

# 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 Winter Market (Event). The event is scheduled for Saturday, December 5th, 2026. The Event is open to the public, from 9:00 AM to 2:00 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:

|                               | Indoor Space (8x8) |
|-------------------------------|--------------------|
| MakeICT Member                | \$25               |
| Kansas Aviation Museum Member | \$25               |
| Non-members                   | \$50               |
| Outdoor Vehicle               | \$50               |

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. No refunds.

### 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-generated art/items will be considered on a case by case basis.(Before registering, send a sample of your AI-generated work or portfolio to [events@makeict.org](mailto:events@makeict.org)). Any AI use needs to be labeled.

1a. Vendors found to be selling unauthorized items may be directed 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) at the MakeICT Event location. The vendor agrees to indemnify MakeICT and all its representatives from damage or losses that may occur at the event.

1c. MakeICT reserves the right to jury vendors. When two vendors plan to sell similar items, preference will be given to MakeICT members regardless of quality of goods.

1d. Open alcoholic beverages can not be sold by vendors. Sealed alcohol may be sold but not imbibed at the Kansas Aviation Museum. Only alcohol sold by the Kansas Aviation Museum may be consumed on the premises.

1e. Vendors are responsible to have the needed rights to sell their items.

2. **Booth Space:**

2a. The Event will be indoors at Kansas Aviation Museum, 8 feet x 8 feet. A map with booths and load-in locations for Vendors will be provided before the event to the e-mail address provided at registration.

2c. The vendor is responsible for providing their own tables, chairs, and any other display items they may need.

2d. Vendor substitutions within the guidelines are acceptable prior to November 21st 2026 by email to [events@makeict.org](mailto:events@makeict.org).

2e. MakeICT will not guarantee electricity. The Kansas Aviation Museum does have some power outlets available, but vendors will have to provide their own extension cords.

2f. Vendors that sell from a trailer or specialized vehicle outdoors are not relegated to an 8 foot by 8 foot space, but must clean up the area before they leave.

3. **Shared Booths:** We welcome and encourage artists to share booths. One artist must be designated as Primary and will be held responsible for paying for the booth. The Primary artist's registration form will list the Secondary artist, who will receive a code from the event organizers allowing them to register as vendors separately, while still sharing the booth.

4. **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 may 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 (Logan Falletti-Wright) or designee (Rustin Atkeisson). Early departure could affect future participation in events.

MakeICT reserves the right to cancel unpaid vendor registrations if registrations are full and other vendors are ready with payment.

5. **Event Date/Time/Load In/Out:** The MakeICT Winter Market is one (1) day. Vendors agree not to bring items into Kansas Aviation Museum 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 9:00 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 one (1) hour before the event and one (1) hour after the event. Vendors are encouraged (but not required) to find parking away from Kansas Aviation Museum after load-in and setup. Vendors may have to pay for parking as on-site parking is not guaranteed.

In the event the Kansas Aviation Museum is closed on the date set for a market, we will communicate with vendors as soon as we are aware. We will also communicate as soon as we can schedule an alternate date, if possible.

6. **MakeICT/Kansas Aviation Museum Policies:** MakeICT policies will be enforced. All vendors, regardless of membership status, participating in the MakeICT Winter Market must follow MakeICT policies as well as the policies of Kansas Aviation Museum while on the property of Kansas Aviation Museum. 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](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. MakeICT will not advertise for your business until payment is received.

9. **How To Help The Event:** MakeICT strongly suggests, but does not require or guarantee, 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 their email contacts and social media followers
- Mark as “going” on the MakeICT Winter Market Event page and/or share the event with Facebook friends leading up to December 5th, tagging MakeICT in the post
- Share images of their current work, or works in progress, on their website with information about the Event, prior to December 5th
- Follow MakeICT on social media platforms and share MakeICT posts to their social media platforms
- Blog or micro-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 \_\_\_\_\_, 2026 by,

**VENDOR**

**MAKEICT**

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

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

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

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