

Lawrence Parks, Recreation, & Culture

Effective Date: March 14, 2025

Revised: March 2025

Artisan Event Rules and Regulations

Purpose and Overview:

The City of Lawrence Parks, Recreation and Culture Department (PRC) hosts artisan fairs, and other related events as part of our Unmistakable Identity outcome area in the [City's Strategic Plan](#). These events aim to support the efforts of fulfilling our key performance indicators by expanding arts and culture opportunities, increasing resident and non-resident attendance, and fostering a more inclusive and welcoming environment. They also celebrate diverse cultures and promote environmental sustainability through intentional vendor selection, reinforcing our mission to create a community where all enjoy life and feel at home. This document serves as the official guide, detailing the rules and regulations that uphold each of these events. All artisan fair vendors and attendees are required to adhere to the policies and procedures outlined herein throughout the duration of each artisan fair.

Date, Location, and Time:

The date, location, and time of each artisan fair shall be determined by PRC staff and will be scheduled annually in coordination with other departmental events. These details are subject to change each year and will be formally announced after the first of each year.

General Information, Definitions and Rules

Vendor: As used in this General Information section the term “vendor(s)” includes all vendors, artisans, artists, tech-artisans, musicians, concessionaires, entertainers, or community partners who have agreements with the City, or had an accepted application to participate in the event, and entities that have partnered with the City regarding the event.

Americans with Disabilities Act (“ADA”) Accommodations: All events are ADA accessible. Vendors with ADA parking permits should use the closest ADA accessible parking. ADA parking permits must be posted within vehicles in plain sight.

Service Animals and Pets: The City maintains pet free events with the exception of service animals. Service animals are considered an ADA accommodation and are welcome. If a vendor or staff member of a vendor brings a service animal, the owner of the service animal is completely responsible for the animal, including but not limited to: cleaning up after the animal, controlling their actions, and addressing issues of misbehavior or harm

Compliance with Rules and Regulations: All participating vendors and other operational elements, companies, community partners and vendors must comply with the requirements and standards set forth in the event rules which are noted herein, and any other requirements denoted in stand alone agreements, or as a part of the application processes and/or in other communications.

City Staff: Includes but is not limited to the PRC staff, as well as other city staff, including police officers, fire department personnel and/or emergency medical technicians.

Gifts and Offerings to City Staff: City staff are strictly prohibited from accepting gifts, monetary compensation, favors, or any other offerings from vendors, organizations, or partners under any circumstances.

Rolling Administrative Review: To ensure alignment with the city's Strategic Plan and maintain fairness, the event application process is competitive. City staff will review applications in order of submissions received and decisions will be communicated shortly after review.

Deadlines: Events are held throughout each year with registration opening approximately seven (7) weeks before each event. Applications will close one (1) week before the event. See below for application opening and closing dates. A waitlist will be maintained for applicants willing to serve as last-minute substitutes in the event of cancellations or openings. Vendors on the waitlist will be contacted by city staff in the order of their application date as soon as an opportunity becomes available.

1. **Spring Artisan Fair | May 3, 2025**
 - a. Application opens: March 14, 2025
 - b. Application closes: April 28, 2025
2. **Summerfest Artisan Fair | July 3, 2025**
 - a. Application opens: May 14, 2025
 - b. Application closes: June 26, 2025
3. **Autumn Harvest Fest | September 28, 2025**
 - a. Application opens: August 8, 2025
 - b. Application closes: September 22, 2025
4. **Holiday Extravaganza | December 6, 2025**
 - a. Application opens: August 8, 2025
 - b. Application closes: December 1, 2025

Discounts: For fairness, the City does not offer discounts to vendors under any circumstances. This policy is strictly upheld, and no exceptions will be made.

Exclusivity of Product: The City does not guarantee product exclusivity. During the application process, city staff will review the submitted photos from each vendor and curate the vendor list to ensure that a diverse selection of products are available at each event. The City reserves the right to restrict the sale of any product or category of products at the event if it violates the "Unacceptable Categories," "Lewdness and Indecent Actions" or "Vendor Code of Conduct" sections outlined in this document.

Independent Contractor: Vendors, including their employees and agents, are considered independent contractors and are not employees of the City.

Insurance: It is recommended that vendors carry adequate insurance coverage to protect against unforeseen incidents. Additionally, vendors are responsible for securing any required workers' compensation insurance or other necessary insurance coverage for their employees, agents, and assignees.

