

# Frequently Asked Questions

## Who runs the Craft Fair?

The Craft Fair is sponsored by The Arts Council of Southeast Missouri, the oldest arts council in the state of Missouri. This event, our largest fundraiser, keeps our doors open to provide artistic experiences for the entire SEMO region each year.

## When and where does the Craft Fair take place?

The Craft Fair is annually held the weekend before Thanksgiving in November. It takes place in historic Cape Girardeau, Missouri at The Osage Center and Show Me Center.

## How long has the event been going on?

This year will be the 54th Annual Event.

## How many people attend the show?

We attract between 5,000 and 10,000 visitors annually.

## How many vendors attend the show?

We host over 300 vendors each year.

## Are restaurants and hotels proximate to the event?

Cape Girardeau is home to numerous hotels and AirBNBs, and has a thriving local food scene, as well as a host of franchise favorites. We provide all guests with a comprehensive map from the Chamber of Commerce upon arrival/request.

## How do I apply for a booth?

Simply click on the yellow banner at the head of the webpage:  
[www.capeararts.org](http://www.capeararts.org)

## What are the available booth sizes?

We have 5' x 10' and 10' x 10' booths available.

## Frequently Asked Questions Pt. 2

### What if I need a table or electricity for my booth?

Tables and Electricity can be purchased as an "add on" as you fill out your vendor application. If you have purchased electric (120V), you are simply responsible for bringing an extension cord, we will take care of the rest.

### I am returning to the Craft Fair after vending last year, do I need to pay a registration fee?

The \$20 registration fee applies to any online applications made after Sunday of the preceding Craft Fair. With a two-person staff orchestrating the event, it takes a lot of time to re-integrate each application into our database, and to meet all specific vendor requests.

### What forms of payment do you accept?

We accept cash (in-person), credit, or checks.

### I need to cancel my booth, can I get a refund?

You can contact the Arts Council to cancel your booth. You will be asked to submit a short confirmation form for our records. After Sept. 1, no refunds will be issued. No call/no shows will not receive refunds, your booth may be released to another vendor, and cannot be guaranteed thereafter.

### How do I know that I am confirmed to vend?

You will receive a confirmation email at point of purchase, and will be added to our Mailchimp mail server list. Please make sure that you accept messages from [director@capearts.org](mailto:director@capearts.org). If you have any questions about your application, and have not received confirmation or been contacted, please feel free to reach out to us.

# Frequently Asked Questions Pt. 3

I sell food, do I need a permit?

You do not need a special permit, but health inspectors will visit each food vendor's booth prior to the show to review your Missouri Public Health and Food Seller's permits.

How many vendor passes does each booth receive?

You are given 2 vendor passes in your vendor packet, which you will receive at check-in. Each additional pass is \$5.

I buy goods from a third-party/MLM. Am I allowed to be a vendor?

We do not allow vendors of third-party goods at our Craft Fair. If there is evidence to suggest that you are not the craftsperson of the item, you will be asked to leave without a refund.

Is this a juried show?

Because this is a juried show, booths will be individually inspected prior to the show to ensure that all items for sale are handmade and do not contain any political, offensive, or manufactured materials. Vendors unwilling to comply will be asked to leave without a refund. We also review the goods sold to be sure we do not have an over saturation of similar content. On this note, we will no longer accept lemonade stands, sublimated tumblers, leatherworks, freeze dried candy, CBD products, or plushie sales this year.

One "Best in Show" winner will be awarded, and the winner will receive a booth in next year's show.

# Frequently Asked Questions Pt. 4

## When can I move my goods into my designated building?

If you are a vendor at the Osage Center, the move-in process begins at 1:00 pm on the Friday before the event. If you are a vendor at the Show Me Center, the move-in process has changed for 2024! You will now be able to move in **FRIDAY NIGHT!**

Move-in time is still to be determined with the Show Me Center, and we will keep you updated as information becomes available.

## Is there designated parking?

Parking will be available for food truck vendors at the same time as move-in at each venue. General parking at the Osage Center is on a first-come, first-served basis.

The Show Me Center has vendor parking behind the loading dock. This year, vendors in the back half of the venue will load in at the loading dock, and vendors in the front half of the venue will unload and reload in the front of the building. We will provide a suggested map.

## Are there volunteers to assist with set-up?

This year, we are reaching out to local high school and college students in need of volunteer hours in order to make the move-in process more amenable to everyone. We will also have members of the Arts Council to provide any and all support we can to make the process as easy as possible.

## Will there be refreshments available?

The Arts Council will provide coffee and donuts in the morning. Both venues have concession stands, and are proximate to local eateries. You can also pre-order lunch from Fresh Healthy Cafe by submitting an application prior to 3pm the Friday leading into the extravaganza.

# Frequently Asked Questions Pt. 5

**If I have sold out of my products, am I allowed to leave for the day/weekend?**

Vendors are asked not to leave the event prior to the end of the show. Gaps in venue space make buyers hesitant, and this impacts other vendors' sales. Vendors who leave early, specifically due to a lack of inventory, will not be welcomed back.

**What if the show is cancelled?**

Our show was cancelled for the first time, as many events were, due to Covid in 2020. We made sure to contact each vendor to find out whether they wanted a refund of payment, or to "roll" payment over to the next year. This will be the protocol for any circumstances that merit cancellation.

**When can I sign up for the 2024 Craft Fair?**

The portal is now open for all former and new vendors who did not sign up at the 2023 Extravaganza.

**Is there any protocol for exiting the show?**

Once the show is finished, you are free to exit. Historically, the Cape Girardeau police department has been on site to help guide traffic.