

## 2024 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
- No charge for chairs, tables (30"X 8') or electricity

### Jury Process:

- Please email two or three photos of your work and/or your booth with your name and phone number to [info@imagesbydavenport.com](mailto: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 of the 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 'Tis the Season Art & Craft Show is for artists and crafters that make their own items, no commercial vendors. Your signed application will mean that you agree with this statement. **"I AGREE THAT A MINIMUM OF 80% OF THE ITEMS THAT I DISPLAY AND SELL WILL BE HANDMADE BY ME."**

### Show Hours:

- Friday, December 6, 10:00 AM to 6:00 PM
- Saturday, December 7, 10:00 AM to 4:00 PM

### Set-up Times:

- Thursday, December 5, Noon to 7:00 PM
- Friday, December 6, 7:30 to 9:30 AM

### Event Location:

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

Your signature or return of the Registration Form means that you agree to follow the rules and regulations.



## RULES & REGULATIONS

During the set-up and throughout the show, please be aware of and 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.**
2. Do not block fire lanes, entries, fire extinguishers or aisles.
3. Vendors are responsible for supplying art screens/display boards and hooks for hanging their products. No hanging on the outside black curtains. **Tables must be covered to the floor.**
4. Booths must always be manned. **Remember not to exceed your allotted space, clutter or obstruct aisles or exits. No sitting in the aisles.**
5. 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/>
6. Vendor 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.
7. **No vendor may begin tearing down before 4 pm on Saturday. Doing so may prevent you from being able to participate in future events.**
8. 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.
9. 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!
10. No raffles, lotteries or special drawings may be held from your booth without prior approval from Keith or Wanda Davenport. No "SALE" signs. This event is not a flea-market.
11. 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.
12. **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.
13. 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 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.
14. Compliance with these rules and regulations are not optional. If a resolution cannot be reached, Images by Davenport, LLC., and Keith and Wanda Davenport reserve the right to expel any vendor that does not abide by them.

IBD Promotions

[www.ibdpromotions.com](http://www.ibdpromotions.com)

Email: [info@imagesbydavenport](mailto:info@imagesbydavenport)