



May 3-4, 2025, EVENT DETAILS

Location: Town Center Plaza (North Parking Lot)

Dates & Times:

Friday, May 2: Set-up Hours 11am - 6pm

Saturday, May 3: Event Hours 10am - 5pm (load in 8am-9am upon request only)

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

Deadlines:

04/30 – Leewood 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@farfallaeventco.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@farfallaeventco.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 04/30.

2. Set-Up

- **SET UP TIME** – Set up is scheduled for Friday, 5/2 from 11am-6pm. You may pull up to your space to unload. We will allow for a quick set up on Saturday, 5/3 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 Cycle Bar upon arrival so we know you have arrived and provide you with your necessary handouts.
- **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.

5. 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@farfallaeventco.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.

Megan Marshall
816.305.6242
megan@farfallaeventco.com

20X10

Port-o-Pots

Food Truck

Kids Zone

Boutique Truck

Sponsor

Entrance 1

FT 6 Sweet & Savory Delites

FT 5 Taste of Bengal KC

FT 4 Twisted Peach KC

FT 3 El Cafe Cubano

FT 2 WingStand

FT 1 Sugar Daddy's Lemonade

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Diagnostic Imaging

T8

T9

T-Mobile

Peachy Paint KC

2 Harts Boutique

T6

T7

Fashion Truck

Beautiful Day Farms

T4

T5

Wild and Free

T10

Smitten Booktique

Daily Bread & The Frosted Pedler

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S&S

Entrance 2

World of Bacara

Blue Chip

Sushi House

Justice

T6 2 Harts Boutique
14 4everyoungleawood
13 4everyoungleawood
75 AC Wigley Customs
90 Ageless Med Spa by Mindy
24 AJ MODERNIST
30 All things beaded
115 ANGEL WIND BODY MIRACLE SMOOTHIE
56 Anne Marie Designs
37 Annie Fannie's Sunshine
76 Autumn Fever Designs
93 Bacon Zest
T4 Beautiful Day Farms
31 BeeZerts LLC
12 BG Wealth Advisory *SPONSOR*
20 Blossoms & Basil
64 Blue Dog Wine Co LLC
34 Bold as Love Bandanas
68 Bows & Cookies, LLC
36 Brown Suga
123 C'est La Vie Creations
46 Cashmere Popcorn LLC
45 Cashmere Popcorn LLC
32 Casual Everywear Clothing Co
2 Chiro One Wellness Center *SPONSOR*
79 Clay by CK
4 Cottage Lane Boutique
3 Cottage Lane Boutique
78 Crazy Cute Bowtique
35 CREATIVITY WITH TRACEY LLC
120 Crystal River Creations LLC
T3 Daily Bread Home Bakery
119 Damsel in defense
101 David's Toy Shoppe
57 Dos Gatos Designs
18 Drake Anthony
83 Dummy Apparel LLC
FT3 El Cafe Cubano
8 Elizabeth Kelly
63 Everyday Beaut
121 From The Earth
84 Furry Friends Delight
21 Goldie Sun Accessories
23 Good One Card Co.
85 Happiness Handmade
5 Hot Mess brands
86 How Stinkin Cute

117 Irely Boutique
89 J.I.P. Prints
87 JLDesigns
58 Jocelyn Rose Collection
28 Kansas City Keiki
100 Kansas City Kids and Co
50 KC & Company Perfume Shop
74 Kc bling designz LLC
19 Kelly Kouture Boutique
22 Lauren Paige Collection
125 Leslie and Luna Co
9 Lil' Munchkins Children's Boutique
91 Lionberry
60 Luminous Candles
52 Majeza jewelry cleaner
11 MANDYS WAY
43 Martini May's Clothing Boutique
38 Mattie Jules Studio
61 Max and Charlie's
113 Maxi Laines Boutique
114 Maxi Laines Boutique
53 Melina davis jewelry
26 Metal Art KC
73 Michelle avery jewelry
72 Michelle avery jewelry
6 MinDeeâ€™s Nuts
82 MRS Pallet Decor
17 Nothing Bundt Cakes
51 Oakleigh Rose Boutique
71 Oh My Gooey KC
33 Origami Owl - Think Goodness
118 Owens Trading Company
92 Owl-R-Junk Boutique
55 Paco Designs
54 Paco Designs
122 Parisian Gypsy
KZ Peachy Paint Kc
25 Pickens Sweet Treats, LLC
98 PrettyCrafteyThing
70 Real Deals
39 Renewal By Andersen *SPONSOR*
16 Revel Boutique
15 Revel Boutique
42 Royally Retro KC
97 SeeVee Custom Engraving
80 Shade lane boutique
67 Shear Couture OP

