



2024 Vendor Booth Application

Location: Stump Park, 4751 Woodland Dr, Shawnee, KS 66218

Date/Time: Friday, June 28, 2024. Event runs 5:30-9:30pm. Vendor area is open 5:00-9:00pm.

About: The Annual “Parked” event kicks off our celebration of July being National Parks and Recreation Month. Along with the food trucks we will also have a live band, activities for children, sprinklers in the fields, and end the night with a full fireworks show the weekend before the nation celebrates Independence Day! We have added a vendor booth area to allow opportunities for home-based and handcrafted businesses, as well as commercial products, to connect with our community.

Attendance: Our 2023 event had over 7,000 in attendance.

Vendor Fees: \$30.00 flat rate for home-based and handcrafted businesses; \$250 for commercial product/service booths

Set-up, Hours, Teardown: Vendors may begin to arrive as early as 2:00pm on Friday, June, 28th. All set-up must be completed by no later than 4:30pm. The event begins at 5:30pm with music, food, games, bounce houses, and kids’ activities until the end. We ask vendors be ready no later than 5:00pm. All vendors are required to remain open until 9:00pm on event day. There will be no tear down prior to 9:00pm.

Staff: Please provide ample staff for your needs.

On-site Resources: Booth spaces are 10x10. All vendors must be able to operate independently of any provided resources at Stump Park unless specifically noted. Electricity hook ups are not available. Vendors are responsible for all set-up and clean-up of their booth space and their immediate surrounding space.

Tax Requirements: Kansas requires that all persons and entities making retail sales, collecting admissions and/or renting tangible personal property in Kansas, collect and remit sales tax, even if selling only one time per year. This includes not-for-profit organizations. We are required to submit all vendor contact information to the Kansas Department of Revenue (KDOR). You can read more about this here:

<https://www.ksrevenue.gov/specialsalesevents>.

Vendor Selection: Please complete the application and submit to mmann@cityofshawnee.org or drop of in person at the Shawnee Civic Centre by 12:00pm on Friday, May 24, 2024. Completing application does not guarantee a spot in the event. Vendors will be selected by committee to enhance the patron experience and event success. Vendors will be determined if they are a home-based/handcrafted business OR a commercial vendor by the committee as well. Criteria for selection include, but are not limited to, variety of items offered, history with vendor, size of company, and other factors. **Food and drink are not allowed to be sold by booths; this is reserved for our food truck vendors only.** Chosen applicants will be informed by email by 5:00pm on Friday, May 31, 2024.



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Contact Information:

Vendor Name: _____ Contact Person: _____

Phone: _____

Email: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Website: _____

Vendor Information:

Please give a description of products and/or services you will be selling/promoting for marketing purposes.
Please note, the selling of food is prohibited and is reserved for our food truck vendors only.

Submit your applications to Matt at mmann@cityofshawnee.org. Payment will be collected after acceptance into the event and can then be made over the phone at 913-631-5200 or in-person at the Shawnee Civic Centre.

Yes, I am applying as a vendor for the Shawnee Parks and Recreation "Parked" event on Friday, June 28, 2024. I have read and understand the event information and agree to comply with the requirements. I agree to accept all responsibility for all personal injury, property damage, loss or harm suffered by myself or otherwise due to my participation in the event. Further, I shall indemnify and hold harmless the City of Shawnee against all suits, claims, demands and losses including costs, expenses and attorney's fees incurred as a result of any action or omission, neglect or misconduct of the Vendor or Sponsor.

Signature _____

Date _____