



## ELIGIBILITY

All participants should make their own work. No resale. No imports. Artists and makers who live in the Kansas City Metro, neighboring counties, along with regional prospects are invited to apply. Applicants must have a valid seller's permit, certificate of insurance and are responsible for their own sales, collecting sales tax, and reporting to the BOE.

To keep the items offered at the market varied and within our quality standards, every vendor application will be subject to review. Please understand that availability is limited and because we may receive more applications than we can accept, a waitlist will be created once the market reaches capacity. We will let you know if you have been accepted but are on the waitlist.

## TERMS AND CONDITIONS

The following items apply to all vendors unless specified in writing:

- Vendors will be allowed to place signs, banners, and flags inside their area with approval
- If vendors require power, please inquire. Edison District *may* be able to provide a standard electrical outlet. Vendors must provide their own lighting, extension cords and power strips.
- Vendors will be allowed to bring their own personal snacks and beverage items for personal consumption. Food and beverage item sales will not be allowed.
- No glass bottles or outside alcoholic beverages are allowed.
- Smoking, vaping, and chewing tobacco are strictly prohibited at the market and on the Edison District property.
- Edison District will make all final determinations regarding booth placement.
- Market staff may take photos during market hours. These photos will be used for advertising and promotional purposes. By taking part in the market, you are authorizing the OP Makers Market to use your photo for advertising campaigns.
- Vendors will be responsible for removing their own trash from their booths and disposing of it. Edison District will not be supplying trash removal or recycling services.
- Vendors will be expected to help keep the area around their booth clean and free of debris.
- Vendors are expected to manage their own booth and staff. Vendors are responsible for the actions of their staff and should educate their staff on the market terms and conditions.
- Edison District will not provide market security. Vendors acknowledge and release the market staff and Edison District from any responsibility or liability for lost, stolen, or damaged property/merchandise. The vendor is responsible for securing his/her merchandise and property during the market hours, including set-up and load out.
- Restrooms will be available inside Strang Hall.
- Vendors will be expected to have their booths completely set up at least 15 minutes prior to the start of the market and expected to remain open until close of the market each day.
- Vendors will be told of drop-off sites for loading and unloading their wares, and locations to park vehicles during the event.
- Vendors will be allowed to sell their items only to persons on Edison District grounds.

- Vendors will comply with all local, city, and state rules and regulations. Vendors will supply all necessary items to accomplish these goals.
- Vendors are responsible for charging the appropriate sales tax for their items, and reporting earnings to the Kansas Department of Revenue.

## ADVERTISING

The Overland Park Makers Market will be advertised through social media and local publications. Local newspaper ads, signs, flyers, postcards, and social media/web advertising may also be included in the plan.

Vendors will be listed on our website with links to their websites and/or social media sites. Vendors will be provided with market logos and information to use for their own social media accounts and marketing purposes.

## BOOTH SIZES

Each vendor will receive a 10'x10' space that will accommodate a pop-up tent and a 6'-8' table set up.

## BOOTH SET-UP

All booths will be set up on the day of the market. Set-up begins at 6:00 AM and booths must be ready to sell by 7:45 AM.

Market umbrellas are not required but are acceptable (weights required). Vendors must provide their own table, chair, umbrella and weights, 10x10 canopies, or umbrellas.

All tables must be either finished clean tables, or have a presentable linen/ covering (that goes to the ground) so as to hide merchandise /miscellaneous items underneath.

## LOAD IN/OUT

Load in and set up will begin two hours before the market opens (6:00 AM), and loadout is immediately following (1:00 PM). We expect that there will be no arriving late and no leaving early. Vendors will be expected to have their booths completely set up at least 15 minutes prior to the start of the market (7:45 AM).

Vendors are expected to remain open until close of the market each day (1:00 PM). There will be a schedule for each event for the load-out process to assist with the overall flow of load-out and exiting of the Market.

## WEATHER POLICY

For 2020, The Overland Park Makers Market will only take place weather permitting. If inclement weather is forecasted for market dates, communication will be provided leading up to the event regarding cancellation.

In the event of an inclement weather cancellation, all vendors will be notified via email or a phone call. Applicable vendor fees will be transferred to the next market date.

## VENDOR CANCELLATION

Vendors may cancel their reserved space up to 2 weeks before their market date for a 50% refund. Failure to cancel 2 weeks prior to a reserved market date will result in no refund and may result in removal from future markets.

More than two cancellations during the market season will result in a review of the vendor application and potential removal from future markets.

## VENDOR BEHAVIOR AND CONDUCT

We want the Overland Park Makers Market to be a unique destination championing makers, artists and the creative community as a unit. Please respect the other Vendors.

Vendors will refrain from any signage, music, clothing, conversations, or behavior that would be considered discriminatory, offensive or that contributes toward the physical or emotional harm of others.

Vendors will not harass, threaten, or intimidate another vendor, another vendor's staff, market staff, or customers.

Parties involved in any altercations or displaying offensive behavior will be subject to being asked to leave the premises.

## PET AND ANIMALS POLICY

Service Animals are welcome at the Market. Service Animals are individually trained to do work or perform tasks for a Person with a Disability. Please clean up after your Service Animals. Pets whose function is to provide comfort or emotional support Do Not qualify under the Americans With Disability Act.

## MUSICIANS

Interested in performing at Edison District? Please submit inquiries to [hello@opmakersmarket.com](mailto:hello@opmakersmarket.com).

## MARKET CONTACT

Please contact us at [hello@opmakersmarket.com](mailto:hello@opmakersmarket.com) with any questions.

## COVID-19

Due to the ever-changing environment as a result of COVID-19 the market dates and requirements are subject to change. The current COVID-19 requirements are as follows:

- All vendors and customers are required to wear face coverings or masks while in the market area.
- Customers should abide by a social distance of at least 6 feet between themselves and other shoppers.
- When possible, customers should not touch merchandise within the vendor booths. Vendors will serve the customer.