27 Shop Redbird
48 Shut The Front Door KC
47 Shut The Front Door KC
81 Silver Sage Apothecary
124 Sister Mona
T5 Smitten Booktique
 7 Smoky Hill Winery
 96 Someday Sunday
S&S Spark.kc / Studs & Scrubs
 40 Steve Bee Company
S&S Studs and Scrubs
 Sugar Daddy's Lemonade/Scimeca's Italian Sausage
T11/T8/T2 Sunny Daze Sunless
 95 Susanna Zeller
FT6 Sweet and Savory Delites. Browning Enterprises
T9 T-Mobile *SPONSOR*
 77 Tailored Home Remodeling *SPONSOR*
FT5 Taste Of Bengal KC
T7 The fashion truck kc
 69 The Purple Buffalo
 94 THRIFTBBY
 62 Throw in the towel
 49 Tiffani Link Designs, LLC
 1 Tillie & Co. Boutique
FT4 Twisted Peach KC
 44 Unsifted
 41 Valen Ferri
 59 Wanderlust Brims
T10 Wild & Free Mobile Bar
 66 Window Nation *SPONSOR*
 10 With Love, From KC
 29 Woodland & Willow
 88 YaYa's Special Seasonings
115 ANGEL WIND BODY MIRACLE SMOOTHIE
116 Rachel Maddox McGrath
T8 Diagnostic Imaging

**KANSAS DEPARTMENT OF REVENUE
DIVISION OF TAXATION**

**RETAILERS' SALES TAX
EVENT REGISTRATION CERTIFICATE**



Spring Chick Event 2025

Event Tax Rate	9.1000%
Event Food Tax Rate	2.6000%

Event Certificate Only.
Not valid for tax-
exempt purchases.

Registration Certificate valid for this Event only.
Tax Account Number is assigned to the Event.
Sales Tax Return must be filed within 30 days of Event.

State of Kansas
www.ksrevenue.gov
ST-51 (Rev.11-22)

..... **FOLD HERE AND DISPLAY CERTIFICATE AT EVENT**

Instructions for displaying Event Registration Certificate:

This Event Certificate is intended for vendors selling at Special Events in Kansas four or fewer times each year who are not registered with a Kansas tax account number starting with 004 or 005. Contact KDOR staff at KDOR_special.events@ks.gov with any questions.

- Display the Event Registration Certificate in a visible place at your location during the event.
- You must collect and remit sales tax at the rate shown on the event tax return.
- This return and tax account number are specific to the event that appears on the Event Certificate.
- You must file a return even if there were no taxable sales.
- Sales tax is due within 30 days of the event.
- The name and event tax account number appears at the top of the return form.
- Write the event tax account number on your check or money order.
- Make a copy of the return for your records.
- Visit www.ksrevenue.gov for more information about Special Events, tax bracket cards, and forms.
- Most vendors in Kansas are required to collect and remit sales tax, including not-for-profit groups.
- If you sell goods or taxable services in Kansas more than four times per year and do not have a Kansas tax account number, contact us at the email above.

If you have received this packet and are registered with a Kansas tax account number starting with 004 or 005, check the appropriate box on the second page and write in your Kansas sales tax number. Return the page in the envelope provided. Report your sales from this event on your next regular tax return.

Event Name: Spring Chick Event 2025

Begin Date: 05/03/2025

Jurisdiction Code Sales: LEAJO

Code Food: JOLEA

End Date: 05/04/2025

Event Tax Account: SENK09093971F01

County: Johnson

Due Date: 06/03/2025

Part I – Do you have a Kansas Retailers’ Sales Tax account starting with 004 or 005? Please enter it below, complete Part III, and mail this form to the address at the bottom of the page. _____

Do not mail payment to Special Events. Include these sales in your next sales tax return.

Part II – If you do not have a Kansas Retailers’ Sales Tax account, use the event tax return below to calculate the amount of sales tax collected.

Note: The reduced food sales tax rate is for food and food ingredients that are served without a utensil and are not heated immediately prior to sale (served warm). Prepared meals and beverages are subject to the regular retail sales tax rate. You may call the number at the bottom of the page with any questions.

Event Tax Return (Complete only if you do not have a tax account number starting with 004 or 005.)

		Total Sales	Tax Rate	Total Sales Tax Collected
Line 1	Gross Sales amount of Bulk Food and Food Ingredients (Minus amount paid via government voucher)	\$	Multiply by 0.026000	\$
Line 2	Gross Sales amount of Prepared Food or Non-Food items	\$	Multiply by 0.091000	\$
Line 3	Multiply Gross sales by applicable tax rate and add line 1 & 2			\$

- I made no sales and took no orders for sales at this event.
- I make sales as an independent consultant and pay sales tax when I purchase products for inventory. Which company do you represent? _____
- I only provided information or took donations without providing donors with any goods or services. Note: Most nonprofit (tax exempt) organizations making sales in Kansas must collect sales tax. You may call the number below with any questions.


