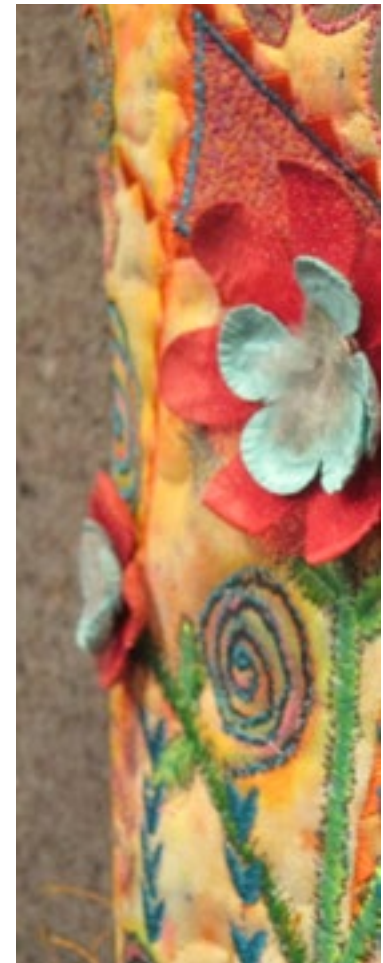


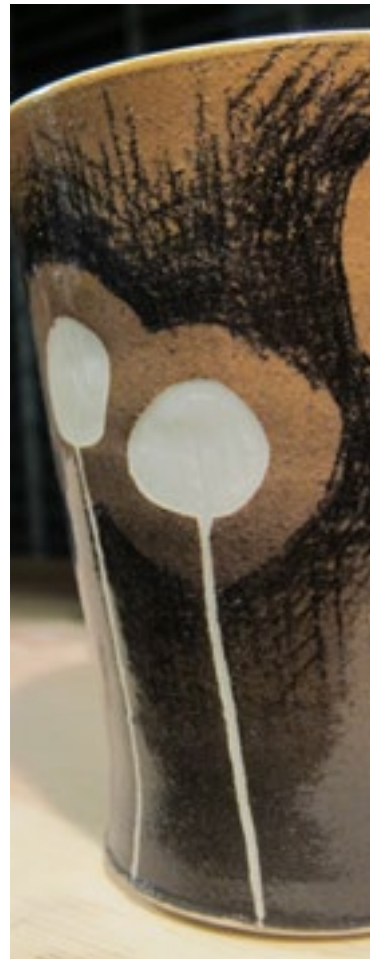
Student Center Craft Shop

CRAFT SALES



Student Center Craft Shop

2018-2019 VENDOR REGISTRATION



Family Weekend Craft Sale

Friday, Sept. 28, and Saturday, Sept. 29, 2018
10 a.m. - 5 p.m., Student Center, Art Gallery (first floor)

Each year the SIU Saluki Family Weekend celebration brings excitement to the Student Center. Hundreds of parents, students and members of the southern Illinois community take part in many campus events.

Holiday Craft Sale

Thursday, Nov. 29, and Friday, Nov. 30, 2018, 10 a.m. - 5 p.m.
Saturday, Dec. 1, 2018, 10 a.m. - 4 p.m.
Student Center, Art Gallery and Renaissance Room (first floor)

Our annual Holiday Craft Sale is a major event featuring more than 75 craft vendors. Students, faculty, staff and members of the southern Illinois community shop for holiday decorations, gifts and unique items.

Valentine's Day Craft Sale and Bazaar

Thursday, Feb. 14, 2019, 10 a.m. - 5 p.m.
Student Center, Art Gallery (first floor)

The Valentine's Day Craft Sale fits the bill for those last-minute shoppers searching for the perfect gift for that someone special. Everyone from SIU faculty, staff and students to the local community shops at this special one-day sale.

Guidelines and Regulations

- Jewelry sales will be juried into the Holiday Craft Sale. You must complete the application in a timely manner to sell jewelry at our Holiday Craft Sale. Please visit our website and download the application, or request an application by mail.

- All craft vendors must provide information that will be reported to the Illinois Department of Revenue. In addition, you will be given a Special Events Tax Collection Report and Payment Coupon.

- All art and craft items must be original work. No commercially obtained items, imports, food, literature, books or magazines, etc., can be sold. Vendors must submit a photograph that represents their work. Photos may be emailed to the Craft Shop at craftshp@siu.edu. Additional photos may be needed if there is a change in the craft sale items or at the request of the Craft Shop coordinator. Vendors will be asked to remove items from their tables that do not fit the criteria. The exception to this rule is for the Valentine's Day Craft Sale and Bazaar.

- All crafts will be prejudged for compliance to guidelines, quality and excessive repetition by vendors.

- Limited space is available. Vendors may request locations, but final allocations of space will be determined by the Craft Shop coordinator to preserve consistency, variety and quality.

- Vendors are responsible for collecting their profits. The Craft Shop is not responsible for any checks accepted.

- Tables and rented space may not be subleased, traded or given to other vendors.

- Vendors are responsible for lighting and extension cords.

- Booth spaces have an 8-foot frontage and are approximately 6 feet from front to back. Tables are approximately 8 feet by 30 inches wide. Tables and chairs are provided. If vendors choose to provide their own setup, they must comply with the space requirements. A map of craft table locations is available at the Craft Shop.

- No late applications will be accepted (see application forms for deadlines).

- Failure to comply with any of the above guidelines and regulations will cause forfeiture of privileges to participate in the sale.

- Premium and front-row area will be reserved for vendors with the most years and quality.