Lewdness and Indecent Actions: These events are family-friendly, so vendors should refrain from any inappropriate actions, language, images, or conduct. No lewd or indecent actions, conduct, language, pictures or portrayals shall be included in the activities or services presented by the vendor. Everything presented must comply with local laws and city ordinances. Vendors agree to abide and be bound by the decision of the City should any questions arise under this section, which a decision shall be made by city staff in its reasonable discretion. Thank you for helping us maintain a welcoming and respectful environment for all attendees!

Vendor Space and Booth Guidelines: The City rents vendors a 10'x10' or 10'x20' space to create an exhibit or "storefront" to sell their product. The City **DOES NOT** provide vendors with *transportation carts, tables, tents, covers, display structures, or electrical cords*. Vendors may not purchase more than one (1) designated booth space per event. Booths must be occupied by one (1) vendor only. Vendors who attempt to occupy more than one (1) booth space per event may not be approved to participate in future PRC events.

Electrical Access:

1. **Additional Expense:** All booths with access to electricity will be an additional \$10. This amount is built into the total price of the booth and will be reflected as such on the event booth map.
2. **Limited Availability:** Electricity access at event sites is limited. Vendors may purchase a booth space with access to electricity on a first-come, first-served basis.
3. **Request Process:** Vendors must purchase a booth with electricity access during the application process. Requests made on the event day may not be accommodated.
4. **Vendor-Supplied Equipment:**
 - Vendors must bring their own UL-approved extension cord, recommended to be at least 25 feet in length.
 - Power strips are not permitted for connecting to electricity.
5. **Business Use Only:**
 - Access to electricity is reserved for business use only. Personal use of electricity is prohibited. Vendors found using electricity for personal reasons may be required to stop and may not be invited to future events.

Required Submissions: Vendors must utilize the online application platform to register for the show, even if the vendor is invited to attend the show. The online application is essential for

city staff to have so that there is record of contact information, product information, placement requests, and ADA accommodations. PRC staff will use the information gathered from the online application to communicate with vendors. Paper applications will not be accepted as valid applications.

Unloading and Parking: Vendors are permitted to unload their vehicles and trailers only in the designated unloading areas, and only during the assigned or designated unloading times provided by the City. When finished unloading, vendors are required to park in each event's designated parking lot unless they have an ADA parking permit. Vendors with an ADA parking permit should utilize the facilities designated ADA parking spots with their permit displayed. Directions for parking will be shared with each vendor no earlier than two (2) weeks before the event start date.

Booth Placement Requests: Vendor booth layout and placement for each event is based on event, facility, and city staff needs. Requests for placement in specific locations for each event will be accommodated only for those with ADA requests. Since accepted vendors will select their own booth placement, we are unable to accommodate specific location requests. Requests to move booth locations on the day of an event will not be granted, unless the request is within ADA requirements.

Refunds: No refunds will be given for cancellations requested for any event. Paid vendors who fail to attend an event will not receive a refund and may be prohibited from participating in future events.

Security: The City will not provide security for events that span more than one (1) day or provide day before set up. If day before set up is available, the facility will be secured overnight, and staff will remain in the building until all parties have vacated the building. Neither the City nor its agents are liable for loss or damage to vendor property. Vendors assume all risk and responsibility for their property.

Storm and Emergency Evacuation Policy: In the event of severe weather or an emergency, all vendors and staff are required to follow the facility's designated storm evacuation and safety protocols. It is imperative that vendors promptly follow all instructions provided by city staff during such events to ensure the safety of everyone involved. Additionally, vendors should remain aware of emergency exits, shelter locations, and any specific safety guidelines relevant to the facility. Failure to comply with these protocols may result in immediate action to protect the safety of all participants.

Set Up and Tear Down Times: Setup times will vary based on the length and location of each event. Vendors are required to unload during the designated times and locations pre-assigned by PRC staff, which will be communicated no earlier than two (2) weeks before the event. Each vendor is asked to take no more than 20 minutes to unload their booth items into the building.*

After unloading, vendors will have up to two (2) hours for set up before the event begins. Vendors are required to set up in their assigned booth locations. Any vendor who sets up in an incorrect location will be asked to relocate to their designated spot.

Tear down must commence immediately following the conclusion of the event at 4 p.m., with all items removed from the facility within one (1) hour.**

Vendors who fail to comply with the assigned unloading, set up and tear down times may be barred from applying for future events. Additionally, all vendors must adhere to instructions from PRC staff during setup and teardown. Failure to do so may result in expulsion from the event.

Taxes: All vendors are responsible for collection of sales tax on items sold at their space. If vendors have a tax question, they will be referred to the Kansas Department of Revenue (“KDoR”).

