



# 2021 HOLIDAY CRAFT FAIR

Saturday, December 18th, 2021

11:00am - 4:00pm

Highlighting Hudson Valley Handmade Products

## ★ ARTISAN/PRODUCER'S INFORMATION

COMPANY/WEB ADDRESS

LAST NAME

FIRST

ADDRESS

CITY/STATE/ZIP

PHONE AND 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  WIFI \$7.00 =

**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

## BEFORE SUBMITTING APPLICATION

To avoid duplication of products, please email images of your work to 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 or regular mail your filled out form to: Lydia@MidHudsonCivicCenter.org.
- Via regular mail: Please send the filled out form to: Attn: Craft Fair/Mid-Hudson Civic Center, 14 Civic Center Plaza, Poughkeepsie, New York 12601.
- Must be able to load in Thursday or Friday prior to event due to limited parking.
- All requests for special accommodations must be made 45 days in advance.

## 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!

\*All federal, state, and local COVID guidelines will be followed.