



200 1st Street NW, Little Falls MN 56345

phone 320.632.5155

artsandcrafts@littlefallsmn.com

August 2025,

PLEASE READ THIS ENTIRE LETTER CAREFULLY BEFORE THE FAIR. CHANGES OUTLINED.

This year brings several **important updates and logistical changes**, and we want to ensure all vendors have a smooth, safe, and successful experience. Whether you are a returning favorite or new to our event, we are thrilled to welcome you to the **52nd Annual Little Falls Arts & Crafts Fair!**

This letter contains **all the essential information** you'll need—from booth setup details to parking instructions and on-site support. Reading it thoroughly ahead of time will help you prepare and prevent confusion on-site.

Event Hours

- **Saturday, September 6:** 8:00 a.m. to 6:00 p.m.
- **Sunday, September 7:** 9:00 a.m. to 4:00 p.m.

Your booth must be open during all Fair hours. If you cannot attend or must leave early, contact us immediately at **320-632-5155** or notify your Block Host on-site.

Your Space Assignment, License, and Parking Permit

- Enclosed: Your **booth license** and **vehicle parking ID**—they have the same number as your assigned booth.
- **Your license is required for access to closed streets during setup. Staff will check it before letting you through.**
- The **enclosed map** shows the general location of your space. Please note: **No space changes or subletting are allowed.**
- Vehicles are permitted in the area for loading and unloading only. For the safety and convenience of everyone, please do not leave vehicles parked in other booth spaces. Our helpful volunteers will be on hand to guide the process and ensure everything runs smoothly—your cooperation is greatly appreciated!

Post your booth license in the front upper left corner of your booth (as viewed from outside). This is required for jury scoring and in addition to any required health permits.

Your vehicle parking ID must be visible in your windshield at all times for law enforcement. Additional copies can be obtained before **4:00 p.m. on Thursday, September 4**, or from your Block Host on-site. All vehicles and trailers must have an ID. There is **no reserved vendor parking**.

Check-In On Site

Your **Block Host** will be your first point of contact upon arrival.

Chamber staff will be off-site during the event. Calls to the Chamber will not be answered during Fair hours. Please visit the **temporary Fair Office** (address posted on our website) or find your Block Host with any questions.

We appreciate your **patience**—staff will respond to questions **in the order received. Extended wait times may apply.**

Set-Up & Take-Down

- **Downtown vendors** (sidewalks, streets, parking lots): May begin setup **after 5:30 p.m. on Friday, September 5.**
- **Park vendors:** May begin setup **after 5:00 p.m. on Thursday, September 4.**

Do NOT set up early—law enforcement may issue fines.

Absolutely no vehicles/trailers are allowed on grassy areas.

Finding your booth:

- Map is enclosed with this letter and also will be posted online.
- Sidewalk spaces are marked with chalk numbers and small white paint.
- Street/parking lot/lawn spaces use white paint.
- Ask your Block Host if unsure—**it's better to ask than to move later.**
- Do not drive stakes into pavement or walls. If bringing in weights to secure tents, all weights **MUST** be taken with you. DO NOT leave them on site.

If your booth is in **G Block**, please follow these specific set-up directions:

- **DO NOT ENTER from Highway 27 (East Broadway).**
- This is an **EXIT ONLY** route during vendor set-up. **You will not be allowed to enter from Hwy 27.**
- **ALL G BLOCK VENDORS MUST ENTER from the NORTH side of 1st Street NE**, near the Little Falls Police Station.

If your booth is in **H & I Block**, please follow these specific set-up directions:

- **ENTER from the SOUTH side of 1st Street NE** — near the Initiative Foundation.
- **DO NOT attempt to enter from Highway 27 (East Broadway)** — this is **EXIT ONLY** for your area.
- You'll enter from the south, unload, and exit via Hwy 27 after set-up.

Thank you for following the traffic flow! It keeps the process smooth and safe for everyone.

Safety First!

We know you are pros, but a quick reminder: **If someone can trip over it, they will!**

Keep your booth safe, neat, and within your assigned space. Unload quickly and move vehicles to designated parking. **Do not block driveways or business entrances.** Be a good neighbor!

Parking

With 600+ vendors, setup requires teamwork:

Load and unload efficiently.

- Volunteers will monitor setup areas—please follow directions.
- **Violators will be ticketed and towed. This includes curb cuts and driveways.**

RVs: Follow posted signage near the Fair zone. An RV includes any vehicle used for sleeping/living. **Overnight camping in city parks is prohibited.**

Odds & Ends

- **Security:** Your booth is your responsibility. Night patrols will be present Friday and Saturday nights only.
- **Inspections:** MN Dept. of Revenue, Health, Agriculture, Electrical Inspector, and Fire Chief may inspect. All booths must have a **#5 fire extinguisher**.
- **Shoppers:** Expect over **120,000 attendees!**
- **Change/Cash:** Local banks and ATMs have limited hours. Come prepared!
- **Exhibitor Directories:** Available from your Block Host during the Fair.

Noise Policy: Generators must be below **65 dBA** (with 5 dB tolerance) and listed on your application. Staff will test sound levels; non-compliant generators will be removed immediately.

Fair Headquarters

Located in a storefront on "K" **Street** at 120 E Broadway (South side of Hwy 27).

- **Friday:** 4:30 p.m. – 8:00 p.m.
- **Saturday:** 6:30 a.m. – 6:00 p.m.
- **Sunday:** 8:00 a.m. – 4:00 p.m.

Rules & Regulations Reminder

Everyone working in your booth is responsible for following the Rules & Regulations (sent with your application) and this letter. **You agreed to these terms upon applying. Please follow all the rules and regulations.**

Trash Disposal- Please use the dumpsters provided. Failure to clean up may result in a **mandatory garbage fee** for all future events.

Contact- Your go-to contact for this event is **Mary:**  mary@littlefallsmn.com  320-632-5155

Final Notes

- There will be **no Arts & Crafts vendors** on the **west side of the Mississippi River** this year. That area (Market Place) is reserved for commercial/buy-sell vendors.
- Connect with us on Facebook: **Little Falls Arts and Crafts Fair**—local restaurants will post food specials for the weekend!

Thank you for choosing to be part of this incredible event. We look forward to seeing you in September!

Warm regards,



Purva Watten
President/CEO

Mark Your Calendar:

53rd Annual Little Falls Arts & Crafts Fair

14th Annual Market Place Fairs

September 12 & 13, 2026

Always the weekend after Labor Day!