

2019 Special Event License Agreement

Wizard/Witch Fun Run and Magical Midway – Saturday October 26, 2019 11a-4p
Submission Deadline October 21, 2019

Thank you for joining us for our First Ever Harry Potter Themed Event! We are excited to extend additional promotional opportunities to our Favorite Festival Businesses.

Vendor Information

Name of Business: _____ Contact Name: _____

Address: _____

Phone #(s): _____ Email: _____

Attach Photos & List Items you wish to sell & Price Range (This may be listed on the back of this page)

Event Vendor Fees: Payable by Check to Kansas City Renaissance Festival

For 501C-3 Not for Profit Organizations, there is a fee of **\$25**.

For all other Vendors, the fee is **\$75**.

Rules & Regulations

- Vendors must provide their own flame retardant tent or canopy, tables, and chairs. Up to a 12' x 12' tent is considered ONE space (Additional space will require more money). Storage Containers must be kept out of sight.
- The Event will not be responsible for loss due to weather, theft, etc.
- If items are not listed and approved, they may not be sold.
- Your booth must be attended at ALL times, no exceptions. We will be open rain or shine
- Any approved food items for sale MUST be prepared in a health department inspected kitchen, with professional packaging and labels listing all the ingredients.
- Limited electricity available.
- Event is open Rain or Shine, 11:00am to 4:00pm
 - Set Up: Friday, by appointment only. Saturday 8a-9:30am
- Vending areas must be set up no later than 10am and vehicles must be off site by 9:30am. Vehicles will not be allowed back on site until after all clear has been announced by Safety and Security
- Vendors are required for paying their own taxes as required by the Department of Revenue
- Drinking of alcoholic beverages or the use of drugs is strictly prohibited
- No refunds or exchanges are given if you are unable to attend the event after payment
- Vendors are responsible for leaving a clean area at closing
- By law, the Festival is required to submit a list of all vendors to the Kansas Dept. of Revenue. We will provide a temporary Special Event Sales Tax form you may use for paying your collected sales taxes.

Vendor Agreement

If accepted, I agree to abide by the Rules and Regulations of The Kansas City Renaissance Festival.

Printed Name: _____ Signature: _____

Date: _____