

The Hudson Area Chamber of Commerce & Tourism Bureau  
*Presents*



**Annual Christmas Tour of Homes & Craft Sale  
Craft Sale Application**

**LOCATION, DATE & TIME**

Hudson House Grand Hotel, 1616 Crest View Dr. – Hudson, Wisconsin  
November 17, 2018  
9:00 a.m. – 5:00 p.m. (new ending time)

**THE VENUE**

This craft sale is held in conjunction with the Christmas Tour of Homes that features private homes and the historic Octagon House, all decorated for the holiday season. Tickets are sold for the 3-day tour event (Nov. 16-18) that officially kicks off the holiday season in the Hudson area. The craft sale and business marketplace will take place on Saturday only at the Hudson House Grand Hotel where tour goers can begin the tour and be picked up and dropped off by buses that run throughout the day.

**SALE ELIGIBILITY**

- This is a juried sale. Representatives from the Hudson Chamber of Commerce and members from the Christmas Tour of Homes committee will review all images submitted.
- Absolutely **NO** manufactured, commercial or imported products or food products will be accepted into the Craft Sale areas. (*Misrepresentation of manufactured items may be refused entry or asked to leave, and no refund of any fees paid will be granted.*). Please consider applying for table in the Business Marketplace instead.
- Artists may only exhibit work in the category in which they are accepted.

**JURY REQUIREMENTS**

Please submit four photographs, including one of your booth display and three of the general items to be sold. If you are selling items from more than one category, please provide photos of all of the different category types; we are unable to accept slides. You may send digital images via e-mail or mail in hard copies of the printed photos.

- **E-mailed Images**
  - Images are requested to be 1920 x 1920 pixels at 72 PPI (pixels per inch) saved as a high resolution, baseline JPEG format. The image file size must be less than 1.8 MBs.
  - Each image file should be labeled with the artist's name.
  - E-mail your images to [info@hudsonwi.org](mailto:info@hudsonwi.org).
- **CD via Mail**
  - Images should be in JPEG format on a CD and sized at 1,200 pixels at 300 dpi.
  - Clearly label CD with your name, address, and phone number.
  - To ensure the return of your CD, please include a postage paid, size appropriate envelope.
- **Printed Images**
  - Images should be full color, 4" x 6".
  - Include your first and last name on the back of each photo.
  - To ensure the return of your photos, please include a postage paid, size appropriate envelope.

## APPLICATION

- Booth fee is \$115.00. Checks and credit cards will be accepted but will not be processed until the sale has been juried and your application has been accepted.
- **Application deadline is July 1, 2018 for first round consideration. Applications will be reviewed on an ongoing basis after the August deadline if space is still available.**
- You will be notified of your acceptance by August 1, 2018 or as soon as the application is reviewed if received after August 1.
- Cancellations must be received by October 1, 2018 to be eligible for a partial refund. A \$30.00 administration fee will be deducted from any refund. Booth spaces are not transferable.
- Because we strive to provide a wide variety of crafts and art, we reserve the right to limit the number of “like” products.
- With your application please include:
  - Provide your Wisconsin tax ID number. (If you do not have one, call the Wisconsin Department of Revenue at 608-266-2776. Note on your application that you’ve “applied for” a tax ID. You are still required to provide the number before you can set up for the event.) If you are exempt from sales tax please indicate on the application along with reason.
  - If you would like your images returned, please provide a self-addressed, stamped envelope. (Photos will not be mailed without sufficient return postage).
- Exhibitors who will be selling/sampling food items will be required to provide food license information for the State of Wisconsin and/or St. Croix County Health Department as required by those agencies. This includes pre-packaged food items. Call the Department of Health at (715)-246-8361 to see if you require a license.

## EXHIBIT SPACE

- Exhibit spaces are 10’wide x 8’ deep.
- One table and two chairs will be provided for you. If you do not need them please indicate on your application.
- Each space will have electricity available. You will need to supply your own extension cords.
- Please cover tables to the floor and keep extra supplies and boxes out of public view. Your displays & products should remain inside your booth location and not in walkways.
- **The Chateau Room holds 22 booths (excluding stage). The River Room holds 6 booths. We will fill the Chateau Room first. If additional crafters sign up we will open the River Room. If you would prefer to be in the River Room (if opened) please note that on your application. We cannot guarantee placement.**

## SET-UP TIMES AND ENTRANCES:

- You may set up on Friday, November 16 from 5:00 pm – 8:00 pm or on Saturday, November 18 starting at 7:00 am. You must be set up by 8:45 am on November 18. A volunteer will be on site to assist with any set up questions.