Kansas Department of Revenue (KDoR)ⁱ¹

Sales and Use Tax

PO Box 3506

Topeka, KS 66625-3506

kdor_special.events@ks.gov

(785) 207-1572

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

The City of Lawrence is required to follow all local, state, and federal tax laws. City staff will submit a list of participating vendors to the state after each event. Vendors will receive relevant tax information from PRC staff via email before the event, and PRC staff will have hard copies of KDoR documents available at the check in table. Vendors have the sole responsibility for the payment of any federal or state taxes. Not-for-profit organizations participating in events will be required to provide their tax ID number to city staff.

** Allotted time for unloading at the Holiday Extravaganza will be determined based on the needs of the event, and will be communicated with vendors prior to the event.*

*** For Holiday Extravaganza only, vendors will be allotted two (2) hours to remove all items from the facility. Vendors can begin tear down following the conclusion of the event at 4 p.m.*

Trash: All vendors must load their own trash to the provided dumpster. Trash, packing materials, food products, or other debris left behind will be addressed with the vendor in question and may result in being barred from future events.

Sustainable Packaging Expectations: In accordance with city Ordinance No. 9996, the distribution of plastic bags for sale or use by vendors to customers is strictly prohibited. Paper bags, or other sustainable packaging alternatives are allowed.

Violations of the Law: No activity in violation of federal, state or local laws shall be permitted at the event, and it shall be the responsibility of the vendor to enforce this provision among its employees, agents and associated persons. The City's decisions regarding these matters are final, and vendors under legal review may be barred from participating in the event until the issue is resolved in their favor. Unfavorable resolutions may result in a temporary or permanent ban from the event at the discretion of PRC staff.

Commercial Vendors: PRC artisan events will permit a limited number of commercial vendor booths at each event. Commercial vendors are typically businesses or individuals offering mass-produced, manufactured, or third-party sourced products or services, rather than those created by the vendor themselves. These vendors may represent larger companies or brands, and their products are not required to be one-of-a-kind.

Commercial vendors are expected to adhere to the same rules and regulations as artisan vendors. It is important to note that commercial vendors are not considered sponsors of the event but are present to individually promote their business or product. They must remain at their booth when promoting their products and are prohibited from approaching attendees or other vendors to solicit or enhance their promotional efforts.

Vendor Code of Conduct:

Vendors are expected to comply with reasonable direction from PRC staff regarding event management. This also applies to previously listed policies within this document.

1. Vendors are expected to maintain a polite and professional demeanor at all times and to cooperate fully with event management requests.
2. Vendors are expected to manage their own space, staff, children, and certified service animals. No pets are allowed.
3. No vendor will harass, threaten or intimidate another vendor, another vendor's staff, city staff, customers, or any member of the public.
4. Vendors must prioritize public safety at all times and are expected to comply with all applicable laws, ordinances, and regulations adopted or established by federal, state or local governmental agencies or bodies; and by all policies and procedures as provided by the City. Matters of law violations are the exclusive purview of the Lawrence Police Department and/or applicable law enforcement agencies.
5. Vendors agree not to bring any hazardous materials, equipment, or objects to the event that could endanger life, cause injury, or damage property. The City reserves the right to prohibit or remove such items and may issue emergency directives to ensure public safety or event success.

INFORMATION, RULES SPECIFIC TO ARTISANS

Artisan Requirements: Artisans and tech-artisans are defined as vendors who are producing a product that falls under the category of arts and crafts as defined in the selection criteria section herein. With the exception of tech-artisans, PRC only accepts artisans creating handmade and handcrafted products. All artisans and tech-artisans must be present at the event. The City has exclusive purview over which artisans are allowed to participate in the

event and selections are based on the curatorial balance of the event. All products must meet selection criteria.

Categories of Artisanal Creations and Craft: PRC events encompass a broad range of artisanal creations and crafts, not confined to traditional definitions. Each event seeks artisans working in diverse media, employing innovative techniques, and creating unique or traditional hand-made products, as well as everyday items crafted with artistic purpose. To ensure creative diversity, the number of booths in popular or specific categories may be limited.

The artisanal creations and craft categories include, but are not limited to: baked goods, bath products, canned goods, ceramics, clothing, decorative, dried goods, encaustics, fashion accessories, florals, fiber art, furniture, garden art, glass, jewelry, leather goods, metal work, millinery, paintings in all media, paper goods, pet products, printmaking, purses or totes, quilting, scented products, sculptures, seasonal decorations, sewn works, textiles, toys, and woodwork.

