

KC LOVE EVENT-UNION STATION- EVENT INFORMATION

Location:

Union Station Kansas City – Grand Hall

30 W Pershing Road

Kansas City, MO

(816) 460-2000

www.unionstation.org

Show Hours:

Saturday, February 24th - 10am - 5pm

Sunday, February 25th - 11am - 4pm

Parking:

Parking is FREE. Union Station will provide ALL vendors a voucher to park in the garage. Please Park in the garage, otherwise you will not be provided with a voucher and will have to pay for your own parking

Booth Assignment: Click on the [online link](#) and search alphabetically to view a current vendor list & event map. The vendor list is also attached to the Vendor Packet email.

Important Date Reminders:

2/5 - Updates to business name for event signage deadline

2/5 - Discounted rates from Liberty for electrical deadline

2/5 -Liberty Expo table/chair/orders discount deadline

2/19 - Food Sampling Permits due (No exceptions!) This is the highest fee you pay and the last day!

2/23 - Registration & set up begins at 1pm (1pm - 8pm) with access to your booth until 12 midnight.

ONE DAY ONLY FOR REGISTRATION AND SET UP

Check In / Set Up:

Friday, February 23rd – 1pm-8pm (must be checked in and in the building by 8pm) You can remain on-site until 12 midnight

* The docks will be open during set up hours for move-in but will close at 8pm on Friday with no exceptions. If you cannot check in by 8pm on Friday, please text or call Jessi at 316-516-6660 to let her know when you will arrive to set up. If you are not in the building or have not contacted us by 8pm your booth will be forfeited.

Tear Down:

Tear down begins at 4pm Sunday, directly after the event. You will not have access to the docks until 4pm. Booths that tear down early will be charged a \$100 fee as stated in our Terms & Conditions. Tear down must be completed by 12pm. Nothing can be left on-site.

Booth Number/Booth Signs:

All vendor booth names, and booth numbers are noted on our booth assignment attachment and online at: [Vendor List - Farfalla Events \(farfallaeventco.com\)](http://farfallaeventco.com) Please confirm the spelling of your business name. What is on the attachment is what will print on your booth identification sign and printed in the show guide. Please contact us by **February 5th** if you need anything edited. Your name will print as noted in this vendor packet on your booth sign unless we hear otherwise.

Booth Inclusions:

All booths include an 8' black drape back wall and 3' side walls. Booth Flooring is the tile/ceramic tile that is throughout the grand hall at Union Station. No pipe and drape adjustments can be made.

TABLES & CHAIRS ARE NOT INCLUDED (only Sponsor packages). You must bring your own or rent them.

Rentals:

To rent tables, chairs, carpet or other set-up items, exhibitors may order directly through our contracted company, Liberty Expo. Please note the discounted packages on the Liberty Expo attachment. All orders will be placed in your booth for set up. **The deadline for discounted rates is 2/5.** You have received an email that includes your username and password from Liberty Expo. If you do not receive this email, please contact Sales@libertyexpo.com or (816) 891-9500.

Shipment/Deliveries to the Event:

All shipments that need to be shipped or delivered must be contracted through Liberty Expo. Contact Sales@libertyexpo.com or (816) 891-9500 with questions or to place an order.

Advance Warehouse Shipments (Liberty Expo Warehouse):

Must Arrive Between: January 1 – Feb 19, 2024

Exhibitor Badges:

Exhibitor badges will be available at check in. We do not require names of anyone working your booth. 2 badges will be available per booth but additional badges will be available if you need more. Badges must be picked up during registration and distributed to your booth team prior to the event. **Please help us recycle and return badges in Badge Bins after the event! Bins will be located at the entrance.**

Hotels: We do not have any secured room blocks this year. Below are the close hotels to Union Station if you are wanting to stay downtown. We unfortunately cannot help with pricing this year due to a large event in town at the same time.

Westin Crown Center

1 E Pershing Rd, Kansas City, MO 64108

Sheraton Kansas City Hotel at Crown Center

2345 McGee St, Kansas City, MO 64108

Electrical Orders:

Electrical is not included in the booth fee and must be ordered online from Liberty Expo. The cost is \$72 per standard 5 amp outlet if ordered by 2/5/24. Fees will increase after 2/5. To order, please refer back to your email from Liberty Expo.

