

Parks, Recreation and Culture 2025 Artisan Fair FAQ Page

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Vendor Application Process

Q: Where can I register to attend the 2025 Artisan Fairs?

A: The Parks, Recreation and Culture Artisan Fairs have transitioned to an application process for 2025. Vendors interested in participating must submit a separate application for each fair they wish to attend. Applications can be found [here](#). Applications will be reviewed weekly and in order of submission. Vendors will be notified of their acceptance status via email. If accepted, the email will include a link to select a booth location and finalize registration for the event. A video tutorial on how to apply and select a booth can be found here: [Artisan Fair Enrollment How-To Video](#).

Q: Why is there a \$10 non-refundable application fee to apply?

A: The \$10 application fee is in place to accommodate for administrative duties regarding processing the applications, vendor selection, and managing vendor communications. This fee is non-refundable for all vendors no matter of their applications acceptance status.

Q: What product category do I pick if I have products that fit into multiple categories?

A: If your products fall into multiple categories, please select the category that best represents the majority of your offerings. Alternatively, you may choose the “Other” option and provide details on the various categories your products fall into.

Q: If my application is not accepted, can I appeal the decision?

A: If a vendor would like to appeal their application status, they may do so by emailing a letter with their reason of appeal and any additional comments and questions to parksrec@lawrenceks.org

Q: How long should a vendor expect to wait to hear back about their application decision?

A: The administrative review team strives to review applications on a weekly basis and will notify applicants of their application status within 1–2 weeks of submission with the exception of the Holiday Extravaganza due to the volume of applicants. We appreciate your patience and understanding as we carefully evaluate each application.

Q: What time of day will the application for each show open?

A: The application for each show will open at 8 a.m. on the designated opening day.

Q: Are there a limited number of out-of-town vendors that will be accepted to each show?

A: No, there is no limit on the number of out-of-town vendors accepted for each show. Our selection process is based on the quality of products offered and the percentage of items that are handmade or handcrafted.

Q: Can I make and sell kit products?

A: A kit product is a product assembled using supplies and instructions provided by the kit's manufacturer. These products are not original creations by an artisan. We do not allow the sale of items made from kits, such as a completed Lego sculpture built using prepackaged Lego bricks and instructions. However, we do allow the sale of kits or kit-based products that have been originally crafted by the artisan, such as a handmade paint-by-numbers kit or a sculpture kit designed and crafted by the vendor.

Booth Selection and Configuration

Q: How do I find out my booth assignment for each show?

A: We've introduced a new system to streamline booth selection. Accepted vendors can access an interactive map for each show they've been approved to participate in. On the map, vendors can view available booths and reserve their preferred location by clicking on it. Once the registration and checkout process is completed, vendors will receive a confirmation email with the details of their selected booth. Please note that booth assignments are final, and changes to booth locations will not be possible after selection. Please see a demonstrative layout and prices below.



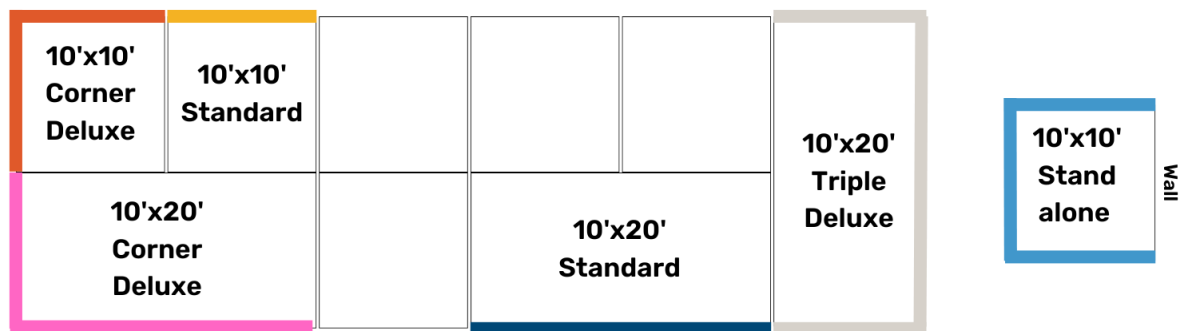
Q: What are the booth sizes and prices?

