



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 10, 2023 12:00 PM – 7:00 PM
SHOW: Saturday, November 11, 2023 9:00 AM – 5:00 PM
Sunday, November 12, 2023 10:00 AM – 3:00 PM

IMPORTANT INFORMATION

- **Application Deadline:** October 31, 2023 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 deposit paid date (first-come, first-serve basis).
 - **All vendors are pending approval.**
- **Rental Agreements:** Will be sent out beginning October 31, 2023.
- **Full Payment Due:** October 23, 2023.
 - Late fee of \$35.00 if payment is not received by October 31.
- **CANCELLATIONS:** See "TERMS AND CONDITIONS" for cancellation policy details.
- Keep a copy of your application for your records.

VENDOR SPACE OPERATIONS

- Exhibitors may not share a booth space.
- Booth space is floorspace only. Exhibitor provides own display materials or can rent furniture from facility.
- Electricity, tables, chairs, table skirts and extra entry passes to be pre-ordered, see application form.
 - All exhibitors and their assistants must have their own entry passes.
- Display must fit into assigned space. Display CANNOT encroach into walkways or another exhibitor's space.
- Exhibitors may bring their own tables, chairs, displays, etc. Tables must be skirted to the floor on aisle side.
- Internet may be purchased separately thru DECC.org.

EXHIBITOR REQUIREMENTS

- Exhibitor MUST be 18 years of age or older.
- Exhibitor MUST complete set-up on **Friday, Nov 10, 2023 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 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

- **NEW! PRE-PAID** vendor parking in DECC parking is discounted to **\$8.00 per day.** See application form.
- DECC parking purchased onsite is \$10.00 per day.
- Parking is free on Friday set-up day.
- Overnight trailer parking area will be reserved for exhibitors by the DECC (\$8/day prepaid or \$10 onsite).
- Loading/unloading times at the gate will be limited.

MORE INFORMATION

Email: fovvendorinfo@juniorleagueduluth.org
Phone: JLD Office (218) 727-0341
Website: 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!



2023 VENDOR AGREEMENT: TERMS AND CONDITIONS

1. Exhibitor agrees to pay Junior League Duluth (JLD) any balance due upon receipt.
 - Check payments can be mailed to:
Junior League of Duluth, 2711 W. Superior St, Ste# 205, Duluth, MN 55806
 - Credit card payments online at **juniorleagueduluth.org/event/festival-of-trees**
2. Exhibitor agrees that failure to pay for space will forfeit their pre-arranged booth location.
3. Exhibitor understands the Cancellation Policy:
 - Cancellations received before September 30 – full refund,
 - Cancellations received between September 30 to October 31 – half the booth fee will be refunded;
 - There will be no refunds after October 31.
4. **SET-UP/TEAR-DOWN** Exhibitor agrees to **SETUP** their booth on Friday, Nov 10 from 12:00 pm - 7:00 pm &
 - Not to begin **TEARDOWN** until 3:00 pm on Sunday, November 12.
 - Exhibit hall is open to exhibitors for setup **1 hour** before event opens to public on show dates.
5. Exhibitor agrees to staff booth space during all hours the show is open:
 - Saturday, November 11, 9:00 am to 5:00 pm and Sunday, November 12, 10:00 am to 3:00 pm.
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 Coordinator.
7. Exhibitor agrees to provide their own display materials and that tables must be skirted to the floor.
8. Exhibitor agrees to pre-order and pay JLD for any electricity, tables, chairs and skirting needed. Exhibitor may use their own tables and table skirts, see number 7.
9. Exhibitor agrees to contain its business and merchandise to its booth space. JLD reserves the right to charge Exhibitor for any additional space used.
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 or A/V 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.