Part III – Please provide the following information:

First and Last Name: _____ Business Name: _____

Mailing Address: _____

Phone Number: _____ Email: _____

Part IV - Choose one of the following payment options:

- I have enclosed a money order or cashier’s check made payable to Kansas Sales Tax for the amount in Part II, line 3.
- I have enclosed a check made payable to Kansas Sales Tax for the amount in Part II, line 3 and I authorize the Kansas Department of Revenue to process my check via Electronic Funds Transfer.
- I have made payment online using the KDOR Payment Portal at www.kansas.gov/payment-portal
 - To pay using the online portal, visit the link above. When completing the process, be sure to  select Entity Type: Business and Tax Type: Sales Tax – Special Event. The tax account # is 9 digits starting with Kxxxxxxxx
 - Use the tax rate, jurisdiction, and tax account information at the top of the page to complete the event information.

Confirmation Number: _____ Total Sales Tax Remitted (Part II line 3) _____

Part V – I certify that this return is correct and complete to the best of my knowledge.

Signature: _____ Printed Name: _____

****Mail completed form with payment information and amount of total tax due to the return address shown below.** If no response is received within 30 days, sales tax may be assessed. Contact us by phone, fax, or email with any questions.

Kansas Department of Revenue Attn: Special Events 7600 W 119th St Suite A, Overland Park KS 66213

Contact 913-942-3063 or email KDOR.special.events@ks.gov for assistance

Division of Taxation
109 SW 9th Street
PO Box 3506
Topeka KS 66601-3506



Phone: 785-368-8222
Fax: 866-743-4812
www.ksrevenue.org

Mark A. Burghart, Secretary

Laura Kelly, Governor

Kansas Department of Revenue (KDOR) Tax Tips for Kansas Event Vendors

"Sale" means any transfer, exchange or barter in any manner or by any means whatsoever for a consideration and includes all sales made by any person, whether principal, proprietor, agent, servant or employee. **[Subsection (z) of K.S.A. 41-102]**

"Admissions" – entry or fee charged to any place providing amusement, entertainment, or recreation **is taxable. Pub KS-1510 page 3**

ALL sales are taxable unless specifically exempted by law. **Pub KS-1510 or KSA 79-3606.**

Bracket Cards can be requested by going to <https://www.ksrevenue.org/bracketcards.html>

Sales Tax Registration is mandatory once you have sold 4 times per year in Kansas using the Special Events Packet. Register online at <https://www.ksrevenue.org/>.

"Gross Sales" means total sales of tangible personal property, services and admissions less sales tax collected. **Pub KS-1510 pages 11 & 12.**

"Bartering" is taxable in Kansas the selling price, which must be added to gross sales, is the total consideration given in any transaction whether in the form of money, rights, property, promise or anything of value or by exchange or barter. **Regulation Number 92-19-46.**

"Delivery Fees" Charges to the customer for handling and delivery are taxable. The sales tax is due whether the charge is included in the sales price, stated separately, or billed separately. **Pub KS-1510 page 14.**

"Credit Card Fees" – when the retailer increases the selling price of goods or services to compensate for credit-card charges the credit card company will later deduct from the payment it forwards to the retailer's account, the increase is part of the selling price of the goods or services and subject to sales tax. **KAR 92-19-3a (e) (1).**

"Merchandise Consumed" means items taken out of inventory for personal use, for a gift, to be used for customer samples any property removed from inventory and used by you that was purchased without tax. **KS Pub-1510 page 15.**

"Expenses" are **NOT** deductible on the sales tax return. Expenses such as cost of goods sold, booth rental, travel expense, and etc. are **NOT** deductible on the sales tax return. These items are deductible on the income tax return. **KS Pub-1510 Page 18.**

"Allowable Deductions" generally sales tax exempt purchases, usually requiring a tax exemption certificate secured from the buyer. **KS Pub-1510 pages 17 & 18**

ALL amounts collected as sales tax must be remitted to the KDOR. If too much tax is collected, it must be refunded to the customer or remitted to the state. The vendor must never retain even 1 cent of sales tax collected. **Pub KS-1510 page 11.**

"Under-collection of sales tax" the vendor is responsible for paying under collected sales tax. The vendor is 100% responsible for collecting and remitting the correct amount of sales tax to the correct jurisdiction. The vendor may be held personally liable for any unpaid tax balance regardless of business structure. **Pub KS-1510 page 27.**

Kansas has over 900 taxing jurisdictions. It is imperative the vendor identify the correct jurisdiction code and tax percentage assigned to the jurisdiction in which they are selling and collect and remit accordingly. **Pub KS-1510 pages 3, 14 & 22. Sales tax address tax rate locator - <https://www.ksrevenue.org/streamline.html>.**

"Sales Tax Registration Certificate" must be posted in public view wherever and whenever sales are made. **Pub KS-1510 page 11.**

"Event Sales Tax Packet" tax registration number is **NOT** your sales tax number, it is owned by the KDOR and is **NOT** eligible for vendor use in making tax exempt purchases. **Retailers' Sales Tax Registration Event Certificate.**

"KS Pub-1510" – Kansas Department of Revenue Sales Tax and Compensating Use Tax Guide. www.ksrevenue.org.