



# 44th Annual Santa's North Pole Village Craft Sale

Ankeny, IA  
Saturday, November 1st, 2025  
9am - 3pm

**This fundraiser for the Ankeny Art Center is one of the most popular craft shows in Iowa, featuring hand-crafted items. The fair will host over 150 exhibitors throughout the Midwest, and see more than 3,500 customers attend this one-day event.**

## EVENT INFORMATION

**Sale Date:** Saturday, November 1st, 2025, 9am-3pm

**Admission:** \$7 (Pre-sale tickets for \$6 will be available before the day of the event)

## New Location:

**Prairie Trail Sports Complex  
2250 SW Vintage Pkwy, 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 all crafts being sold and the appropriate fee enclosed.** We will cash your check or process your credit card upon placement. You will not be placed until we receive payment. **NO post-dated checks or money orders 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.
- **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 not be taking booth placement requests as this will allow us to better place vendors.**

**NEW THIS YEAR: APPLICATION DEADLINE IS JULY 1ST.**

## 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. **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](mailto: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

**\*\*6ft Table-only spaces= \$75**

*Limited Number of spots and no guarantee on electric*

***Due to credit card fees, there will be a \$5.00 charge to process all credit card applications. Double booths will be charged \$10.00.***

***To avoid credit card fees, you may mail in a check or come in person to the Ankeny Art Center to pay in cash.***

**Electricity:** A 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 the 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

## OTHER INFORMATION

**Set Up/Tear Down Time:** Set up will be from 6am-9am on Saturday, November 1st. **There is NO set up on Friday.** Tear down will be from 3pm-5pm. Vendors should be torn down and cleaned up by 5:30pm.

**Food/Drinks:** There will be concessions stands open and ran by Prairie Trail Sports Complex Staff to provide food throughout the event to vendors and customers.

**Wi-Fi:** Wi-Fi is offered at this new location. AAC staff will provide vendors with WiFi details on the day of the event.

**Parking:** The facility has ground level access for unloading and loading and two entrances for vendors/customers. **Vehicles may not be parked on the grass at any time. No parking or leaving trailers on property overnight.**

***\*\*Other: Ankeny Art Center does not provide booth sitters during the day, please plan accordingly.***

## 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 SNP in the subject line to **mandib@ankenyartcenter.com** or call (515) 965-0940  
Hours: Tuesday-Friday 11am-4 pm, Thursday 11am-7pm, Saturday 11am-4pm

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



**44th Annual  
Santa's  
North Pole Village  
Craft Sale**

Ankeny, IA  
Saturday, November 1st, 2025  
9am - 3pm

**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 **all** crafted products that will be featured in your booth):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Please select one of the options below**

**Indicate your second choice if first is not available at time of application submission**

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)..... <b>** one outlet provided, bring a surge protector if needed</b> .....	\$10	_____
<b>***6ft Table-only space</b> .....	\$75	_____

**\*\*\*Cannot book more than 1 must provide own table and electricity is not available.**

**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 ..... \$ \_\_\_\_\_

**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 \$ \_\_\_\_\_

**\*\*If missing or incomplete, application will be rejected.**

Confirmation letters and event details will be sent by U.S. mail starting in the spring. Waiting list persons will be contacted by email or phone.

For more information contact The Ankeny Art Center at **mandib@ankenyartcenter.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 that I am responsible for meeting all regulations of the Ankeny Art Center, local and state government.

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