2027 Vendor Information

Please read the information below and if you agree with the rules and regulations, follow the jury process.



Booth size and price:

- Single Booth (10' x 8') $178
- 1 ½ Booths (15' x 8') $267
- Double Booth (20' x 8') $356
- The customer walks by the 10-foot side
- No charge for tables (30" X 8'), chairs or electricity

Jury Process:

- Please email two or three photos of your work and your booth, with full name and phone number to info@imagesbydavenport.com or mail to IBD Promotions, 2401 SW Emerald Creek Place, Blue Springs, MO 64015. (We want to keep a variety of different items at the show and not overload the facility with the same types of products.)
- Once your work is approved, we will send you the application as an accepted vendor. You will have 15 days to return the completed application with a deposit or full payment.
- If we have not received the application with a minimum deposit within the 15 days, we will assume that you do not want the booth and it will be offered to another applicant.

Vendors:

- Please be aware, that the Holiday Fine Art & Craft Show is for artists and crafters that make their own items, no commercial vendors. Your signed application will read, "I AGREE THAT A MINIMUM OF 80% OF THE ITEMS THAT I DISPLAY AND SELL WILL BE HANDMADE BY ME."

Show Hours:

- Friday, November 5, 10:00 AM to 6:00 PM
- Saturday, November 6, 10:00 AM to 4:00 PM

Set-up Times:

- Thursday, November 4th from Noon to 7:00 PM
- Friday, 7:30 to 9:30

Event Location:

- The Pavilion at John Knox Village
  - 520 SW Murray Rd
  - Lee's Summit, MO 64081
- Facility will hold 115 booths

Please read the following rules and regulations as they will be followed.

RULES & REGULATIONS

During the set-up and throughout the show, please comply with the following regulations:

1. The following list of items are not allowed. No firearms or weapons, no helium balloons, no noise makers or music from your booth, no smoking, no open flames and no alcoholic beverages brought into the building. No "SALE" signs (this event is not a flea-market). No raffles, lotteries or special drawings may be held from your booth without prior approval from Keith or Wanda Davenport. **For booths against the black curtain, nothing can hang from the curtain or the bars and the area behind the curtain is also off limits. It is not a storage or sitting area.**
2. Do not block fire lanes, entries, fire extinguishers or aisles. **The group of doors on the northeast corner of the building (in the food court area) are for EMERGENCY USE ONLY. No entrance or exit from those doors is permitted.**
3. Vendors are responsible for supplying their own screens, tablecloths and display items for their products. **Tables must be covered to the floor,** so that storage boxes are not visible.
4. Booth sizes will be marked with blue tape on the floor. Do not exceed your allotted space, clutter or obstruct aisles or exits. No sitting in the isles.
5. All vendors are required to move their vehicles to the lot assigned for vendor parking as soon as their set up is complete to allow the customers easier access to the Pavilion. Your cooperation with this is required!
6. Since purchases are made directly with vendors, it is your responsibility to report and pay all local, state and federal taxes. Go to the Missouri Department of Revenue for needed forms or information. http://dor.mo.gov/
7. Vendors must be set up and ready for sales by 9:30 a.m. on Friday. We do not hold back early shoppers. All displays must be cleared by 6:00 p.m. on Saturday.
8. No vendor may begin tearing down before 4 pm on Saturday. Doing so may prevent you from being able to participate in future events.
9. 24-hour security is provided, however John Knox Village, Images by Davenport, LLC., and Keith and Wanda Davenport are not responsible for any lost or stolen items.
10. Electricity is not available in every booth. You must use UL approved, outdoor, heavy duty grounded extension cords. JKV Security and the Lee's Summit Fire Department will enforce all fire and safety rules. Failure to comply will result in ejection from the Pavilion.
11. Vendors selling food products - IT IS YOUR RESPONSIBILITY to contact the Jackson County Health Department and follow whatever guidelines they have regarding the type of foods, breads, dips etc. you are planning to bring to sell. Jackson County Environmental Health Division, 34900 E. Old U.S. 40 Highway, Oak Grove, MO 64075 - 816-847-7073.
12. Refunds will be given minus the $30.00 deposit, for cancellations up to 6 weeks prior to show. Refund checks will be mailed after the close of the show. No refunds will be made on cancellations received within 6 weeks prior to show. Booths are assigned by Keith and Wanda Davenport. Vendors may not transfer their booth space to another vendor. The show will be held regardless of weather.
13. Compliance with these rules and regulations are not optional. If a resolution cannot be reached, Images by Davenport, LLC., and Keith or Wanda Davenport reserve the right to expel any vendor that does not abide by them.

If you have any questions or concerns, please call Keith or Wanda Davenport at 816.463.3319.