

# Make ICT, Institute, Inc.

## MakeICT Makerfest Vendor Sales Agreement

**MakeICT, Institute, Inc.** and \_\_\_\_\_ (Vendor) enter into this agreement for vendor's participation in the MakeICT Makerfest and Open House Display and Sales Event (Event). The event is scheduled for Saturday June 11th, 2022. The Event is open to the public, from 10:00 AM to 2:00 PM. This agreement does not extend rights, privileges, or participation to vendor for any additional event that MakeICT, Institute may hold or participate in at any future date.

MakeICT agrees for the event MakeICT Makerfest to provide space for Vendors to display and sell items they have made in exchange for a Booth Rental fee of \$40 for the primary booth vendor and \$10 for a secondary booth vendor. All required permits for City of Wichita and Sedgwick County are covered by the fees. Vendor fees must be received no later than June 1, 2022 for Vendor to be included in the Event.

Vendor fees may be paid by Cash or Check. Checks should be made to MakeICT Institute.

1. 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. Vendor is responsible for the security of their belongings and materials while they are at MakeICT. Vendor agrees to indemnify MakeICT and all its representatives from loss that may occur to vendor at the Event.
2. The Event will be outdoors at MakeICT Makerspace. Vendor will be allotted a 10 ft x 10 ft booth space. Vendor is responsible for providing their own tables, chairs, tents, and any other display items they may need. MakeICT will not be able to provide electricity. No Refunds on entry fee, but substitutions within the guidelines are acceptable prior to May 31st, 2022 in writing from classroom@makeict.org. A map with booths and load in locations for Vendors will be provided by June 1st to the e-mail address provided at registration.
3. In the event of inclement weather, vendors will be assigned space in Rooms 1, 2, and 3 of the South Hall, or other safe locations within the Makerspace located at 5920 E Mt. Vernon, Wichita, KS as needed. Indoor space allotments may not be smaller than outdoor allotments. MakeICT will make every reasonable effort to provide adequate space for vendor if your booth must be moved inside.
4. The MakeICT Makerfest Event is one (1) day. Vendors agree not to bring items into MakeICT prior to the day of the event, Vendor must remove all personal materials after the end of the Event. The MakeICT Makerfest Event is open to the public from 10:00 AM to 2:00 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 to find parking away from MakeICT after load in and setup. Vendors may not park in the MakeICT Parking lot or along the West side of Drollinger Street.
5. MakeICT policies will be enforced.

All vendors, regardless of membership status, participating in the Maker May Event must follow MakeICT policies while on the property of MakeICT. Failure to follow policy 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](https://wiki.makeict.org/wiki/Standing_rules#Policies)

6. MakeICT will provide a list of registered vendors attending the Event to the Kansas Department of Revenue as required. 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 at the April 29<sup>th</sup> Vendor Meeting from 5-6 PM. per Kansas Special Events, Craft Shows, Trade Shows. 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.

Vendors can find comprehensive information regarding the obligation of Vendors here:  
<https://www.ksrevenue.gov/specialsalesevents.html>

7. Vendors must track sales totals, calculate, and then remit Sales Tax amounts to the State of Kansas or other entity as required. Vendors must report sales totals to Ladeana Dockery, Chair of MakeICT Classroom Committee.

8. MakeICT strongly suggests, but does not require, that Vendors do the following in order to maximize their turnout for the MakeICT Makerfest 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 Open House Event page and/or ‘Share’ the event with Facebook friends leading up to June 11th tagging MakeICT in the post.
- Share images of my current work or works in progress on my website with information about the MakeICT Makerfest prior to June 11th.
- 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.

Agreement and terms listed above are agreed to this day \_\_\_\_\_, 2022 by,

**VENDOR**

\_\_\_\_\_  
(sig)

\_\_\_\_\_  
(print)

**MAKEICT**

\_\_\_\_\_  
(sig) Representative of MakeICT Institute.

\_\_\_\_\_  
(print)

\_\_\_\_\_  
(sig) Event Coordinator for MakeICT Makerfest

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(print)