



October 9-10, 2021 EVENT DETAILS

Location: Town Center Plaza (North Parking Lot – Just east of Macy’s lot. Map to Blue Chip Cookie or Sushi House). The event is on the north side of Town Center Plaza off 117th Street between Roe and Nall in Leawood, KS 66209.

Dates & Times:

Friday, October 8: Set-up Hours 11am - 6pm

Saturday, October 9: Event Hours 10am - 6pm (load in 8am-9am upon request only)

Sunday, October 10: Event Hours 11am - 4pm, Tear down 4pm - 7pm

Deadlines:

9/17 – Contest Prize Donation **Link to donate:** <https://form.jotform.com/212224735943152>

9/28 – Table/Chair & Tent Front Cover deadline **Link to order:** <https://form.jotform.com/212358399329164>

9/24 – Leawood Vendor Permit deadline **Link with directions:** <https://www.chickevents.com/vendors/>

1. Booth Space Assignment, Permits & Orders

- **BOOTH DETAILS** – All vendors will be located under white tenting that we provide, unless otherwise approved to bring your own tent or not under tenting (trucks). Tents have white vinyl tops. There are no sidewalls between booths (we separate booths with twine). Corner booths **will not** have a side wall so you will have corner access. If you paid for a tent with a “back”, you will have a white vinyl back on the tent. Signs can be hung on the back bar. Tents with “no back” will not have the ability to hang signs. We do not provide vendor signage so please bring your own or contact us if you need help with designing/printing.
- **TENT FRONT COVERS** – We DO NOT cover the front of the tents after hours. If you’d like the front of your tent (or corner side) covered after hours you may bring a tarp to hang or rent a tent front (you will be responsible for putting these up and taking them down). To order, fill out the rental form link no later than 9/28. No additional rental orders can be accommodated after 9/28. **Link to order:** <https://form.jotform.com/212358399329164>
- **NEED TABLES/CHAIRS?** – We DO NOT include tables or chairs, but they may be rented, or you may bring your own. If you need any rentals, please fill out the rental form link no later than 9/28. No additional rental orders may be accommodated after 9/28. **Link to order:** <https://form.jotform.com/212358399329164>
- **ELECTRICAL** – If you ordered electrical (noted on the vendor booth assignment), there will be an electrical outlet in your booth. Please bring your own outdoor safe extension cords and power strips. Low voltage items (phone chargers, tablet chargers, light fixtures) are permitted. No heaters, fans,

generators or higher voltage items are permitted due to limited strength of the rented power generators. No additional electrical orders may be placed at this time.

- **BOOTH ASSIGNMENT** – See attachment for your booth number. We did our best to accommodate any special requests. Assignments were based on product assortment, tent request and electrical needs.
- **LEAWOOD VENDOR PERMIT** – Leawood requires all vendors to go online and apply for a permit now. You will be responsible for paying the \$12 fee. If you have yet to go online and fill out your form, please do so ASAP and ensure all sections are filled out completely. **The permit MUST be filled out no later than 9/24.** We will be getting a list from the city of who has completed this and we will be in contact with anyone who has yet to go online and file this. Here is a link on our website with directions and more info: <https://www.chickevents.com/wp-content/uploads/2021/08/fall-chick-event-leawood-permit.pdf>

2. Set-Up

- **SET UP TIME** – Set up is scheduled for Friday, 10/8 from 11am-6pm. You may pull up to your space to unload. We will allow for a quick set up on Saturday, 10/9 from 8am-9am **UPON REQUEST ONLY** but you will not be able to drive to your space. Please contact us ASAP if you plan to set up on Saturday morning. You will need to park in the lot to unload but there will be close parking. We did not assign specific times to unload for this event, so we ask that you be patient and respectful during the process.
- **CHECK IN** – Please check in with our staff at the registration table near the sponsor tents on the Town Center store side upon arrival so we know you have arrived and provide you with a Sales Tax Form.
- **WI-FI** – You will need to bring a WI-FI card or will need to tether to your cell phone. There is no public WI-FI at the event.
- **CARTS** – We do not provide carts for set up so please plan to bring your own if needed.
- **PARKING DURING SET-UP** – You may pull up to your space to unload. Once unloaded you must immediately move your car and may park in any available parking spot in the lot. You may not pull into the event space to unload on Saturday.
- **PARKING DURING EVENT** – During event days we request you park on the west side of Macy's or on the south side of Town Center and walk through the center breezeway by Bravo to allow shopper's optimal parking.
- **TRASH** – You are responsible for removing your trash on set up and event days. We do not have the staff to remove trash. For larger trash, we can advise on where to dump at Town Center.