A: We offer several booth options tailored to each Artisan Fair:

- **Spring Artisan Fair & Autumn Harvest Festival:**
 - 10'x10' booths with options for one, two, or three selling sides.
- **Summerfest Artisan Fair:**
 - 10'x10' booths with options for one or two selling sides.
- **Holiday Extravaganza Artisan Fair:**
 - Both 10'x10' and 10'x20' booths are available, with options for one, two, or three selling sides for each size.

Booth Size	Selling Sides	Price
10' x 10'	Standard booth with 1 selling side	\$90
10' x 10'	Corner deluxe booth with 2 selling sides	\$140
10' x 10'	Stand alone booth with 3 selling sides	\$190
	Please note that 10'x20' booths are only available at the Holiday Extravaganza	
10' x 20'	2 standard booths together with 1 selling side	\$180
10' x 20'	1 corner deluxe booth + 1 standard booth with 2 selling sides	\$290
10' x 20'	Triple Deluxe booth with 3 selling sides	\$340

Demonstrative layout



Different colored lines indicate selling sides

Q: Can I reserve more than one booth space?

A: Vendors are limited to selecting one booth space per show, with options available in 10'x10' or 10'x20'. The booth sizes and quantities are predetermined for each event based on demand from past Artisan Fairs. Event staff may adjust booth availability, including adding or removing certain sizes, as the show approaches based on sales and venue space.



Q: Can I share a booth space with another vendor?

A: Each booth space must be occupied by only one vendor. This is to ensure the fairness between vendors, professional booth presentation, and to provide an enhanced shopping experience for customers.

Q: Can I request a booth space on my application or in advance?

A: Unfortunately, we will not be accepting booth space requests due to our new model, which allows vendors to select their own booth space.

Q: How can I configure my booth space?

A: Vendors have full flexibility in configuring their booth space, provided they remain within the designated 10'x10' or 10'x20' area they have purchased. Many vendors opt for an L-shaped or U-shaped table arrangement to maximize their space; however, the setup is entirely at each vendor's discretion.

Q: Is the layout of each show available online to view before we decide if we want to register for each show?

A: Yes! The booth map for each event is located underneath the event graphic on our website [here](#).

Q: What happens if not all booth spaces for an event are sold? Will the layout be reconfigured?

A: Yes, if there are unsold booth spaces for an event, we will adjust the layout to optimize the experience for both vendors and customers. While we strive to keep vendors in their originally selected area, some adjustments may be necessary, and we will contact vendors if a relocation is required. However, our events typically sell out and often have a waiting list, so this situation is unlikely. We appreciate each vendor's understanding should any changes be needed.

Logistics and Event Operations

Q: Can I rent tables and chairs to use for the fair?

A: We no longer offer table rentals or chairs for use at our fairs. All vendors must provide all tables and displays for their booth space. We recommend that vendors use 6ft or 8ft tables in their booth space.



Q: Are there carts or staff provided to help us unload or load for set up and tear down?

A: We do not have the capacity to provide carts or staff members to help unload or load your products for set up or tear down. We have seen many vendors find success in using wagons or carts they have purchased from retail or hardware stores. There are also many options available for purchase online.

Q: What does loading and unloading look like?

A: Vendors will receive detailed information about the loading and unloading process in the emails sent prior to each event. Please email prspecialevents@lawrenceks.org if you have not received event information less than two (2) weeks before each event. We use designated zones for both unloading and loading, with each vendor assigned a specific zone based on their booth location. For setup, vendors will be assigned an unloading time. During teardown, vendors will be required to completely pack up their booth before they can access their loading zone. Once packed, they will receive a ticket to present to staff, granting entry to their designated zone for loading.