An "OTHER" category is available for artisans whose work does not fit into the listed categories. These artisans must clearly describe their offerings and creation process when selecting this option.

Artisans who are creating baked, canned, dried, or other food items for sale should review the state regulations on food safety best practices for acceptable “cottage” food sales - https://bookstore.ksre.ksu.edu/pubs/foods-sold-directly-to-consumers-in-kansas-farmers-markets-regulations-and-food-safety-best-practices_MF3138.pdf

Unacceptable Categories and Products: PRC artisan events will not accept products deemed by PRC staff to be inconsistent with the intent of the event. Generally, prohibited items include, but are not limited to: commercially manufactured or kit products, drug or alcohol paraphernalia, firearms, weapons, antiques, copyrighted, branded and/or licensed items, live animals, imitation or counterfeit goods, items made with hazardous materials.

Application Process: Applications are received via an online application platform through which artisans upload photographs and detailed descriptions of their work. Questions pertaining to design, techniques, materials and overall quality are to be answered as fully as possible. In some circumstances, city staff may contact applicants for more information. Applicants will be notified of their acceptance status as a vendor for each event. See the “Deadlines” section on page 2 for application opening and closing dates for each event. Each event requires a separate application. Artisans will be notified of their acceptance status as promptly as possible.

Application acceptance to any of the individual events is not guaranteed, regardless of prior participation.

Applications must be completed as fully as possible. The artisan application process is as follows:

1. Artisan applies to each show through the online application form.
2. Applications are reviewed against pre-determined selection criteria
 - a. Artisans whose applications have been accepted will be notified of their acceptance after the conclusion of the selection process.
 - b. Artisans whose applications have not been accepted will be notified after the conclusion of the selection process.
 - c. If an artisan's application is completed and accepted, the artisan will proceed with the registration process by picking their booth type and location. After they select and pay for their booth, artisans will receive a confirmation email and receipt of purchase.

Selection Criteria – Applications: Our goal is to showcase a thoughtfully curated selection of products that reflect the rich culture, diverse community, and exceptional craftsmanship of artisans in our community and beyond. Artisans' work will be reviewed against the following criteria during the application process and again at the event itself. Failure to meet these requirements during the application process will result in application denial. Itemized selection criteria are:

1. Preference will be given to artisan inventory that is handmade and handcrafted.
 - a. Component pieces in mixed-media creations such as the stones in jewelry or other found objects used in the construction of works are not included under this rule, however, all items are subject to evaluation under this rule.
 - b. Percentage of product that is handmade and handcrafted or uniquely and creatively embellished will be taken into consideration.
 - c. With recognition of artisans working with new technological approaches to creating works like laser-cutting, 3-D printing, and freeze-drying, consideration will be given to these approaches with a clear description from the tech-artisan as to how these designs and creations are unique to the creator.
2. Photograph of overall aesthetics of booth
 - a. Artisans are required to submit a photograph of the booth set they intend to use at the event.
 - b. Artisans are expected to present a space that is inviting and accessible which presents their wares in attractive, easy to view displays.
 - c. On site inspections will look for a similar presentation at the event itself.
3. Technical execution of the work itself.
4. Uniqueness of product.
5. Appropriateness for a family focused event.

Prohibited Product Sales: All items presented at events by approved artisans may be inspected by PRC staff. Decisions on allowed items are at the discretion of PRC staff.

1. Mass produced, commercially manufactured and/or kit products.
 - a. The sale of pre-made completed kit products is not allowed. We do allow the sale of handmade kits created by the artisan to be completed by the purchaser.
2. Products with minimal embellishment.
3. Products not created by the applying vendor.
4. Products that are commercially available.
5. Products that represent the copyrighted intellectual property of another individual, corporation or entity. This includes college and professional athletics merchandise or memorabilia.
6. Products not submitted in the product line description of the artisan's application.

Inspections of Booth Space: Inspections are at the discretion of staff members and may be done at any point during the duration of the event. Artisans found to be selling items other than accepted application inventory or prohibited items will be asked to remove those products. Non-cooperation can result in a lack of invite or acceptance at future events.

The following will be reviewed at the inspection:

1. Presence of artisan.
2. Prohibited inventory – this is inventory that is specifically noted on the selection criteria as prohibited for the event.
3. Unapproved inventory – this is inventory that is not part of the vendor application product inventory approved for the event.
4. Products that could violate U.S.C. Title 17 – these are products that are clearly the intellectual property of another individual, corporation or entity.
5. Presentation of booth space
 - a. Vendors must present their wares in attractive, easy to view, and accessible to all displays.
 - b. Vendors are required to display provided tax documents in their booth spaces.
 - c. Vendors must keep all property within their assigned booth space.
 - d. Vendors must maintain their assigned space as clean and free of debris during the event and remove all trash at the end of the event to the designated location.