3. COVID-19 Safety – Please visit our website for a full list of our safety measures for the event: <https://www.chickevents.com/event-safety/>. This event will suggest guests, vendors and staff to wear masks when they are within 6 feet of anyone. We request anyone over the age of 2 or if you are

unvaccinated to wear a mask. While there is no mask mandate in Johnson County for outdoor events, we believe in trying to still social distance as best as possible. With over 5,000 anticipated shoppers, our #1 goal is to keep everyone safe! Please respect this decision. Note, that these rules could change at any point and we will be sure to update you before the event.

OUR PROMISE TO YOU:

- All staff entering the event will be asked to pass a health check prior to working.
- All staff who are unvaccinated will be asked to wear masks when within 6 feet of vendors or customers.
- All common areas will post appropriate social distancing guidelines.
- Hand sanitizer stations will be available to all vendors, guests and employees throughout the event.
- We have increased space between aisles to allow for more social distancing.
- We will follow all state and local government health standards.

IMPORTANT COVID-19 VENDOR DETAILS:

- If you have any COVID-19 symptoms or have a fever over 100.3 DO NOT COME TO THE EVENT. While we cannot refund your booth fee for last minute illnesses, there will be no penalties for abandoned booths if you contact us to let us know.
- Masks ARE STRONGLY ENCOURAGED for unvaccinated individuals and must be always worn during the event and cover your nose and mouth. PLEASE do not make us police this!
- Please bring disinfectant wipes to wipe down payment stations and frequently touched areas in your booth.

4. Security & Weather – The event area will be securely guarded during non-business hours by hired security. Chick Events does not take responsibility for any lost or stolen merchandise. In the event of inclement weather, vendors are responsible for securing and protecting their products. We encourage vendors to tarp the front of their tent overnight ([rentals available](#)) if worried about security of product or the weather. Chick Events does not take responsibility for damaged goods due to weather. This event will happen rain or shine, unless there is a national weather advisory.

5. Tear Down/Move-Out – Vendors must tear down immediately after the event. Move-out must be completed by 7pm Sunday night. If you tear down prior to 4pm on Sunday, you will be fined a \$100 early departure fee per our terms and conditions. In the event of an emergency please contact a Chick Event staff member immediately. You must staff your booth at all times during event hours.

6. Pre-Event Media Kit – We believe that the success of our events depends not only on the paid & promotional advertising we commit to, but primarily by word-of-mouth and social media buzz from our vendors. Because of that, we have created social media graphics for you to use to help promote your participation. Thank you for your help marketing the event! **Graphics and Facebook cover photo are attached.** Please also share the event page: <https://www.facebook.com/events/599303957725882>

We encourage our vendors to post about their products and services on our [Event page](#). We will approve one post per vendor weekly and will use this page to showcase products, attractions and information about the event. Please “invite friends” and “share in messenger” or “share as a post” with friends and followers.

7. Marketing Materials – If you are located in the greater Kansas City area, we will mail out marketing cards to you by next week. If you do not receive them or need more, please email Jessi Noethe at

jessi@justforherevent.com and she will mail you more or you may pick them up at our home office at 9905 Cherokee Lane. in Leawood. Yard signs are also available for pick up the week of 9/27. Thank you in advance for helping us market the event!

