



Vendor Rules

Eat Local & Organic Expo 2026

1. **Vendor Eligibility:** All vendors must be a current KC Food Circle member.
 - *Membership runs from Oct. 1 - Sept. 30 of each year*
 - Renew/join membership [here](#).
2. **Products Sold at Expo:** All products must be grown and/or raised in accordance with the [KC Food Circle pledges](#). This includes products you've sourced from other farmers. Selling and/or reselling products that do not align with the KC Food Circle pledges is prohibited.
3. **Date, Time & Location:** The **2026 Eat Local & Organic Expo** will be held on **Saturday, April 4th from 9am-1pm at the Lenexa Old Town Activity Center (9301 Pflumm Rd, Lenexa, KS 66215)**
4. **Vendor/Large Truck Parking** - *More information coming soon!*
5. **Vendor Booth Details & Fee Information:**
 - **Vendors may only purchase one booth space at this time.** Additional booths may be available to purchase, on a first come first serve basis, as we get closer to the registration deadline (March 2nd).
 - Booth fee = \$65/booth
 - Booth size = 10 ft. x 10 ft.
 - Electricity access available if needed
 - All vendors will have one 8 ft table and two chairs provided by the host. Please bring any additional tables or chairs you'd like to use (keeping in mind that you'll have a 10 ft x 10 ft booth space to work with)
 - Vendors must provide their own extension cords if needed
 - Please clear all trash in and around your booth space at the end of the event
 - **Deadline to secure vendor booth = March 2nd, 2026**

6. **Set Up/Break Down:** Vendors can set up their booths between 7:00am-8:45am. The event will run from 9am-1pm. Vendors will have until 2pm to have their booth broken down and the space around the booth cleared and picked up.
7. **Permits and Food Safety:** In addition to products meeting the KC Food Circle pledge requirements, all food items must also be prepared in accordance with applicable local, state, and federal regulations. Food vendors must possess a copy of all applicable food licenses/permits at time of application and be ready to present if needed. The following is based on the [**2026 Food Safety Guide**](#) created by KDA and K-State Extension. Please refer to the guide for further clarification.
 - **Products vendors can sell at Expo that do require a permit/licensing:**
 - **Alcohol:** all products containing alcohol must be sealed and consumed off event grounds - **no sampling of alcoholic products allowed.**
 - **Dairy**
 - **Eggs** (unless you have 50 or fewer hens)
 - **Food prepared to be consumed at Expo**
 - **Foraged Mushrooms**
 - **Meat**
 - **Prepared goods** (acidified shelf-stable foods, fermented foods, low acid shelf-stable food, foods containing dairy, meat, poultry or fish)
 - **Products vendors can sell at Expo that do not require a permit/licensing:**
 - **All non-food items**
 - **Baked Goods** (home kitchen)
 - **Baking Mixes**
 - **Canned goods** (i.e. fruit jams and jellies)
 - **Cultivated Mushrooms**
 - **Dried Teas**
 - **Eggs** (50 or fewer hens and ungraded)
 - **Garden transplants**
 - **Honey**
 - **Whole Produce** (fruits, vegetables, nuts & herbs)
8. **List of Accepted Permits:**
 - USDA Organic Certification
 - KDA Meat Wholesale/Distributor License (or state equivalent)
 - KDA Dairy Processing Plant License (or state equivalent)
 - KDA Food Processing Plant License (or state equivalent)
 - KDA Food Establishment License (or state equivalent)

- KDA License Mobile Unit Permit (or state equivalent)
- KDA Live Plant License (or state equivalent)
- KDA Egg License (or state equivalent)
- KDA Hemp Producer License (or state equivalent)
- Mushroom Expert Certification (or state equivalent)
- Certified Commercial Kitchen License (not inspection report)
- Better Processing Control School License (acidified foods)
- Kansas ABC Liquor Licenses Farmers' Market Sales Permit
- Kansas ABC License Caterer Permit
- Kansas Department of Revenue Liquor Enforcement Tax Certificate

9. **Insurance:** All selling vendors must provide proof of liability and bodily injury insurance coverage at a minimum of \$500,000 combined single limit per occurrence with a minimum aggregate limit of \$1,000,000. **Vendors must provide an Acord Certificate of Insurance, naming The Food Circle as an additional insured and dated within 30 days of the event. Please see Acord example here.**

10. **Sales Tax:** All vendors selling goods must provide their Sales Tax ID number upon completion of vendor registration form.

11. **Inclusion:** The Eat Local & Organic Expo is a community-centered event and our goal is to promote a safe and welcoming space that reflects our diverse community. All people are welcome at this event, no matter their race, religion, nationality, gender identity, or sexual orientation. Disrespectful or discriminatory behavior or language will not be tolerated and will be grounds for expulsion from this and future events hosted by The Food Circle.

Thank you for reviewing the Vendor Rules for the 2026 Eat Local & Organic Expo!

If you have any questions or concerns, please reach out to Claire at claire.thefoodcircle@gmail.com or Rachael at rachael.thefoodcircle@gmail.com.

We're looking forward to celebrating local food and farmers at another successful and fun event!