

2024 VENDOR AGREEMENT: TERMS AND CONDITIONS

1. Exhibitor agrees to pay Junior League Duluth (JLD) any balance due upon receipt. Exhibitor agrees that failure to pay for space will forfeit their pre-arranged booth location.
2. 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.
3. **SET-UP/TEAR-DOWN**
 - Exhibitor agrees to **SETUP** their booth on Friday, November 15 from 12:00pm - 7:00pm, AND **★ Not** to begin **TEARDOWN** or removing products until 3:00pm on Sunday, November 17.
 - Exhibit hall is open to exhibitors for setup **1 hour** before event opens to public on show dates.
4. **SHOW HOURS.** Exhibitor agrees to staff booth space during all hours the show is open:
 - Saturday, November 16, 9:00 am to 5:00 pm and Sunday, November 17, 10:00 am to 3:00 pm. See #3.
5. Exhibitor agrees to provide their own display materials and their tables must be skirted to the floor.
6. Exhibitor agrees to pre-order and pay JLD for any electricity, tables, chairs and skirting, **as needed**. Exhibitors may use their own tables and table skirts, see #6. Internet is ordered directly from the DECC, not JLD.
7. Organizer reserves the right to disqualify any registration if the event committee deems exhibitor does not reflect the values of JLD or event; any entity denied will be advised in advance.
8. **Exhibitor 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.**
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. All displays, interviews, and distribution of literature, sales, live models, etc. will be made **INSIDE** the assigned exhibitor space unless approved in advance by the Vendor Coordinator. No exhibitor may send staff around the exhibit halls distributing materials of advertising.
10. Exhibitors 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 Vendor Coordinator.
11. Music or A/V levels at booths cannot be excessive and disrupt other exhibitors.
12. Exhibitor must be 18 years of age or older.
13. 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.
14. 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.
15. 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.



JUNIOR LEAGUE OF DULUTH is a non-profit organization.
Its purpose is exclusively educational and charitable.