Q: What does parking for each event look like?

A: Each event will have designated vendor parking available. Parking will be clearly marked on a map that is sent with event information prior to the event. Parking will also be marked with signage on the day of the event. Each event facility will have ADA parking spaces available. Vendors should not keep their cars parked in their designated unloading zone during the event.

Q: Will each artisan fair have food vendors or concessions?

A: Our events that take place outdoors (Summerfest and Autumn Harvest Festival) will have food vendors or concessions available for purchase. Specific information on what will be available at each event will be included in information sent prior to the event.

Q: What is the estimated customer attendance at each show?

A: The estimated attendance for each show is based on past events, taking into account factors such as the number of vendors, the event's history, and any hiatuses due to COVID-19:

- **Spring Artisan Fair:** 200–300 attendees
- **Summerfest Artisan Fair:** 1,200+ attendees
- **Autumn Harvest Festival:** 300–500 attendees
- **Holiday Extravaganza:** 2,500+ attendees



Q: Which events are outside vs. inside? Will weather impact if an event is held?

A: The Autumn Harvest Festival is our only fully outdoor artisan fair. All other artisan fairs are held indoors, though Summerfest includes both indoor and outdoor components. Our events take place rain or shine, regardless of whether they are held indoors or outdoors. In the case of severe weather, we will assess conditions and communicate any necessary updates regarding the event's status as soon as possible.

Q: Can vendors still use plastic bags?

A: We strongly encourage vendors to adopt sustainable packaging practices in compliance with City Ordinance No. 9996, which prohibits the use of plastic bags. Vendors should use their best efforts to adhere to this policy.

Q: Are any changes being made to improve the flow of the Holiday Extravaganza event given the large number of vendors?

A: We carefully evaluate each event to identify areas for improvement and ensure a smooth experience for vendors and attendees. For the Holiday Extravaganza, we are implementing the following enhancements:

- **Streamlined Load-In Process:** We are refining the setup schedule to allow vendors ample time to unload and set up before the show. We are also working to provide more signage and lessen the wait time in line.
- **End-of-Show Ticket System:** Vendors who have fully packed up their booths will receive a ticket granting them access to pull their vehicles around to the back of the building for easier loading.

If you have additional logistical questions about the Holiday Extravaganza, please email us at prspecialevents@lawrenceks.org

Q: Are tent frames and structures allowed for use at the inside events? What can we use at outside events?

A: At indoor events, vendors may use tent frames without the canopy top, as well as grid walls and other display structures at or below eight (8) feet. However, marketing materials such as signs, cards, feather banners, inflatables, or posters must not exceed a height of five (5) feet. At outdoor events, full tents with canopy tops are permitted.



Q: Where can I find more information on the rules and regulations for each artisan fair?

A: We kindly ask that all vendors review our Artisan Fair Rules and Regulations document that outlines all rules and regulations for every event. You can find that document [here](#).

Event Accessibility and Policies

Q: Are the artisan fairs ADA accessible?

A: Absolutely! Each of our artisan fairs is held in fully ADA-compliant facilities. Additionally, we take special care to ensure that all event aisles meet ADA accessibility standards. Vendors may submit additional ADA requests, which will be evaluated by event staff and accommodated accordingly. If necessary, vendors should select the booth that best fits their accessibility needs.

Q: Can I bring my pet with me?

A: While pets are not allowed at our artisan fairs or city-sponsored events, service animals are always welcome.

Electricity Access

Q: Is there access to electricity available?

A: Yes, booths with electricity access are clearly indicated on the booth selection map. The cost of electricity is already included in the booth price. Please note that electricity is provided strictly for business use.

Q: Am I required to pay for electricity access if I do not plan to use it?

A: Yes, the \$10 electricity fee is included in the price of booths with electrical access and cannot be removed due to the structure of our booth selection system. Even if you do not plan to use electricity, the fee still applies to these designated spaces.

