

Make ICT, Institute, Inc.

MakeICT Winter 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 2nd, 2023 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:

	In Room (8x8)	In Hallway (4x8)
Members	\$20	\$15
Non-members	\$30	\$20

Vendor fees must be paid through our vendor registration form on Wild Apricot via PayPal.

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. We do not allow multi-level marketing or resellers (people who purchase artwork/items for the sole purpose of upcharging for said items that they did not make themselves). 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) The vendor is responsible for the security of their belongings and materials while they are at MakeICT. The vendor agrees to indemnify MakeICT and all its representatives from a loss that may occur to the vendor at the Event.
2. The Event will be indoors at MakeICT. The vendor will be allotted a 8 ft x 8 ft or 4ft x 8ft booth space. (Important: All Hallway booth tables MUST be pushed up to the wall in order to be in compliance with the building's fire code. If you would like to have space behind your booth, you will need to purchase a Room booth.) The vendor is responsible for providing their own tables, chairs, and any other display items they may need. MakeICT will not guarantee electricity. No Refunds on entry fees, but vendor substitutions within the guidelines are acceptable prior to November 27th. 2023 in writing from events@makeict.org. A map with booths and load-in locations for Vendors will be provided by December 2nd to the e-mail address provided at registration.
3. The MakeICT Winter 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 to find parking away from MakeICT after load-in and setup. Vendors should park their vehicles at Cessna Park.

4. MakeICT policies will be enforced. All vendors, regardless of membership status, participating in the MakeICT Winter 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

5. 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 at the December 2nd Vendor Meeting from 11-11:30 AM, 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. I understand the rules and regulations of the event and will comply. I realize that failure to comply may result in expulsion from the event. Vendors can find comprehensive information regarding the obligation of Vendors here: <https://www.ksrevenue.gov/specialsalesevents.html>

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

7. 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 Winter Market Event page and/or ‘Share’ the event with Facebook friends leading up to December 2nd 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 December 2nd.
- 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 _____, 2023 by,

VENDOR

(sig)

(print)

MAKEICT

(sig) Representative of MakeICT Institute.

(print)

(sig) Event Coordinator for MakeICT

(print)