



Junior League of Duluth Festival of Trees Vendor Registration Information

38th 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.

Vendor Set-Up (required):	12:00PM – 7:00PM	Friday, November 13, 2026
Event Hours:	9:00AM – 5:00PM	Saturday, November 14, 2026
	10:00AM – 3:00PM	Sunday, November 15, 2026

A. Event Contact Information:

- JLD Email: jldfestivaloftrees@gmail.com
- JLD Office Phone: 218-727-0341 (limited business hours)
- JLD Office Address: 2711 W Superior Street, Suite 205, Duluth, MN 55806
- JLD Website: www.juniorleagueduluth.org
- JLD Vendor Portal Login: <https://jl.org>
 - Sign in instructions:
 - Select “vendor” from list of Leagues drop down
 - Enter the email associated with your vendor profile and select Duluth league

B. Important Dates:

- Applications open Monday June, 15 2026.
- Application deadline is Friday, October 16, 2026 (or until space is sold out).
- Required deposit due by Tuesday, September 15, 2026.
- Full payment is due Friday, October 30, 2026.
- Cancel before Wednesday, September 30, 2026, for 100% refund.
- Cancel between Thursday, October 1, 2026, and Thursday, October 15, 2026, for 50% refund.
- No refunds for cancellation after Thursday, October 15, 2026.

C. Online Registration Instructions:

- All applications are required to be submitted online through the JLD Vendor Portal – <https://jl.org>
- All registrations are pending the JLD Festival of Trees (FOT) committee approval.
- Vendors will be notified by an FOT committee member via email with official acceptance of registration.
- Any changes to your registration should be communicated to the JLD email above.

D. Order Options, Pricing, and Payment Terms:

- Select your booth space and other needs (**not-for-profit entities reduced price on booths only).
- Pay required deposit by 9/30/2026 to hold your place (minimum deposit is 50% of booth space).
- Pay reminder due/final payment due by 10/31/2026.
- Pay by Check (mail to the JLD office address above).
- Pay by Credit/Debit card – sign in to JLD Vendor Portal.
- JLD may charge a \$35 late fee if payments are not received by the due date.
- Internet services must be arranged directly through the DECC and cost is \$25 per day.
 - pre-order internet at <https://decc.org/vendor-internet-order-form/>.



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<u>Booth Space (Required)</u>	<u>Retail Price (NPO)</u>
5ft x 10 ft (4 entry passes)	\$210.00 (105.00)
8ft x 10 ft (4 entry passes)	\$360.00 (180.00)
8ft x 15ft (6 entry passes)	\$540.00 (270.00)
8ft x 20ft (8 entry passes)	\$720.00 (360.00)

<u>Other Needs (Options)</u>	<u>Retail Price</u>
Table - 4ftx2ft (no skirt)	20.00
Table - 6ftx2ft (no skirt)	26.00
Table - 8ftx2ft (no skirt)	32.00
Table Skirting (per table)	14.00
Pipe and Drape	37.00
Padded Chair (each)	28.00
Stool (each)	22.00
Electricity (per 208V)	60.00
Additional Entry Passes (qty 2)	10.00
DECC Parking Pass (qty 1)	8.00

E. Vendor Information:

1. Vendors are required to check in and set up booths on Friday between the time listed above.
2. The exhibit hall will be open to vendors 1 hour before event hours indicated above on Saturday and Sunday.
3. The vendor is required to arrange their own travel, lodging, and parking for the event.
4. Booths are assigned on first-come, first-serve basis and will only be held with payment of the required registration deposit. Booth location requests will be considered but not guaranteed.
5. Booth spaces are for floor space only and Vendors need to bring their own display materials.
6. 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.
7. Tables must be skirted to the floor if located on an aisle. Vendors may use their own tables and table skirts.
8. All vendors and their assistants must each have their own entry passes and are required to wear the provided wristbands each day to be admitted into the exhibit hall.
9. DECC Parking and Loading Information:
 - o Parking rate is \$10 per day per vehicle both Saturday and Sunday (*pre-purchase from JLD for discount*)
 - o Building Entrances B & C are the best locations for loading in and out of the City Side Convention Center. There are a freight elevator and a passenger elevator available to load upstairs level - Lake Superior Ballroom. Vehicles may pull up to the entrance and move upon completion of unloading.
 - o Garage Door 9 unloads into Edmund Fitzgerald Hall. Vehicles may unload outside the garage door but cannot enter the garage or hall.
 - o Limited hand carts are available, please be courteous and return cart to the entry doors when you are finished.
 - o Overnight trailer parking area will be reserved for vendors by the DECC near Vista lot.
 - o Loading/unloading times at the gates will be limited and will be **free** on Friday for set up.
10. Food vendors
 - o May sell pre-packaged food and non-alcoholic beverages to be consumed at home. Vendors may not sell food and beverages for on-site consumption.
 - o May distribute samples to their customers with obtaining a valid special event license.



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F. Vendor Terms and Conditions:

1. **Payment Terms:** Vendor agrees to pay the 50% deposit of the rented booth space is due upon acceptance of the application. 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 online at either JLD vendor portal or JLD website (see links above).
3. **Cancellation Policy:** Vendor agrees to the cancellation dates and applicable refunds per the above important dates provided (Section B).
4. **Set Up/ Tear Down:** Vendors are required to set up their booths on Friday, November 13, between 12:00 PM and 7:00 PM. Dismantling booths may begin only after 3:00 PM on Sunday, November 15. 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.
13. 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.

Acceptance of terms and conditions is completed with your online application.