## SECURITY

- Doors to the sale areas will be locked at 8:00 p.m. on Friday evening and opened at 7:00 a.m. on Saturday morning.

## BREAKDOWN

- All displays must remain up until 5:00 pm on Saturday. Exhibitors packing up or leaving early will not be accepted back to future events. Closing early hurts sales for other vendors as customers leave assuming the event is over.
- Exhibitors are responsible for cleaning up their own exhibit space, however supplied tables and chairs can remain where they are.

**QUESTIONS** If you have further questions please call the Hudson Area Chamber of Commerce & Tourism Bureau at 715-386-8411. Email: [info@hudsonwi.org](mailto:info@hudsonwi.org)

**Hudson Chamber of Commerce & Tourism Bureau  
2018 Christmas Tour of Homes  
Craft Sale Application**

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

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail: \_\_\_\_\_

Website: \_\_\_\_\_

Business Facebook page: \_\_\_\_\_

**\* WI Tax ID #:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ **REQUIRED**

Tax ID Number Applied For (must send in number prior to event)

Tax ID Exempt - Reason: \_\_\_\_\_

**Please circle the appropriate categories for your art:**

Clay   Fiber   Glass   Jewelry   Metal   Photography   Wood   Painting   Drawing   Food

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

Description of items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Food License # \_\_\_\_\_ Type: \_\_\_\_\_

I will be providing food/beverage samples:  YES (please describe above)  NO

I am requesting \_\_\_\_\_ (#) Booth(s) at \$115.00 each.

Does your booth have walls?    YES    NO

I will need (Please circle)

1 Table:    YES    NO

2 Chairs:    YES    NO

Electricity:    YES    NO

**I plan to set up on Friday, November 16 between 5pm-8pm:    \_\_\_Yes    \_\_\_No**

**Please list special needs or requests:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Over)

**PAYMENT**

**Booth fee is \$115.00 each**

Check     American Express     Visa     Master Card     Discover

Name as it appears on Credit Card: \_\_\_\_\_

Card number: \_\_\_\_\_ Exp: \_\_\_\_/\_\_\_\_

SEC 3 digit code \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Make checks payable to: Hudson Area Chamber of Commerce & Tourism Bureau

**\*You may also call with your credit card number – 715-386-8411, ask for Vanessa**

**CHECKLIST**

- Completed Application by July 1, 2018 (or until full)
- Payment for \$115.00/booth
- Pre-Paid Self Addressed Stamped Return Envelope (for returning photos)
- Photos sent via email to: [info@hudsonwi.org](mailto:info@hudsonwi.org), or CD of digital images, or hard copies of photos

**Artist Indemnity**

*Submission of your work grants permission to photograph artwork for publicity purposes and assumes acceptance by artists of all conditions listed herein. It is agreed that the exhibitor, promises to hold harmless the Hudson Area Chamber of Commerce & Tourism Bureau and the Hudson House Grand Hotel from any and all liability arising out of any injury to person or damage to or financial loss, theft or injury, and from any actions, suits, claims, payment, costs or damages which may be brought against me arising from my participation in the Tour of Homes Christmas Craft Sale, including losses during set-up and tear-down activities and exhibitor further agrees to indemnify Hudson Area Chamber of Commerce & Tourism Bureau, for any and all expenses incurred by said organization arising out of exhibitors negligence or that of their guests or invitees.*

*I understand that failure to comply with the rules and regulations set forth may result in cancellation of my participation in the Christmas Tour of Homes and Craft Sale and forfeiture of any fees. I accept the rules and requirements of the Christmas Tour of Homes and Craft Sale and agree to abide by them.*

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

**Send completed application to:**

Hudson Area Chamber of Commerce & Tourism Bureau  
TOH Craft Sale  
502 Second Street  
Hudson, WI 54016

Phone: 715.386.8411

E-mail: [info@hudsonwi.org](mailto:info@hudsonwi.org)

Web: [www.DiscoverHudsonWI.com](http://www.DiscoverHudsonWI.com)