8. EXTRA Marketing Opportunities *DETAILS & SIGN UP HERE:* <https://form.jotform.com/210494992214155>

- Join our Featured Vendor List online! <https://form.jotform.com/212024820323137> with your logo/image and a link to your website or social media page for just \$25.
- Sign up to donate a prize to one of our contests! *Sign up here:* <https://form.jotform.com/212224735943152>

9. Tax Rate and KS Dept. of Rev Info – The tax rate for Town Center Plaza, Leawood is 9.10% All federal, state, and local laws governing retail sales tax must be followed. By participating at our event, you agree and understand the rules and regulations of the show and will comply. Failure to comply may result in expulsion from the event. You will also be provided your tax form at registration.

Due to COVID-19 continued concerns, we have decided to make the Fall Chick Event admission FREE. For the safety of our staff and guests we will limit close interaction and not require tickets.

Thank you and we hope you have a successful weekend! Please contact us with any questions regarding the vendor packet or should you need anything during the weekend. Please also feel free to go to our website for this information as well: <https://www.chickevents.com/vendors/>

Megan Marshall
816-305-6242
megan@justforherevent.com






VENDOR	BOOTH	PERMIT
3 Blondes Boutique	135	X
3 Blondes Boutique	136	X
AlbumWorks	133	
All things Beaded and Gifts	151	X
All things Beaded and Gifts	152	X
Anchora Bella Boutique	29	X
Andie Makes & Ames Clay Creations	1	
Anne-Marie Designs	154	X
At Home Crafts KC	147	X
Bella B KC Boutique & Leather Earrings	70	X
Bella B KC Boutique & Leather Earrings	71	X
Beverly's	21	X
Beverly's	22	X
BirdieRae KC	145	X
Blended Boutique	47	X
Blue Dog Wine Co	115	
Boss. Queen.	49	
Boss. Queen.	50	
Branch and Bloom	57	X
Branded concrete	58	
Britt Cimone Handmade	41	X
Burn Candle Co.	73	X
Cakes By The Pound	89	X
Cashmere Popcorn	102	
Cashmere Popcorn	103	
Cedar Street Toffee	66	X
Ceejay's Boutique	134	X
Charlie Haze	128	X
CJ Designs Backyard Shenanigans	116	X
Cleverish Co.	19	
Cloth + Label	59	X
Clothed in Strength	139	X
Cottage Lane Boutique	142	X
Cottage Lane Boutique	143	X
Country Road Cupboard	12	
Craftology	92	
Creations By Ashleigh LLC	144	
CUSTOM RHINESTONE CO.LLC	122	X
CUSTOM RHINESTONE CO.LLC	123	X
CWigley Creations	146	X
Cycle of Heart Spin Studio	119	X
Cycle of Heart Spin Studio	120	X
Cycle of Heart Spin Studio	121	X
Dayna's Curated Collections	18	X

Designs by Desma	130	
Designs by Desma	131	
Eclectic Treasures KC	45	X
Elizabeth Kelly	4	X
Ella Kate Boutique	106	X
Emily's Pumpkin Patch, Fiesta Balloons & Leila's Biscotties	99	X
Evie Pearl Handmade	132	X
Faith By Kristy White	110	X
FH&L Designs	62	X
Finnery	149	
Frannie Franks LLC	11	X
Georgia Kate Boutique & MRS Pallet Decor	55	X
Georgia Kate Boutique & MRS Pallet Decor	56	X
GLO.BOWL	76	X
Gracious Heart Boutique	87	X
Grey & Bash Teas - KC, LLC	117	X
Hardsaw Designs	30	X
Harvey J Studio	2	X
Healing Life Choice	52	
Henna Hands by Nida	93	
HOW Handbags	61	
HyperKC	44	
Inriguez Marketing Gourmet Grater	86	X
Ivy Lena	107	
J's D'Vine D'Lites	118	X
JAC Pet Nutrition	38	
Janis Sweeney Fine Art Prints	48	
JC Crave (boutique truck)	83	X
JC Crave (boutique truck)	84	X
JC Crave (boutique truck)	85	X
Jules Co Designs	114	
k.h. designs	53	X
k.h. designs	54	X
Karen's Kases	63	
Karen's Kases	64	
Karen's Kases	65	
KaspArt Acrylics	129	X
Katie Lee Handmade Jewelry	46	
Kayla Rae Handmade	125	X
KuSHH	43	X
Let's Hang	101	X
Life Is Sweet	148	X