Internet/Communications Orders:

WiFi is complimentary at Union Station

Food Vendor Information & Food Sampling Permits – ONLINE SUBMISSION

Direct sales of prepared food and beverages for consumption on the premises is NOT allowed unless approved ahead of time by the Farfalla team. Sampling is allowed; however portions may be no greater than 2 oz. for food and 4 oz for liquid.

Approved sampling vendors will be required to follow all health guidelines. A hand washing station will **NOT** be provided for you by the Farfalla Events Team, this will be your responsibility. The health inspector will be coming on-site to check your booths prior to the show opening. **Please ensure your food permit is submitted by the deadline 2/19.**

If you have any questions please refer back to the email that was sent by our team or reach out to us again individually!

Vendor Responsibilities:

- All exhibitors MUST check in at our registration table no later than 8pm on Friday, February 23rd. You will collect event information, name badges and a sales tax form at registration. Once checked in and your booth is set up, you do not need to return until 30 minutes prior to the event. Registration will be

in the front of the Grand Hall before you enter the show. Please note that while our registration table will remain open until 8pm, the dock doors will close at 8pm. If you plan to arrive after 8pm you will not have access to the dock doors. If you do not plan to arrive by 8pm, please contact Jessi at 316-516-6660. Failure to check in by this deadline may result in a cancellation per our cancellation policy.

- Once checked in and your booth is set up, you do not need to return until 30 minutes prior to the event.
- Exhibitor Badges **MUST** be worn at all times while in the grand hall/during setup/ show hours and teardown.
- Exhibitors may set-up during the noted set-up hours. Cars and trucks may park at Dock #2 to empty their vehicles for move-in. Exhibitors are responsible for moving their vehicle promptly after unloading. Vendors may not load in any equipment from the historic brass front doors, West side portico (Post Office Doors) or Dock # 1. All load in and load out **MUST** be from Dock #2 **ONLY**. Dock#2 is located under Union Station on OK street, to the NW corner behind Dock #1 (**PLEASE SEE ATTACHMENT FOR MORE SPECIFIC DIRECTIONS**)
- Dock doors will close at 8pm. You will not be allowed to enter through the docks after 8pm so plan accordingly.
- Booth teardown, clean up and exit of the building to be completed by Sunday at 12pm. The docks will not be accessible until 4pm on Sunday, February 25th for move-out. We request your patience with this process as we allow all vendors to move out.
- We will have limited carts available for move-in and move-out. We request you bring your own carts to help with the process. If you use a cart, please return it promptly to the dock area for others to use.
- Exhibitors assume all responsibility and liability for any loss, damage, theft or personal injury occurrence inside or in front of their booth. The Grand Hall will have private security provided by Farfalla Events after check in and after show hours.
- Exhibitors are responsible for a neat, attractive, clean display area during the show, and for complete clean-up, including their trash removal after the show.
- Exhibitors must order their own electrical outlet lines directly through Liberty Expo. If you order electricity, you are responsible for bringing your own power cords or other electrical supports. **The deadline for discounted electrical orders is 2/5.**
- Exhibitors may bring in their own set-up items, including tables, chairs, signage, props, etc. Booths **DO NOT** come with a table or chairs unless part of a sponsorship package. Rentals are through Liberty Expo. You may place orders on-site at an additional cost. **The discounted deadline for orders is 2/5.**

