

# 36th Annual Santa's North Pole Village Craft Sale

Ankeny, Iowa  
Saturday, November 4, 2017, 9am - 4pm

Thank you for your interest in being part of Santa's North Pole Village (SNPV) Craft Sale. It is the Ankeny Art Center's biggest fundraiser for the year. 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 4, 2017 9am-4pm. **Open for breakfast at 8am.**

**Admission:** \$5 (provides access to all schools). 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 SUBMISSIONS.***

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.**
- **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 and will be returned to sender.**
- Photos are for booking purposes only and can be printed on your home printer (does not have to be printed on photo paper).
- No split fees accepted. This means we will only accept one application per booth (no half spaces are issued).
- The SNPV committee will attempt to accommodate exhibitor placement requests, however, **NO GUARANTEES CAN BE MADE.**
- **FOOD ITEMS:** If you plan to sell food items, you must disclose "food" or "samples" on your application. **Exhibitors with food items are limited to the Parkview Middle School and Prairie Ridge Middle School cafeterias and the Northview Middle School balconies.**
- A confirmation letter will be mailed to all booked exhibitors. All fees will be held until application has been processed and booked. Applications that are received and not booked may be put on a waiting list. All non-booked exhibitor fees will be returned by U.S. Mail.

**36th Annual Santa's North Pole Village Craft Sale**  
Ankeny, Iowa  
Saturday, November 4, 2017, 9am - 4pm

**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 8ft 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. There will be *free* coffee for exhibitors from 6am - 8am. **PLEASE NOTE: No food or drink is permitted on gym floors in accordance with school policy. Please plan accordingly if you are placed in a gym.**

**WI-FI:** At this time, WI-FI is not offered in all 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 OR OVERNIGHT ON FRIDAY.**

**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.

**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.ankenyardcenter.com](http://www.ankenyardcenter.com).

To contact us, send an email with SNPV in the subject line to [ankenyardarts@ankenyardcenter.com](mailto:ankenyardarts@ankenyardcenter.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 Ordinance Rd**  
**Ankeny, IA 50023**

**36th Annual Santa's North Pole Village Craft Sale  
Ankeny, Iowa - November 4, 2017  
2017 Application Form**

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

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Alt. Phone: \_\_\_\_\_ Previous Years At Show (0-34): \_\_\_\_\_

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

Web Site: \_\_\_\_\_

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

Art/Craft Medium: \_\_\_\_\_

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

*Electric sites 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) \_\_\_\_\_

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

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

*Visit [www.ankenycartcenter.com](http://www.ankenycartcenter.com) under 'Call for Entries' to view booth maps*

*Limit one per exhibitor; booth sizes are approximate*

Single Space (12' wide x 9' deep).....	<b>\$ 150.00</b>	_____
Single Space Electric Fee.....	<b>\$ 10.00</b>	_____
Double Space (24' wide x 9' deep).....	<b>\$ 300.00</b>	_____
Corner Space (2-2 1/2 spaces).....	<b>\$ 300.00</b>	_____
Double & Corner Space Electric Fee.....	<b>\$ 20.00</b>	_____
Check # _____	<b>Total</b>	_____

Booth, electric & tables

**Limit of 2 tables & chairs per booth  
(number 0-2)**

I will need \_\_\_\_\_ tables @ **\$10 each**

I will need \_\_\_\_\_ chairs for Free

**No Changes After October 1st**

*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.*

*Please make check/money order payable to: Ankeny Art Center*

**Mail application, payment and pictures to:**

**Ankeny Art Center  
Attn: Santa's North Pole Village  
1520 SW Ordinance Road, Ankeny, IA 50023**

Confirmation letter and event details will be sent by U.S. Mail.

For more information, contact the Ankeny Art Center at [ankenycartcenter.com](mailto:ankenycartcenter.com) or 515-965-0940.

Office use only: \_\_\_\_\_