


# 2019 Holiday Craft Fair

Saturday, December 14, 2019

11:00am–4:00pm

**Highlighting Hudson Valley Handmade Products**

**MID-HUDSON**  
  
**CIVIC CENTER INC**

### Before Submitting Application

To avoid duplication of products, please email images of your work to [Lydia@MidHudsonCivicCenter.org](mailto:Lydia@MidHudsonCivicCenter.org) prior to submitting this application. You will be notified within 10 days advising if we have an available booth for your work.

### Submitting Application

- **E-mail:** Email your filled out form to: [Lydia@MidHudsonCivicCenter.org](mailto:Lydia@MidHudsonCivicCenter.org).
- **In person:** Drop off the filled out form to the Mid-Hudson Civic Center Box Office during business hours (10am–5:30pm, M–F).
- **Via snail mail:** Please send the filled out form to: Attn: Craft Fair/Mid-Hudson Civic Center, 14 Civic Center Plaza, Poughkeepsie, New York 12601.

### Vendor Info

All vendors will receive free parking in the parking structure directly across from the entrance to the Mid-Hudson Civic Center. Load in assistance will be available during allotted load in times two days prior to event. Complimentary coffee & tea will be available from 11am–3:00pm.

### Booth Info

Please note: sharing booths is prohibited.  
 Single booth = 8' x 10'  
 Double booth = 8' x 20'

### Admission

This event is free & open to the public!

### Promotions/Advertising

Advertising for this event will begin September, 2019, in local magazines, newspapers and websites. We ask for your help in creating a successful event by helping with the following:

- **Photos:** Promotional material will be created from pictures of actual works from our 2019 Holiday Craft Fair vendors. Please e-mail your best images at a high resolution, a DPI of 300 or higher.
- **Posters/Flyers:** This year, you can request promotional posters/flyers to distribute throughout your personal network.
- **Facebook Event:** A facebook event will be created. Please share this event on your page.

### Questions?

Call Lydia (845) 454-5800 x1202. Thank you!

## ★ ARTISAN/PRODUCER'S INFORMATION

COMPANY/WEB ADDRESS \_\_\_\_\_

LAST NAME \_\_\_\_\_

FIRST \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

PHONE EMAIL \_\_\_\_\_

WHAT WILL YOU BE SELLING? \_\_\_\_\_

## ★ BOOTH OPTIONS

SINGLE BOOTH \$75.00     DOUBLE BOOTH \$100.00    =

TABLE RENTAL \$10.00 PER TABLE (# OF TABLES NEEDED= ) =

CHAIR RENTAL \$5.00 PER CHAIR (# OF CHAIRS NEEDED= ) =

ELECTRIC \$15.00 =

**TOTAL** (due upon receipt) =

## ★ RAFFLE ITEM

There will be a drawing featuring an item from each of our exhibitors. As part of our fee, we ask that each vendor contribute an item(s) with a value of at least \$15.00. Raffle item is due by November 3. Thank you! *I will be contributing the following item:*

## ★ PAYMENT INFORMATION

CREDIT     CASH     CHECK Please make checks payable to: Mid-Hudson Civic Center  
 Mastercard, Visa & Discover accepted. There is a 4% credit card processing fee.

NAME ON CARD \_\_\_\_\_

CREDIT CARD # \_\_\_\_\_

EXP. DATE \_\_\_\_\_

CVV CODE \_\_\_\_\_

ADDRESS \_\_\_\_\_