- Booths will include a standard tradeshow identification sign with business name and booth number, but we highly recommend supplying your own branded signage to enhance the look of your booth.
- Exhibitors who accept credit cards will need to provide their own remote processing machine. We do not offer rentals.
- All exhibitors selling products are responsible for Missouri Sales Tax collection and filing with the State. **The sales tax for Kansas City 9.850%** and must be charged on all purchases. A sales tax form will be provided at registration or can be downloaded from our website after the event.
- No pets or animals are allowed at Union Station
- Children of exhibitors must be closely supervised. Running within the Grand Hall will not be allowed and will be strictly enforced.
- Helium balloons are not allowed inside Union Station and may not be used for display. There is a \$200 fee if you bring in balloons and they float to the ceiling. Union Station requires a crane and union labor to remove balloons.
- Water bottles or any drinks greater in size than the 4 oz. sample size are not allowed to be given out during the event. Any drink samples require a food sampling permit through the city.
- Food samples or unwrapped food require a food permit. **Please ensure your food permit is submitted by the deadline 2/19.**
- You may only market your business within the realms of your booth. Any marketing activity outside of your booth area (aisles, entrances, restrooms, etc.) will not be tolerated unless otherwise agreed upon by the Farfalla Events staff.

Additional information regarding our rules and regulations may be found in the [Terms and Conditions agreement](#).

Each vendor can use the code: 24vendor for 10 free tickets!

BOOTH	Company
243	AC Wigley Customs
125	ACKC Apparel
225	Advertising For Jesus Designs
131	AJ MODERNIST
233	Alexa & Co. Clothing
137	All things beaded and gifts
121	Wooden Element
124	Anchora Bella Boutique
126	Anchora Bella Boutique
112	Annie Austen Jewelry & Accessories
245	Annie Fannie's Sunshine
106	Apple Pie Painting, LLC
145	Autumn Rose Collection
123	Better Half Hat Company
221	Big Sky Jewelry
147	Bootleg Bourbon Balls
119	Brown Suga
144	Casual Everywear Clothing Co
103	Cedar Street Toffee
143	Core Apparel Company
211	COUNTRY ROAD CUPBOARD DIP, SALSA, & SLUSHY MIXES
227	Debbies Delights llc
229	Debbies Delights llc
140	Devious Dragon Designs
142	Diedrich Candle Company
235	DK Handmade
237	DK Handmade
241	DKW Creations
136	Dragonfly Drinkware & Designs
138	Dragonfly Drinkware & Designs
133	ED Art Studios
113	Elizabeth Kelly
102	Finn Stitch Co
238	Flower Child Boutique & Lilly & Rose Boutique
115	Green Bee Tea Towels
239	Greta June Designs
H3	HealthyKC Mag
219	Home State Apparel
248	Hot Mess brands
228	Hula Hoop
230	Hula Hoop
232	Hula Hoop

134	Inriguez Marketing Gourmet Grater
105	Iris Coffee Roasters
100	Ivy Lena
206	J-Me Cakes
149	Katie Q Tattoos
242	KC Bling Designz and Babes
135	Kenna Jane Boutique
118	Knight Owl Design
130	KrazyDz Salsa
208	KRISTI PIERCE DESIGNS
249	Lil' Dudes
111	Lil' Munchkins Children's Boutique
236	MANDYS WAY
139	Mattie Jules Studio
127	Metal Art KC
244	Michelle Avery jewelry
246	Michelle Avery jewelry
223	Millers Gourmet Popcorn LLC
214	modestly m candle co
109	Moms Bake Shop KC
217	Mythos Sauce Co
213	Oak Leaf Boutique
220	Paco Designs
222	Paco Designs
129	Pantless Potter
218	PawsAbilities
215	Perry's Pork Rinds & Country Store
122	Pet Wants Greater Kansas City
204	Phillori Phigures
201	Revel Boutique (Repurpose Boutique LLC)
203	Revel Boutique (Repurpose Boutique LLC)
212	Roots KC
209	Royally Retro KC
231	Sam's custom boutique KC
224	Scandalous Stones L.L.C.
120	Scout & Friends
114	Scout & Molly's Boutique
116	Scout & Molly's Boutique
207	Seasons in Kansas City
210	Silver Sage Apothecary
151	Spark.kc
	SPONSOR
	SPONSOR
104	SPONSOR- Renewal by Andersen

H1-H2	SPONSOR-Hague Quality Water
132	SPONSOR-Tailored Remodeling
247	Studs & Scrubs
101	Sweet Streams Lavender
101	Sweet Streams Lavender
205	The Babe Standard
108	The Confetti Closet
110	The Confetti Closet
226	The Treasure Closet LLC
234	THug-Technique
250	Tillie & Co. Boutique, LLC
128	YaYa's Special Seasonings