Lil Munchkins Children's Boutique	3	X
Lisa'z Originals	100	
Little Bug Baby Designs	31	X
Lola's Bag	39	
Love Letters	96	X
Love Letters	97	X
Love Letters	98	X
Luxe Apparel	51	X
MADdenim	69	
Madison Stitch	5	X
Mandys Way	6	X
Mandys Way	7	X
Mandys Way	8	X
Market46	42	X
Mary & Martha	94	
McNary's Furniture and Restoration	67	
McNary's Furniture and Restoration	68	
Metallic Market	105	X
Metro Pillow KC	111	
Michelle Avery Jewelry	24	
Michelle Avery Jewelry	25	
modesly m candles	79	X
Morning Light Kombucha	150	X
Nature's Select Pet Foods of KC	78	
Nichole Lewis Designs	9	
NOVAA	95	X
Owen & Graham	82	X
Paco Designs	126	X
Paco Designs	127	X
Parisian Gypsy	13	
Parisian Gypsy	14	
PawsAbilitieis	20	
Pet Wants Kansas City	112	
Pourfection Studio	23	X
Related Home Furnishings	90	
Rubies and Violets	80	X
Rudolph Smith Jewelry	141	
Rustique Hart	81	X
Sawdust & Rust	40	X
Snazztastic Designs	138	X
Sour Lemon Beverage Co.	77	
Spillin The Tea, A Tea Company	15	X
Steves Bee Company	74	X
Steves Bee Company	75	X

Succs.a.lot	88	X
Sugar Beats Bake Shop	72	X
Sully's Mitten Co	10	X
Susanna Zeller LLC	32	X
Sweet Streams Lavender	28	X
The Babe Standard	108	
The Babe Standard	109	
The HUGG Boutique	36	X
The Purple Buffalo	104	X
The Sunflower Market	155	X
The Sweet Bees	37	X
The Tee Shirt Shack	27	X
The Trove	113	X
ThirtySixDegree	16	X
ThirtySixDegree	17	X
Traveling Trends KC Boutique	91	X
Twisted Peach KC	26	X
Unbridled Designs	140	X
Windsong Creations	34	
Winsome Wishes	137	X
Wonder Wooden Floral	33	
Yal & Yana	35	X
YAWA & CO	153	X
YaYa's Seasonings	124	X
FOOD TRUCK VENDORS		PERMIT
Devons Autism Driven Sweet Daddy Corn		
Ragusa's Italian Cafe		
The Hungry Hatch		X
Between 2 Buns		
Stillwell Bakery Food Truck		

SPONSORS	BOOTH	PERMIT
Thrasher	S1	
Hello Garage	S2	
Moore Water & Air	S3	
Renewal	S4	
Leah D Smith Farmers Insurance Agency	S5	
Bordner Home Improvement	S6	

	Passport Pickup and Dropoff		Food Truck
	Passport Sponsor Stamps		Vendor Truck
	Kids Zone		


FALL CHICK EVENT
local shops · arts · eats
 Oct. 9-10, 2021
 Town Center Plaza
 North Parking Lot

Entrance 1

Port-o-Pots 

FT 5

FT 4

FT 3

FT 2

FT 1

S6
S5
S4

S3
S2
S1

1-11
28-38

12-19
20-27

39-45

46-54

55-61

83-85

78-87

69-77

89-99

86-98

99-107

108-109

56-98
122-131

119-121

110-111

132-155

Entrance 2

Entrance 3

World of Bacara

Blue Chip

Sushi House

Justice