

37th Annual Santa's North Pole Village Craft Sale

Ankeny, Iowa- Saturday, November 3, 2018
9am - 4pm

Thank you for your interest in being part of Santa's North Pole Village (SNPV) Craft Sale Fundraiser. This event began several decades ago as a means to raise operational funds for the Ankeny Art Center and as financial support for dozens of other local non-profit groups.

This is one of the most popular craft shows in Iowa and features hand-crafted items such as jewelry, furniture, clothing, and holiday décor. The fair hosts over 250 exhibitors from throughout the Midwest, with more than 5,000 loyal customers attending the one day event.

EVENT INFORMATION

Sale Date: Saturday, November 3, 2018 9am-4pm. Cafeteria opens for breakfast at 8am.

Admission: \$5 -provides access to all schools all day.- Shuttle bus to each location for \$1.00.

Locations:

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

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

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

ELIGIBILITY

WE ONLY ACCEPT HANDCRAFTED ITEMS BY THE EXHIBITOR

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, may ask you to leave, and may 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.
- **Applications will be processed in the order they are received** and will be accepted until spaces are full. At that time, applicants will be placed on the waiting list if 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.
- The one photo is for booking purposes only and can be printed on your home printer (does not have to be printed on photo paper). It can be one photo of multiple items or a booth image.
- No split fees accepted. One application per booth (we don't issue half spaces). You are welcome to share a booth with another person(s) and apply as one applicant.
- The SNPV committee will attempt to accommodate the exhibitors placement requests, however, **NO GUARANTEES CAN BE MADE.** We place in order received and best fit by category.

Food Sales

!!!NEW!!!

- **FOOD ITEMS:** If you plan to sell any food items, you must check that category. If you are offering samples please write "samples" in the description portion of the application. 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 application 72 hrs. prior to the event. Failure to do so will conclude with ejection from the event and possible failure to attend in the future.

Application : https://dia.iowa.gov/sites/default/files/documents/2016/01/temporary_license_application_2016.pdf

Questions or to request a paper application contact: Iowa Department of Inspections and Appeals

Addison Boughton, Food Safety Specialist

Phone (515)402-6695

Email: Addison.Boughton@dia.iowa.gov

- An acceptance or confirmation letter will be mailed to all booked exhibitors starting in late March. Plan for at least 3-4 weeks. Fees will not be cashed until application has been processed and booked. We will not book an applicant without exhibitor fees. Applications that are received and not booked may be put on a waiting list. All waiting list exhibitor fees will not be cashed until booked. All non-booked exhibitor fees will be destroyed. You will be notified of this by email.

BOOKING FEES

Booth options are as follows (measurements are approximate):

Single Space: 12' wide x 9' deep = \$150

Double Space: 24' wide x 9' deep = \$300

Corner Space: 2-2 1/2 spaces = \$300

Please note: corner spaces vary depending on school

Electricity: available in certain booths for a fee. A single space will be provided one 300 watt outlet for \$10. Double/ corner spaces will be provided two 300 watt outlets for \$20. Exhibitors are asked to supply their own electric cords.

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 a table and two chairs per booth** *free of charge* for exhibitors requesting them. **Deadline for changes is October 1st.**

OTHER INFORMATION

SET UP TIME: 5am - 9am on Saturday, November 4th. There is NO set up on Friday due to our agreement with the school district. This will be the policy in future years as well, and will not change.

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. Please plan accordingly if you are placed in a gym. Food is to stay in the cafeteria and hall ways.

WI-FI: At this time, WI-FI is not offered in any areas of the schools. If this changes, we will notify confirmed exhibitors prior to the sale. If you would like to accept credit cards electronically, please plan to bring your own hot-spot 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 PROBPRTY OVERNIGHT.**

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

REFUND POLICY

Cancellations made before August 1 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 can not obtain a Iowa temporary food sales license.

QUESTIONS?

