



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 9:00 AM – 5:00 PM
Sunday, November 13 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, 2022.
- **Full Payment Due:** October 31, 2022
 - Late fee of \$35.00 if payment is not received by October 31.
- **CANCELLATIONS:** Cancellations must be received by Friday, 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 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 is available at www.decc.org

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older.
- Exhibitor MUST complete set-up on **Friday, Nov 11, 2022 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

Phone: (218) 727-0341

Website: www.juniorleagueduluth.org

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

The Association of Junior Leagues International, Inc. 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!



1921-2021

JUNIOR LEAGUE OF
DULUTH

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 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 # _____ & 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 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

To pay by Credit Card go to
www.juniorleagueduluth.org/events

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

\$ _____ **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 **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 _____