



May 4-5, 2024, EVENT DETAILS

Location: Town Center Plaza (North Parking Lot)

Dates & Times:

Friday, May 3: Set-up Hours 11am - 6pm

Saturday, May 4: Event Hours 10am - 5pm (load in 8am-9am upon request only)

Sunday, May 5: Event Hours 11am - 4pm, Tear down 4pm - 7pm

Deadlines:

5/1 – Leawood Vendor Permit deadline

1. Booth Space Assignment, Permits & Orders

- **BOOTH DETAILS** – All vendors will be located under white tenting that we provide, unless otherwise not under tenting (trucks). Tents have white vinyl tops. There are no sidewalls between booths (we separate booths with twine). Corner booths **will not** have a side wall so you will have corner access. If you paid for a tent with a “back,” you will have a white vinyl back on the tent. Signs can be hung on the back bar. Tents with “no back” will not have the ability to hang signs. We do not provide vendor signage so please bring your own or contact us if you need help with designing/printing.
- **TENT FRONT COVERS** – We DO NOT cover the front of the tents after hours. If you would like the front of your tent (or corner side) covered after hours, you may bring a tarp to hang or rent a tent in front (you will be responsible for putting these up and taking them down). If you did not fill in your payment form with these needs and are still wanting it, please reach out to Jessi Noethe (jessi@justforherevent.com) with any requests and we will see if we can accommodate.
- **NEED TABLES/CHAIRS?** – We DO NOT include tables or chairs, but they may be rented, or you may bring your own. If you need any rentals and did not fill them out on your payment form, please reach out to Jessi Noethe (jessi@justforherevent.com) with any requests and we will see if we can accommodate.
- **ELECTRICAL** – If you ordered electrical (noted on the vendor booth assignment), there will be an electrical outlet in your booth. Please bring your own outdoor safe extension cords and power strips. Low voltage items (phone chargers, tablet chargers, light fixtures) are permitted. No heaters, fans, generators, or higher voltage items are permitted due to the limited strength of the rented power generators. No additional electrical orders may be placed at this time.
- **BOOTH ASSIGNMENT** – We will be sending a separate email closer to the event with your spot. We do our best to accommodate any special requests. Assignments were based on product assortment, tent request and electrical needs.

- **LEAWOOD VENDOR PERMIT** – Leawood requires all vendors to file ONLINE for a temporary permit. An email will be sent out to everyone with instructions. We are still waiting on the permit number from the city! If you have yet to apply online, please make sure you get on and fill out the paperwork as soon as you receive the instructions. The permit **MUST** be submitted no later than 5/1.

2. Set-Up

- **SET UP TIME** – Set up is scheduled for Friday, 5/3 from 11am-6pm. You may pull up to your space to unload. We will allow for a quick set up on Saturday, 5/4 from 8am-9am **UPON REQUEST ONLY** but you will not be able to drive to your space. Please contact us ASAP if you plan to set up on Saturday morning. You will need to park in the lot to unload but there will be close parking. We did not assign specific times to unload for this event, so we ask that you be patient and respectful during the process.
- **CHECK IN** – Please check in with our staff at the registration table near Barnes and Noble upon arrival so we know you have arrived and provide you with a Sales Tax Form.
- **WI-FI** – You will need to bring a WI-FI card or will need to tether your cell phone. There is no public WI-FI at the event.
- **CARTS** – We do not provide carts for set up so please plan to bring your own if needed.
- **PARKING DURING SET-UP** – You may pull up to your space to unload. Once unloaded you must immediately move your car and may park in any available parking spot in the lot. You may not pull into the event space to unload on Saturday.
- **TRASH** – You are responsible for removing your trash on set up and event days. We do not have the staff to remove trash. For larger trash, we can advise on where to dump at Town Center.

3. Security & Weather – The event area will be securely guarded during non-business hours by hired security. Chick Events does not take responsibility for any lost or stolen merchandise. In the event of inclement weather, vendors are responsible for securing and protecting their products. We encourage vendors to tarp the front of their tent overnight (rentals available) if worried about the security of product or the weather. Chick Events does not take responsibility for damaged goods due to weather. This event will happen rain or shine unless there is a national weather advisory.

4. Tear Down/Move-Out – Vendors must tear down immediately after the event. Move-out must be completed by 7pm Sunday night. If you tear down prior to 4pm on Sunday, you will be fined a \$100 early departure fee per our terms and conditions. In the event of an emergency please contact a Chick Event staff member immediately. You must always staff your booth during event hours.

five. Pre-Event Media Kit – We believe that the success of our events depends not only on the paid & promotional advertising we commit to, but primarily by word-of-mouth and social media buzz from our vendors. Because of that, we have created social media graphics for you to use to help promote your participation. Thank you for your help marketing the event! **Graphics and Facebook cover photo are attached.**

6. Marketing Materials – If you are located in the greater Kansas City area, we can mail out marketing cards. If you would like to have some, please email Jessi Noethe at jessi@justforherevent.com and she will mail them or you may pick them up at our home office at 9905 Cherokee Lane, in Leawood. Yard signs will also be placed around the city along with marketing cards distributed! Thank you in advance for helping us market the event!

7. Tax Rate and KS Dept. of Rev Info – The tax rate for Town Center Plaza, Leawood is 9.10% All federal, state, and local laws governing retail sales tax must be followed. By participating in our event, you agree and understand the rules and regulations of the show and will comply. Failure to comply may result in expulsion from the event.

Thank you and we hope you have a successful weekend! Please contact us with any questions regarding the vendor packet or should you need anything during the weekend.

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