- Some areas have a height limit of 4 feet to provide adequate vision.

Location

All craft sales will be held on the first floor of the Student Center in the Art Gallery area and/or Renaissance Room, located at the south end of the building. Locations may be changed at the discretion of the Craft Shop.

Loading and Setup

The loading dock, located at the south end of the Student Center, is available for brief periods to vendors. Please limit parking in this area to loading and unloading items. Loading and setup begins two hours before the opening of the sale. Early setup for display cases, shelving units and other large fixtures is available the afternoon before the Holiday Craft Sale; however, merchandise should not be set up as there is no security available.

studentcenter.siu.edu/activities/craft-shop

Application Procedures and Fees

Please use the application form attached that corresponds to the sale in which you wish to participate. Separate application forms must be completed for each sale.

Photographs should be submitted along with your application that represent the work you will be selling. Participants must pay an application fee to ensure a space.

No refunds.

Make all checks payable to SIU.

Mail applications with payment to:

Craft Shop
Student Center - Mail Code 4407
Southern Illinois University Carbondale
1255 Lincoln Drive
Carbondale, IL 62901

Parking

To make campus parking more convenient to customers during university operating hours, we encourage vendors to use the free parking in Lot 56, south of the SIU Arena. This will allow more customers easy access to the craft sales.

We will, however, continue to offer parking permits. Vendors using the permit must park in lots 13, 13A and 13B directly across from the Student Center. You may pick up your permit upon arrival on the day of the sale.

Please request a parking permit on the Craft Sale Application. The deadline for purchasing a parking permit is the Monday prior to the sale. Please make your check payable to SIU in the amount of \$5 per day, Saturdays are free.

Overnight Security and Liability

Overnight security is provided for the Holiday Craft Sale only. All items must be removed each night for other craft sales.

Vendors exhibit their work at their own risk. The Student Center Craft Shop is not responsible for lost, stolen and/or damaged merchandise.

Local Accommodations

Many hotels and restaurants are located within a five-mile radius of campus. Further information is available upon request.

Promotion

Promotions are provided by the Craft Shop and include advertisements in campus and local newspapers, the Student Center's website and social media outlets, as well as distribution of Craft Sale flyers and press releases to all local media.

Information

If you have questions or require additional information not found in this brochure, please contact the Craft Shop by email at craftshp@siu.edu, or by phone at 618/453-3636 or 618/453-5209.

CRAFT SALE APPLICATION

FAMILY WEEKEND CRAFT SALE

Friday and Saturday • Sept. 28 - 29, 2018
10 a.m. - 5 p.m.

Name	Telephone	
Address		
City	State	ZIP code
Email		

Type(s) of arts or craft to be sold* (please include photo)

	# of Tables	Cost	Subtotal
Sept. 28		\$15/each	
Sept. 29		\$25/each	
Parking for Sept. 28		\$5	
Parking for Sept. 29		FREE	
TOTAL			

Make checks payable to SIU

Application Deadline: Sept 25, 2018

CHECK, CASH and MAJOR CREDIT CARDS ACCEPTED
Send application to: Craft Shop, Student Center - Mail Code 4407
Southern Illinois University Carbondale, 1255 Lincoln Drive, Carbondale, IL 62901
or email application to: craftshp@siu.edu

CRAFT SALE APPLICATION

VALENTINE'S DAY CRAFT SALE AND BAZAAR

Thursday • Feb. 14, 2019
10 a.m. - 5 p.m.

Name	Telephone	
Address		
City	State	ZIP code
Email		

Type(s) of arts or craft to be sold. Open to all types of vendors. Books and food excluded.

	# of Tables	Cost	Subtotal
Feb. 14		\$25/each*	
Parking		\$5	
TOTAL			

* \$15 for students

Make checks payable to SIU

Application Deadline: Feb. 12, 2019

CHECK, CASH and MAJOR CREDIT CARDS ACCEPTED
Send application to: Craft Shop, Student Center - Mail Code 4407
Southern Illinois University Carbondale, 1255 Lincoln Drive, Carbondale, IL 62901
or email application to: craftshp@siu.edu

CRAFT SALE APPLICATION

HOLIDAY CRAFT SALE

Thursday - Friday, Nov. 29 - 30, 2018 • 10 a.m. - 5 p.m.
Saturday, Dec. 1, 2018 • 10 a.m. - 4 p.m.

PLEASE NOTE:

Vendor locations previously located on the second floor will now be located in the Renaissance Room adjacent and just west of the first-floor Art Gallery .

Name	Telephone	
Address		
City	State	ZIP code
Email		

Type(s) of arts or craft to be sold* (please include photo)

***** All tables are on the first floor! *****

REFLECTS THREE-DAY RESERVATIONS			
	# of Tables	Cost	Subtotal
First-floor Premium Art Gallery		\$145/each	
First-floor Standard Art Gallery		\$125/each	
First-floor Renaissance Room		\$100/each	
	# of Parking Permits		Subtotal
Nov. 29		\$5/each	
Nov. 30		\$5/each	
Dec. 1		FREE	
TOTAL			

Make checks payable to SIU

Application Deadline: Nov. 17, 2018

CHECK, CASH and MAJOR CREDIT CARDS ACCEPTED
Send application to: Craft Shop, Student Center - Mail Code 4407
Southern Illinois University Carbondale, 1255 Lincoln Drive, Carbondale, IL 62901
or email application to: craftshp@siu.edu

NOTICE:

All jewelry must be juried into this sale.
Deadline for jewelry entries is Oct. 1, 2018.
Please see Guidelines and Regulations.