Our show is well known throughout the state and the upper Midwest and attracts thousands of visitors annually. If you have any questions, please contact us. We want to ensure that everyone involved has an enjoyable experience! For more information about the Ankeny Art Center and Santa's North Pole Village Craft Sale, go to www.ankenyartcenter.com.

To contact us, send an email with SNPV in the subject line to ankenyarts@ankenyartcenter.com or call (515)965-0940.

Hours: Tuesday-Friday: 9am - 1pm, Thursday: 4pm-7pm, Saturday: 9am-noon

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

37th Annual Santa's North Pole Village Craft Sale
Ankeny, Iowa - November 3, 2018
2018 Application Form

Application Instructions:

Application must be filled out completely, both sides, with booth fee and one photo enclosed.

*Please print neatly or type. **Bold** information is required.*

All items at this show **MUST BE HAND MADE BY THE EXHIBITOR(s)**

All qualifying food must have an Iowa Temp Food License

Name: _____ Additional Names: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Alt. Phone: _____ Previous Years At Show (0-37): _____

Email Address: _____

Web Site: _____ Social Media URL: (address) _____

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

Art/Craft Categories: *(check all that applies you your booth)*

- | | | | | |
|--------------------------------------|--|--------------------------------------|-----------------------------------|--|
| <input type="checkbox"/> Digital Art | <input type="checkbox"/> Sewing/Fibers | <input type="checkbox"/> Paper | <input type="checkbox"/> Jewelry | <input type="checkbox"/> Home/Office Decore |
| <input type="checkbox"/> Food | <input type="checkbox"/> Wood | <input type="checkbox"/> Metal | <input type="checkbox"/> Glass | <input type="checkbox"/> Dolls or Doll items |
| <input type="checkbox"/> Ceramic | <input type="checkbox"/> Fine Art | <input type="checkbox"/> Floral | <input type="checkbox"/> Painting | <input type="checkbox"/> Misc |
| <input type="checkbox"/> Mixed Media | <input type="checkbox"/> Furniture | <input type="checkbox"/> Bath & Body | | |

Art/Craft Description: *(List more details of your items. Qualifying food, even accompanied by craft, needs an Iowa Temp. Food License.)*

*Cancellations made before August 1 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 any vendor(s) that **can not** obtain a Iowa temporary food sales license. We recommend filing early for an IA Temp. Food License.*

Please indicate, by number, your 1st, 2nd, and 3rd choice of desired location.

Electric sites are along the walls and are limited.

Northview Middle School _____ Parkview Middle School _____ Prairie Ridge Middle School _____
(1302 N. Ankeny Blvd) (105 NW Pleasant St) (1010 NW Prairie Ridge Dr)

Request For Specific Booth Space (Optional) _____

*We will attempt to accommodate requests for a placement, however, **no guarantees can be made.***

~Booked by order received, and category availability~

Visit www.ankenyardcenter.com under 'Call for Entries' to view "Vendor maps"

If booths are full, please place me on the waiting list **YES** **NO**

Checks will be held, if not placed they will be destroyed post event or at your request.

Please select one of the options below; booth sizes are approximate

Single Space (12' wide x 9' deep)	\$ 150.00	_____
Single Space Electric Fee	\$ 10.00	_____
Double Space (24' wide x 9' deep two single spaces)	\$ 300.00	_____
Corner Space (2-2 1/2 spaces in the corner of the room)	\$ 300.00	_____
Double & Corner Space Electric Fee	\$ 20.00	_____

Order Limit of 2 tables & chairs per booth

I will need _____ tables @ \$10 each	\$ _____
<i>(number 0-2) (tables: 8' x 30')</i>	
I will need _____ chairs for Free	FREE
<i>(number 0-2)</i>	

No Changes After October 1st

Check # _____ **Total: \$** _____
Booth, electric & tables

Please make check/money order 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**

Acceptance or Confirmation letter 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 the Ankeny Art Center at ankenyardarts@ankenyardcenter.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: _____