



Ankeny, IA
Saturday, November 4, 2023
9am - 4pm

This fundraiser for the Ankeny Art Center is one of the most popular craft shows in Iowa, featuring hand-crafted items. The fair hosts over 250 exhibitors throughout the Midwest, with more than 5,000 customers attending this one-day event.

EVENT INFORMATION

Sale Date: Saturday, November 4th, 2023, 9am-4pm

Admission: \$7 -provides access to all schools all day. Shuttle busses to each location all day for \$1 donation

Locations:

Northview Middle School: 1302 N. Ankeny Blvd, Ankeny, IA 50023

Parkview Middle School: 105 NW Pleasant St, Ankeny, IA 50023

Prairie Ridge Middle School: 1010 NW Prairie Ridge Dr, Ankeny, IA 50023

ELIGIBILITY

We only accept handcrafted items by the vendors

We have a strict **NO RESALE** policy. This show is to exhibit **HANDCRAFTED** items produced by our vendors. If you attempt to sell wholesale/resale items, we will ask you to remove products and/or ask you to leave, and prohibit you from exhibiting again. All exhibitors must honestly disclose all information on the application, including all items to be sold.

BOOKING POLICY

- **All exhibitors must submit a completed application form with a photo of craft and the appropriate fee enclosed.** We will cash your check upon placement. You will not be placed until we can cash your check. NO post-dated checks please.
- **Applications will be processed in the order received** and will be accepted until spaces are full. At that time applicants will be placed on a waiting list, unless otherwise indicated on the application.
- **Applications that are not completed in full will not be considered or held.** Applicant will be notified of incompleteness by email or phone but will not be placed until completed.
- **No split fees accepted.** One application per booth. You are welcome to share a booth with another person(s) but only submit one application, please.
- We will attempt to accommodate the exhibitor's placement requests, however, **NO GUARANTEES CAN BE MADE.** We place in order received and best fit by category.

FOOD SALES

If you plan to sell any food items you **MUST** indicate so on the application. If you are offering samples, please write "samples" in the description. **Food samples require a hand washing station at the booth supplied by the vendor,** in accordance with Iowa law. Exhibitors with food items are limited to the cafeterias in all schools and the Northview Middle School balconies. **Qualifying vendors need a Temporary Food License in the State of Iowa.** They must receive your applications at least 72 hours prior to the event. Failure to do so will result in ejection from the event and possibly denied future attendance.

Questions regarding Iowa food laws can be directed to Addison Boughton, Food Safety Specialist at addison.boughton@dia.iowa.gov

BOOKING FEES

Booth options are as follows:

Single Space: 12' wide x 9' deep = \$160
18' Space: 18' wide x 9' deep = \$235
Double Space: 24' Wide x 9' Deep = \$320

Electricity: 300-watt outlet can be provided for \$10 to certain booth spaces. Exhibitors are encouraged to supply their own electric cords and surge protector

Chairs/Tables: Please indicate on application if you would like tables and/or chairs. We will provide **up to two 8' x 30" tables for \$10 per table** and **two chairs per booth for \$5 each** for exhibitors requesting them

DEADLINE FOR ANY APPLICATION CHANGES IS OCTOBER 15TH

OTHER INFORMATION

Set Up/Tear Down Time: Set up will be from 6am-9am on Saturday, November 4th. **There is NO set up on Friday due to School District Policy.** Tear down will be from 4pm-6pm. Vendors should be torn down and cleaned up by 6pm.

Food/Drinks: Non-profit food vendors will offer breakfast, lunch, and drinks for sale in the cafeteria. There will be *free* coffee for exhibitors from 6am-8am in the cafeteria. **NO FOOD OR DRINK IS PERMITTED IN THE GYMS.** This is in accordance with school policy. Food is to stay in the cafeteria and hallways.

Wi-Fi: Wi-Fi is not offered in any areas of the schools. If you would like to accept credit cards electronically, please plan to bring your own hotspot or wireless device. *We will not provide any technical support for internet access.*

Parking: All facilities have ground level access for unloading and loading. **Vehicles may not be parked on the grass at any time. No parking or leaving trailers on school property overnight.**

Other: Ankeny Art Center does not provide booth sitters during the day, please keep that in mind while planning.

REFUND POLICY

Cancellations made before August 1st will be refunded 100%. Cancellations made between August 1 and September 30 will be refunded 50%. **No refunds** will be made for cancellations on or after October 1st. This includes vendors that cannot obtain an Iowa temporary food sales license.

QUESTIONS

To contact us send an email with SNPV in the subject line to mindy@ankenyartcenter.com or call (515) 965-0940
Hours: Tuesday-Friday 11am-4 pm, Thursday 4-7pm, Saturday 11am-4pm

Please send application to:
ATTN: Santa's North Pole Village
Ankeny Art Center
1520 SW Ordinance RD
Ankeny, IA 50023



**42nd Annual
Santa's
North Pole Village
Craft Sale**

Ankeny, IA
Saturday, November 4, 2023
9am - 4pm

**Application must be filled out completely, with booth fee and one photo enclosed.
Please print neatly or type.**

All items at this show **MUST BE HAND MADE BY THE EXHIBITOR(S)**
All qualifying food must have an Iowa temporary food license

Name: _____

Company Name: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Previous Years at Show:** _____

Email Address: _____

IA Tax Permit # or Social Security # (as required by IDR): _____

Art/Craft Description (please be as specific as you can and include a basic photo of products):

Request for specific booth space (optional): _____

*We will attempt to accommodate requests for a placement, however, **no guarantees can be made**
Visit ankenycraftcenter.org under 'Santa's Craft Sale' then "vendor" to view 'Vendor Maps'*

Please select one of the options below

Single Space (12' wide x 9' deep).....	\$160	_____
18' Space (18' wide x 9' deep, limited availability).....	\$235	_____
Double Space (24' wide x 9' deep).....	\$320	_____
Electric Fee (limited availability).....	\$10	_____
- one outlet provided, bring a surge protector if needed		

Order limit of 2 tables and 2 chairs per application

I will need _____ tables (8' x 30") at \$10 each \$ _____

I will need _____ chairs at \$5 each \$ _____

No changes after October 15th

Please make check payable to: Ankeny Art Center
Mail application, payment, and picture to:
Ankeny Art Center
Attn: Santa's North Pole Village
1520 SW Ordinance Road, Ankeny IA 50023

Check # _____

Credit Card # _____ **EXP Date** _____ **CCV** _____

Total \$ _____

Confirmation letters and event details will be sent by U.S. mail starting in March. Waiting list persons will be contacted by email or phone. For more information contact Mindy at The Ankeny Art Center at mindy@ankenycraftcenter.com or 515-965-0940

By completing this application, I agree to the terms stated below: I have read and I understand the information letter. I understand the Ankeny Art Center will not charge a commission and will not be liable for any loss, damage, or personal injury that may occur. I agree to maintain my area throughout the duration of the entire show. I agree I am responsible for meeting all regulations of the Ankeny Art Center, local and state government.

Office use only: _____