Vendor Load-In & Load-Out Policies

Vendors may not load in any equipment from the historic brass front doors, West side portico (Post Office Doors) or Dock # 1.
All load in and load out MUST be from Dock #2 ONLY. ¹

Getting to Dock 2

Dock#2 is located under Union Station on OK street, to the NW corner behind Dock #1

→ To reach the Union Station Dock 2 coming from the South on Broadway:

- ◆ At the intersection of Broadway / Pershing Road, turn left (west) onto Pershing Road
- ◆ Go to Grand Street (stoplight) and turn left (North)
- ◆ Proceed North on Grand to first stop light (OK Street) and turn left (West)
- ◆ Continue down the ramp to the second stop sign and turn right - follow the overhead signs to Dock 2.

→ Once on the dock, please place the attached form (filled out) on the vehicle's dash so that it is visible to security.

- ◆ **Please be prompt** when unloading the vehicle. Once finished, **you must return promptly to remove the vehicle from the dock.** ²
- ◆ **You may NOT leave your truck on the dock** unless you have been given written permission from the Venue Manager. Failure to follow this policy will result in **your vehicle being towed.**
- ◆ Trailers cannot be unhooked from vehicles on the docks while inside the building.
- ◆ Blocking of garage door eye sensors and parking of metal items on truck door loops is not permitted.

→ Vehicles may be moved to the North Lot (to the West of Science City & Haverty Yards - directly north of the parking garage entrance.

DO NOT PARK OR BLOCK TWO PERSHING BUILDING LOADING DOCK or PARK IN RESERVED PARKING SPACES OR YOUR VEHICLE WILL BE TOWED.

¹ Escalators and passenger elevators are for use by the general public and may not be blocked or used to transport equipment or freight. No parking is allowed in fire lanes, service streets, loading dock areas, or any other location posted "No Parking." No loading, unloading, or parking is allowed on sidewalks, curbs or public entrances. Unauthorized vehicles will be ticketed, removed or towed at the owner's expense.

² Dock 2 Usage is under the direction of Union Station staff and security, unauthorized vehicles will be ticketed and subject to towing at owner's expense.

Freight Elevator

To load into Grand Plaza and most USKC spaces, vendors must use the freight elevator adjacent to Dock 2 (Elevator 19). The largest doorway into Grand Plaza is at the North end of CCBR and measures 8' 5" h x 5' 1" w.

Weight capacity 8,000 lbs | 8' 2.5" w x 11'6" l x 7'10.5" h

Important Notes

1. When two or more vendors require loading dock access the Venue Manager or Coordinator will work with vendors and clients to create a dock schedule that all vendors must adhere to.
2. No carts or dollies are provided by USKC for loading or unloading for any spaces - vendors are responsible for providing any carts, dollies or similar as needed.
3. Vehicles (car, truck, van, SUV, etc.) are prohibited on freight elevators.
4. Union Station does not accept freight shipments for exhibitors or lessees.
 - a. Freight must be consigned to the official event providers or lessee during the contracted event set-up time.
5. Trash containers/dumpsters and compactor are accessible on Dock 1.
 - a. Any pallets, boxes, crates, decor, banners, signage or other event related items left in the event space post-event or on the dock and will be discarded immediately upon discovery.
6. No carts or pallet jacks with black tires or metal will be permitted on USKC's historic marble floors.
 - a. Carts that fall under this category may be used to unload equipment from the dock, up the freight elevator and into the back of house space (CCBR) but may not enter the event floor.
7. No taping on the floors permitted in any area of Union Station. Gaff tape may be used with the venue's permission.
8. Any equipment placed on the historic marble floors of Union Station, including but not limited to tables, chairs & furniture must have safety rubber plugs on the feet to protect the historic floors. Failure to do this will result in the equipment being removed.
9. NO helium balloons are allowed inside of Union Station. No exceptions.
10. NO open flames.