

Make ICT, Institute, Inc.

MakeICT Market Vendor Sales Agreement

MakeICT Institute, Inc., and _____ (Vendor) enter into this agreement for vendor’s participation in the MakeICT Spring Market (Event). The event is scheduled for Saturday, May 18th, 2024. The Event is open to the public, from 12:00 PM to 6:00 PM. This agreement does not extend rights, privileges, or participation to vendors for any additional event that MakeICT Institute may hold or participate in at any future date.

MakeICT agrees for the Event to provide space for Vendors to display and sell items they have made in exchange for Booth Rental Fee according the following terms:

Non-Food Vendors

	Indoor - Room (8x8)	Indoor - Hallway (4x8)	Outdoor - (10x10)
Members	\$20	\$15	\$20
Non-members	\$30	\$20	\$30

Vendor fees MUST be paid through our vendor registration form on Wild Apricot via PayPal. MakeICT, the Events team, and the Event Coordinator will NOT ask a vendor for payment any other way. Beware of scammers, as they will claim to be the “show runner” and will try anything to get you to pay them.

1. **Seller Guidelines:**

Items may be sold by the vendors or just displayed. It is the preference of MakeICT that items sold or displayed should be able to be made at MakeICT; however, they may be made anywhere by the vendor. Items displayed must be the creative work of the Vendor. We do not allow multi-level marketing or resellers AI art will be considered on a case by case basis. (Before registering, send a sample of your AI work or portfolio to events@makeict.org).

1a. Vendors found to be selling unauthorized items may be instructed to leave immediately without receiving a refund.

1b. Vendors assume all responsibility for the security of their own property (items for sale, equipment, and personal belongings) while on MakeICT premises. The vendor agrees to indemnify MakeICT and all its representatives from damage or losses that may occur at the event.

2. **Booth Space:**

2a. The Event will be indoors and/or outdoors at MakeICT.

2b. The booth size will be up to the Vendor to choose on the form itself when they register. The outdoor booths are 10x10 because of tent sizes, but indoor can only be 8x8 for inside a

room and 4x8 when in the hallway, both due to size constrictions and what can fit while being in adherence to the building's fire code. The 4x8 hallway tables have to be pushed up against the wall but 8x8 room tables don't.

2c. The vendor is responsible for providing their own tables, chairs, and any other display items they may need. MakeICT will not guarantee electricity. Vendor substitutions within the guidelines are acceptable prior to May 1st 2024 in writing to events@makeict.org. A map with booths and load-in locations for Vendors will be provided in early May to the e-mail address provided at registration.

2d. **Shared Booths:** We welcome and encourage artists to share booths if they would like to, however this means that BOTH businesses being featured at a shared booth must register using the appropriate forms. The Primary Artist (of your choosing) will fill out the same vendor form as solo vendors, and list the secondary artist on the form. Primary Artists will be responsible for paying the entire booth fee during registration. The Primary Artist will be sent a code, from the event organizer, or designee, to allow the Secondary Artist to register for the event via the vendor form. Event link and instructions will be at: <https://wiki.makeict.org/wiki/Vendor> while registration is open.

3. **Late/Removed Vendors:** . If you are late for setup (past opening time) or are unable to attend, and have not communicated with us about why, your spot may be given to someone on our waitlist and you will not receive a refund. If you are asked to pack up and leave the event due to a contract violation (such as bringing unauthorized items like non handmade items), there will be no refund provided.

Our waitlist of vendors will then be contacted and are able to take your spot. If you are unable to be there, please let us know ASAP. Vendors are not allowed to tear down early unless it has been discussed with and approved by the Event Coordinator (Tricia Cortes) or designee. Early departure could affect future participation in events.

4. **Event Date/Time/Load In/Out:** The MakeICT Spring Market is one (1) day. Vendors agree not to bring items into MakeICT prior to the day of the event. The vendor must remove all personal materials after the end of the Event. The event is open to the public from 12:00 PM to 6:00 PM. The vendor area is available for load in, set up, and then pack up and load out, for a period of two (2) hours before the event and two (2) hours after the event. Vendors are encouraged (but not required) to find parking away from MakeICT after load-in and setup. Vendors can park their vehicles at Cessna Park.

5. **MakeICT Policies:** MakeICT policies will be enforced. All vendors, regardless of membership status, participating in the MakeICT Spring Market must follow MakeICT policies while on the property of MakeICT. Failure to follow the policies will result in immediate removal from the event. MakeICT rules and policies can be found at the following link: https://wiki.makeict.org/wiki/Standing_rules#Policies

7. **Vendor Tax Responsibility:** Vendors must track sales totals, calculate, and then remit Sales Tax amounts to the State of Kansas or another entity as required.

MakeICT will provide a list of registered vendors attending the Event to the Kansas Department of Revenue as required by law. The public information on this list may be shared with all vendors. Kansas Sales Tax Packets and information will be offered to Vendor by MakeICT, per Kansas Special Events, Craft Shows, and Trade Shows policy. The vendor agrees to pay all applicable sales tax, and recognizes that MakeICT is not responsible for collecting, distributing, or tracking any state or local taxes.

All Federal state and local laws governing retail sales tax must be followed. Vendor understands the rules and regulations of the event and will comply. Vendor realizes that failure to comply may result in expulsion from the event.

Vendors can find comprehensive information regarding their tax obligations here:
<https://www.ksrevenue.gov/specialsalesevents.html>

8. **Vendor Highlights:** If you would like the MakeICT Facebook and Instagram pages to give you a shout out to showcase you on our socials before the event happens, feel free to make a post on your own business page (if you have a PROFILE instead of a PAGE make sure your audience is set to PUBLIC!) showing your work in FOUR images, tagging MakeICT, and we will share it to our page and the event itself as well.

9. **How To Help The Event:** MakeICT strongly suggests, but does not require, that Vendors do the following in order to maximize their turnout for the Event.

- ·Tell friends and family to save the date to shop from local vendors.
- ·Send a personal invite to my email contacts and social media followers.
- ·Mark as “going” on the MakeICT Spring Market Event page and/or ‘Share’ the event with Facebook friends leading up to May 18th tagging MakeICT in the post.
- Share images of my current work or works in progress on my website with information about the Event prior to May 18th.
- Follow MakeICT on Social Media platforms and share MakeICT posts to my Social Media platforms.
- Blog about the event.
- Distribute digital marketing assets, if provided by MakeICT.
- ·Submit answers to the post-event survey to help improve future events.

Agreement and terms listed above are agreed to this day _____, 2024 by,

VENDOR

(sig)

(print)

MAKEICT

(sig) Representative of MakeICT Institute.

(print)

(sig) Event Coordinator for MakeICT

(print)