



Junior League of Duluth Festival of Trees Vendor Registration 37th Annual Arts, Crafts, and Gifts Show Duluth Entertainment & Convention Center

Junior Leagues of Duluth (JLD), established in 1920, is an organization of women whose mission is to advance women's leadership for meaningful community impact through volunteer action, collaboration, and training.

The Festival of Trees is our largest fundraiser, and all proceeds support our mission.

A. Event Contact Information:

- Email: fotvendorinfo@juniorleagueduluth.org
- Office Phone: 218-727-0341 (limited business hours)
- Office Address: 2711 W Superior Street, Suite 205, Duluth, MN 55806
- Website: www.juniorleagueduluth.org

B. Vendor Registration Information:

Vendor Set-Up (required):	12:00PM – 7:00PM	Friday, November 14, 2025
Event Hours:	9:00AM – 5:00PM	Saturday, November 15, 2025
	10:00AM – 3:00PM	Sunday, November 16, 2025

1. The application deadline is 10/31/2025 or until event space is sold out.
2. Pay deposit by 9/30/2025 to hold your place and final payment due by 10/15/2025.
 - Pay by Check - mail to the JLD office address above
 - Pay by Credit/Debit card – login to your vendor profile to pay at <https://jl.org/>
 - JLD may charge a \$35 late fee if payments are not received by the due date.
3. All registrations are pending the JLD Festival of Trees (FOT) committee approval.
4. Vendors will be notified by an FOT committee member via email with official acceptance of registration.
5. Vendors are required to check in and set up booths on Friday between the time listed above. Exhibit hall will be open to vendors 1 hour before event hours indicated above.
6. Un-licensed kitchens are subject to agreement by the JLD FOT committee.
7. The vendor is required to arrange their own travel, lodging, and parking for the event.
8. DECC Parking
 - Parking rate is \$10 per day per vehicle (\$8 pre-order discount available on initial registration only)
 - Overnight trailer parking area will be reserved for vendors by the DECC near Vista lot.
 - Loading/unloading times at the gates will be limited and will be free on Friday for set up.
9. Booths are assigned on first-come, first-serve basis and the required registration deposit.
10. Booth location requests will be considered but not guaranteed.
11. Booth spaces are for floorspace only and Vendors provide their own display materials.
12. Vendors can pre-order and pay JLD for any additional needs, such as electricity, tables, chairs, and skirting (may be required). Items not pre-ordered may be available by DECC at time of event, however, prices will be subject to DECC discretion.
13. Tables must be skirted to the floor if located on an aisle. Vendors may use their own tables and table skirts.
14. All vendors and their assistants must each have their own entry passes.
15. Internet services must be arranged directly through the DECC and cost is \$25 per day. Vendors are encouraged to pre-order internet at <https://decc.org/vendor-internet-order-form/>.



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C. Vendor Terms and Conditions:

1. **Payment Terms:** Vendor agrees to pay Junior League of Duluth (JLD) any balance due upon receipt per their registration agreement and that failure to pay will forfeit their pre-arranged booth location.
2. **Sales Tax Compliance:** The Vendor is solely responsible for reporting their own sales tax and any other applicable taxes. Additionally, they must complete, sign, and return the MN Form ST19 Operator Certificate of Compliance to the JLD Vendor Coordinator. See form attached or online at juniorleagueduluth.org.
3. **Cancellation Policy:** Vendor agrees to the following:
 - 100% refund for cancellation before 9/30/2025
 - 50% refund of booth fee for cancellation between 10/1/2025 and 10/15/2025
 - No refunds for cancellation after 10/15/2025
4. **Set Up/ Tear Down:** Vendors are required to set up their booths on Friday, November 14, between 12:00 PM and 7:00 PM. Dismantling booths may begin only after 3:00 PM on Sunday, November 16. On both Saturday and Sunday, Vendors will have access to the exhibit hall one hour before it opens to the public for setup purposes.
5. **Event Hours:** Vendors are expected to remain at their booth throughout the event's operating hours. Packing up or leaving before 3:00 PM on Sunday may lead to a review of the Vendor's application for denial for future events.
6. JLD reserves the right to disqualify any registration if the event committee deems Vendor does not reflect the values of JLD or event; any registration denied will be advised in advance.
7. Vendor must be at least 18 years old, and agrees to be considerate, respectful, and courteous to others. JLD prohibits demeaning, discriminatory or harassing behavior, materials or speech that could be deemed as provocative, or otherwise potentially offensive.
8. Vendor must confine all activities (displays, interviews, sales, live models, etc) to their booth space and should not extend into walkways or infringe upon another vendor's designated area. JLD may charge for additional space used, and prior approval is required for any activity outside the assigned booth. Distribution of materials outside the booth is prohibited. Music or A/V levels at booths cannot be excessive and disrupt other Vendors.
9. Vendor may not share booth space, 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 JLD Vendor Coordinator.
10. JLD is not liable for service interruptions, sales, or customer guarantees. Vendors are responsible for merchandise defects, and JLD reserves the right to share Vendors' contact information.
11. Vendor agrees to be responsible for a policy of insurance, insuring Vendor from all claims, demands or actions for injury or death and for damage to property due to the conduct and operation of Vendor's business at the DECC
12. Vendor will not use the premises for unlawful purposes 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.



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D. Vendor Order Form and Acknowledgement:

Send form and payment to JLD office address or email to fotvendorinfo@juniorleagueduluth.org

** Check here if Not for Profit organization (NPO) - eligible for discounted pricing (in parentheses)

	Qty	Retail Price (NPO)**	Extended Price
Booth Space Size (depth x width) (required)			
5ft x 10ft (includes 4 entry passes)		\$210.00 (\$60.00)	
8ft x 10ft (includes 4 entry passes)		\$360.00 (\$180.00)	
8ft x 15ft (includes 6 entry passes)		\$540.00 (\$270.00)	
8ft x 20ft (includes 8 entry passes)		\$720.00 (\$360.00)	
Table Size (length x width) (optional)			
4ft x 2ft (no skirt)		\$19.00	
6ft x 2ft (no skirt)		\$25.00	
8ft x 2ft (no skirt)		\$31.00	
Add Skirting (per table)		\$13.00	
Other Needs (optional)			
Padded Chair (each)		\$28.00	
Stool (each)		\$22.00	
Electricity (per 120v)		\$59.00	
Additional 2 Entry Passes		\$10.00	
DECC Parking (1 pass per vehicle per day)		\$8.00	
Pipe and drape (drape is 8' back and 3' sides)		\$34.00	
Total Due			
Registration requires minimum deposit of 50% of booth fee			Paid
Final balance due by October 15, 2025			Balance Due

Business Name:				
Contact Name:				
Email:				
Phone:				
Address:				
Website:				
Vendor Status: (circle one)	Returning	New		
Merchandise Category: Circle all that apply	Candles	Ceramics	Clothing	Country Crafts
	Candy	Food	Glass	Jewelry
	Knit	Metal	Painting	Photography
	Soaps	Quilt	Wood	
	Other (describe):			
Merchandise Photos:	Please submit at least 1 photo of your product(s) for promotional purposes via email to fotvendorinfo@juniorleagueduluth.org			
I accept the rules, requirements and procedures as outlined in the Festival of Trees Registration and Terms & Conditions. I understand that failure to follow these regulations may result in removal from the 2025 Festival of Trees Fundraiser. I understand that the Junior League of Duluth, its volunteers, and representatives are not liable for damages, theft, or loss.				
Signature:				
Date:				