PM – 7:00 PM  
**SHOW:** Saturday, November 12, 2022 9:00 AM – 5:00 PM  
Sunday, November 13, 2022 10:00 AM – 3:00 PM

### IMPORTANT INFORMATION

- **Application Deadline:** October 31, 2022 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 31.
- **Full Payment Due:** October 23, 2022.
  - Late fee of \$35.00 if payment is not received by October 31.
- **CANCELLATIONS:** Cancellations must be received in writing by September 30, 2022 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](http://www.decc.org).
  - Pricing information available at [www.decc.org](http://www.decc.org).

### EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older.
- Exhibitor MUST complete set-up on **Friday, Nov 6, 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 **\$10.00 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](mailto:fotvendorinfo@juniorleagueduluth.org)  
Phone: JLD Office (218) 727-0341  
Website: [www.juniorleagueduluth.org](http://www.juniorleagueduluth.org)

The Association of Junior Leagues International is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

FESTIVAL OF TREES is our largest fundraiser.

**THANK YOU for your support!**



Contact 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 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**

**NON-PROFIT NO. \_\_\_\_\_, STATE: \_\_\_\_\_**

**SPACE SIZES**

\_\_\_\_\_ \$60.00    5' d x 10' w    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$180.00    8' d x 10' w    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$270.00    8' d x 15' w    Includes 2 entry passes per day (total 4)  
 \_\_\_\_\_ \$360.00    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 1200 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](http://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](mailto:fotvendorinfo@juniorleagueduluth.org)

**PAYMENT INFORMATION**

☐ Check payable to:

**Junior League of Duluth**

☐ Credit Card, go online to

[www.JuniorLeagueDuluth.org/events](http://www.JuniorLeagueDuluth.org/events)

- 50% deposit due with Agreement.
- Final payment due October 31, 2022

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 **2022 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 \_\_\_\_\_ 2022