Fees: Fees are determined by the department according to market standards. The City reserves the right to limit or not offer a particular space. The event facility and number of applications received may change the availability of varying types of booth spaces.

1. Non-refundable application fee is \$10.

2. Space prices:
 - a. 10'x10' booth with one (1) selling side...\$90
 - b. 10'x10' corner deluxe booth, two (2) selling sides...\$140
 - c. 10'x10' stand alone deluxe booth, three (3) selling sides...\$190
 - d. 10'x20' booth with one (1) selling side...\$180
 - e. 10'x20' corner deluxe, two (2) selling sides...\$290
 - f. 10'x20' triple deluxe booth, three (3) selling sides...\$340

Rules and Regulations Specific to Artisans

Artisans applying for and accepting a vendor spot at the event agree to the following rules, regulations, terms and conditions.

1. Each artisan is required to be a minimum of 18 years of age.
 - a. The application is a legal agreement between the City of Lawrence and the artisan.
2. Artisans agree to completely and truthfully complete the application.
3. Artisans must comply with the stated criteria in the section titled "Selection Criteria – Applications" on page 8 of this document.
4. Artisans are prohibited from soliciting or collecting donations for any organization within their booth space or at any location within the event facility.
5. Artisans may not share spaces or trade spaces.
 - a. At the City's sole discretion this rule may be waived to address an exceptional situation or provide ADA accommodation.
6. Artisans are not allowed to sell anything but their own work. Consideration is given for two (2) artisans who collaborate to produce one (1) item type.
7. For fairness, artisans will not post, or allow to be posted, any signs, cards, flag (feather) banners, inflatables, or posters outside of their assigned space.
 - a. All marketing signage within the booth space must be at or below five (5) feet tall.
8. Any structures, grid-walls, displays, scaffolding or other structures used must be at or below eight (8) feet tall within the designated booth space.
9. Those in need of additional accommodations may indicate so on the application. Accommodations can be adjusted at the event to provide for the vendors needs.
 - a. The City does not require any explanation as to why an accommodation is necessary.
10. Artisans need to allow city staff to inspect and evaluate space for the purpose of ensuring product quality, presentation and consistency with the inventory noted on the application as to adhere to the rules as cited.
11. Each event expects that all vendors will respect intellectual property rights as defined by U.S.C Title 17. This means that products identifiable as the intellectual property of

another individual, corporation or entity will be deemed disallowed, and the artisan will be asked to remove the item from public display and sales. Examples include: Cartoon characters, sports team's logos, celebrities and song lyrics.

Food Vendors

Food Vendor or Food Service Provider: is defined as a company, organization or group that provides food and beverage services at the event. The City reserves the right to not enter into an agreement with a concession vendor regardless of past event participation. Vendors must hold current food service permits, current inspections, and demonstrate compliance with all applicable health and safety regulations. All vendors must be registered for the event at least two (2) weeks prior.

- Participation in the event is non-exclusive, and the City may contract with multiple food vendors to ensure a variety of options for attendees. The City does not guarantee exclusivity for any specific type of food or beverage offering.
- The City reserves the right to decline concession vendors, regardless of their history of participation in past events.
- Vendor selection will be based on alignment with event needs, quality of offerings, and compliance with all requirements.
- The City of Lawrence is dedicated to environmental sustainability. Food vendors are strongly encouraged to use sustainable packaging and avoid plastics and Styrofoam.

Fees: Food and Concession vendors are responsible for paying all permit and licensing fees and the event application and space fees. The food/concession event application and space fees are as follows:

1. Concession/Food vendor application fee: \$10 (non-refundable)
2. Concession/Food vendor space fees will be determined for each event. (Range is between \$100 and \$200.)

Rules and Regulations:

1. **Permits and Inspections:** Each event requires food vendors to obtain food service permits and successfully pass the associated inspections per the City of Lawrence ordinances. [Ordinance 8751](#), [Ordinance 9026](#)
 - a. Fire Department Inspections: The fire department must inspect all vendors for proper safety equipment, management of combustible materials and other matters pertaining to public safety.
 - b. Heart of America Metro Fire Chiefs Council, Fire Protection Section assigned inspection number required for verification.