

Festive ICT | P.O. Box 781071 | Wichita, Kansas 67278 | festiveict.com

## Vendor Agreement / Terms and Conditions

### SHOP & GRUB 2022 A Festive ICT Market

**Date:** Sunday April 24th + Every 3<sup>rd</sup> Sunday of the month from May – November 2022

**Time:** 11am-4pm

**Father's Day Edition:** Sunday June 19th (9am-2pm)

Venue: Exploration Place Festival Plaza

#### FEES:

**Vendor Fee: \$90**

**Cancellation Fee: \$25**

#### Application Process

- Apply for a vendor space
- Festive ICT will review application
- If approved, you will receive a follow up confirmation email and invoice to pay for your booth space.

**Deadline:** Based on availability, we will reserve a booth space for the dates listed in your application. The deadline to pay for each market after the season opener is the first Friday of the month. For example, the May 15th market would be due on May 6<sup>th</sup>.

If your payment is not received by the deadline, your space will be made available and turned over to another vendor.

If you would like to secure a guaranteed vendor spot for several months, you will have to pay the total amount of months in full and in advance.

**Food Trucks:** All food trucks will have pre- designated locations to park.

**Food Vendors** engaged in cooking at the market are required to place a tarp underneath their tent.

**Layout:** The event Layout is set up upon managements discretion. Our layout is setup so that the market can run efficiently. Requests are always welcome but may or may not be implemented.

**Marketing:** Festive ICT takes pride in all our events. We will continue to promote and publicize the market consistently to the best of our ability and support it with income generated from the market

### **Set-up**

Vendors will be provided with a 10 x10 booth space to display their products. You will have 2 hours prior to the start of the market to set up your booth space. Your space will be PRE-ASSIGNED ready for you to setup at 8:30am on the day of the event. By 10:30am set up will be complete and all loading will cease. The market will officially begin at 11am. **Please note that per park rules and regulations, vendors are not allowed to stake their tents down on the turf or grass. Only sandbags or water jugs can be used to hold tents down. Any damages to these areas will be assessed to your company.**

### **Tables and Chairs**

Festive ICT will not provide tents, tables or chairs for vendors. Vendors are asked to please provide their own.

### **Electricity**

Festive ICT will not provide power for vendors, vendors will be responsible for providing their own power as needed.

### **Billing Policy**

Payment can be via PayPal link which will be sent to you upon application approval.

- Website: [shopandgrub.com](http://shopandgrub.com)

- PayPal: [info@festiveict.com](mailto:info@festiveict.com) (Please include full name, name of company and reason for payment)

### **Teardown**

At 4pm the market will come to an end and you can begin to tear down your booth and have until 5pm to remove all of your belongings from the venue. Please do not tear your booth down before 4pm. If you have to leave for any reason, please see speak to a Festive ICT staff member.

### **Liability**

Festive ICT assumes no responsibility for the damage or loss of any merchandise or articles brought into the venue. The venue will provide adequate security required by law for the event.

Festive ICT shall not be liable for non-performance of the contract when such non-performance is attributable to labor troubles, disputes or strikes, accidents, government (Federal, State or Municipal) regulations or restrictions upon travel or transportation, non-availability of food, beverage or supplies, riots, national emergencies, acts of God and other causes whether enumerated herein or now which are beyond the reasonable control of Festive ICT.

### **Waitlist Policy**

Vendors who apply for a vendor space and are approved but then decide to cancel after approval will automatically be placed on the waitlist.

Vendors on the waitlist policy will be contacted as spots become available.

### **Return or Cancellation Policy**

**ALL SALES ARE FINAL!!!**

**Once you make the payment for your booth space, your booth space is secured.**

**If you choose to cancel, you will have to forfeit the booth fee.**

**You will also be charged a cancellation fee of \$25.**

**Vendors who refuse to pay the cancellation fee will not be allowed to vend at ANY future Festive ICT events.**

**Vendors will ONLY receive a refund in the event that Festive ICT cancels or postpones the market date and the new date does not work for vendors.**

### **Parking**

Exploration Place offers complimentary parking for all Vendors.

### **ABSOLUTELY NO SHARING OF BOOTH SPACE**

Vendors are NOT allowed to share booth space with other vendors at the market. This includes friends, family and associates that might be interested in sharing their vendor space to sell their products.

### **PLEASE FOLLOW ALL RULES & REGULATIONS\***

Failure to comply with all Festive ICT's rules, regulations and requirements at Shop & Grub or if vendor is involved in any unruly behavior including but not limited to disorderly intoxication, verbal abuse of other vendors, event attendees or market staff, will result in immediate disqualification and removal from the market and future Festive ICT events.