

**Virtual Holiday Art and Craft Sale Registration**  
Southern Illinois University  
December 1 – December 21, 2020



**Craft Sale Guidelines and Requirements:**

**APPLICATION DEADLINE: Friday, October 30 by 5PM. No late registrations will be allowed. No refunds.**

**NEW vendors will be juried into the Virtual Holiday Craft Sale.** Please email the Craft Shop at [craftshop@siu.edu](mailto:craftshop@siu.edu) with (5) images of your art and craft items before submitting an registration application. All art must meet guidelines requirements of underlined below.

**All art and craft items must be original, well-crafted, and handmade.** No commercially made or obtained items, imports, food, literature, book, magazines can be sold. All artists will be prejudged for compliance to the guideline and quality.

**Photo Requirements:**

Submit three high quality digital photos, 300 dpi no larger than 2MB will be accepted and should be submitted by email to [craftshop@siu.edu](mailto:craftshop@siu.edu) subject line: Holiday Craft Sale. (2) Images of your art or products and (1) of an artist headshot or artist working in studio. Images must be high quality.

The Craft Shop reserves the right to edit or use any photos provided for social media and advertising purposes for this event.

Customers will pay artists directly by preferred method, it is up to the artist to collect payment, correspond, and ship purchased items to the customer in a timely fashion.

All vendors are responsible for collecting and reporting sales tax to their State's Department of Revenue. If you need a Special Events Tax Collection reporting form. Please email and one will be provided.

Craft Sale registration fee is \$25. This fee will assist in covering the costs of advertising and web hosting. The fee can be paid over the phone 618.453.3636 via credit card, in person at the Craft Shop front desk Monday – Saturday 12 – 5PM, or by check, make checks payable to SIU.

Mailed to:            Craft Shop  
                             Student Center – MC 4407  
                             1255 Lincoln Drive  
                             Carbondale, IL 62901

All other application material will need to be email to [craftshop@siu.edu](mailto:craftshop@siu.edu) subject line: Holiday Craft Sale

**Event Calendar:**

- Friday, August 28– Virtual Craft Sale Application Announcement
- Friday, September 11– Email website layout example and any additional updated on event to vendor list.
- Friday, November 13th, 5PM – Application Deadline via email or postmarked
- Tuesday, November 3 – Posters and signage up across Southern Illinois and on campus. Start regional marketing and social media marketing campaign, press release at all local media. Artist features on Craft Shop social media through November and December.
- Tuesday, December 1 at 12PM CST – Monday, December 21<sup>st</sup> – Webpage launch on Student Center Home Page.
- Tuesday, December 22 at 12PM CST – Webpage moved to Craft Shop for regional artist resource guide through May 31.

**If you have additional questions please contact the Craft Shop by email at [craftshop@siu.edu](mailto:craftshop@siu.edu) or by phone at 618/453-3636.**

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Southern Illinois University CARBONDALE  
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**Artist Information** (please print clearly):

First and Last Name: \_\_\_\_\_  
Email: \_\_\_\_\_ Phone: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Registration Fee: \$25**

Payment Type:                      Cash                      Credit Card                      Check (Payable to: SIU)

Registration form Sent Via:              Emailed              Mailed

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send (2) high quality images that best represent your work and (2) artist headshot or studio portrait to craftshop@siu.edu.

**Information for Website: (please fill out information you would like displayed on the website)**

Company Name: \_\_\_\_\_

Artist Name: \_\_\_\_\_

Media: \_\_\_\_\_

City & State business is located: \_\_\_\_\_

Online Gallery / Shop Link (Website, Etsy page, Facebook artist page)  
\_\_\_\_\_  
\_\_\_\_\_

Desired form of contact: (examples: email, phone, etsy, website)

Phone: \_\_\_\_\_ Other: \_\_\_\_\_

Email: \_\_\_\_\_

Desired form of payment (PayPal, Square, Venmo, Etsy, Website, etc.) \_\_\_\_\_

Short Artist Bio (350 characters maximum)

**Craft Shop Staff Only:**

Date Application Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_ Payment Type: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Images Received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_