

Vendor Handbook & Details

WYANDOTTE COUNTY

BACK TO SCHOOL & HEALTH FAIR



Supplies • Activities • Vendors • Health

Saturday, August 1st, 2026
8AM-1PM HomeField KCK

9250 State Ave, Kansas City, KS 66112

Brought to you by:



Vendor Agreement

1. This event is a community **resource** fair. Vendors may share information, but **may not** sell products or services or collect payment on-site.
2. Vendors **must** remain for the entire duration of the event and agree to follow all event guidelines.
3. Event organizers reserve the right to remove vendors not in compliance with this agreement.
4. Vendors **must** remain set up for the entire event (8:00 AM – 1:00 PM).
5. Upon setting up tables and chairs, you agree **not to** change or rearrange the vendor space setup.
6. Attendance occurs in waves; please plan materials accordingly.
7. We recommend not distributing all items during the first hour.
8. Giveaways and swag are strongly encouraged.
9. We recommend planning for 5000 attendees during the event.

Vendor Information



We strongly encourage all vendors to **complete setup on Friday Afternoon** to ensure a smooth start on the event day.

Afternoon Before

- **Date:** Friday, July 30th
- **Time:** 1:00 PM - 5:30 PM
- **Location:** HomeField, 9250 State Ave, Kansas City, KS

Instructions

- **Entry Point:** Please enter through the **northwest corner** of the building, located around the back.
- **Check-In:** Upon arrival, check in with our event staff at the designated drop-off area.
- **Table Selection:** Choose your table and drop off your materials. The table is first-come, first-served for the location.

Day of Event

- **Date:** Saturday, August 1st, 2026
- **Time:** Doors open at 6 AM, please arrive no later than 7:15 AM
- **Location:** HomeField, 9250 State Ave, Kansas City, KS

Instructions

- **Entry Point:** Please enter through the **southwest corner** of the building.
- **Check-In:** Register at the check-in table located at the entrance.
- **Setup Completion:** Ensure your booth is **fully set up by 7:45 AM**.
- **Parking:** Follow the signs to the vendor parking area after unloading your materials. **Must have parking Pass Printed** for access to the parking lot. (Map included.)

Food

- No outside food or drink is allowed in HomeField; water bottles are allowed
- **NO FOOD WILL BE ALLOWED ON THE MAIN LEVEL!**
- Boxed Lunch will be available for purchase for **vendors** for \$10.

Vendor Information-Lunch \$10

We are pleased to offer vendors (including healthcare providers) the option to purchase a boxed lunch for \$10 per person.

Boxed Lunch options include:

- Sandwich meal/Chips/Cookie
- Wrap/Chips/Cookie
- Salad

To help us plan accordingly, a lunch selection checkbox was included in your registration. If you did not select this option or your needs have changed, please email us at kcksfoundation@kckps.org.

Important Details Please Read Carefully

- Lunch is available for purchase only. No other food options will be available on-site.
- If you do not purchase lunch, you must make your own off-site arrangements.

HomeField KCK Policies (No Exceptions):

- No food is allowed on the main level.
- Vendors who purchase lunch must take a break and eat only on the second level.
- Drinks will not be provided. Drinks may be purchased separately with your lunch.
- All attendees are allowed to bring a reusable water bottle to refill at designated water stations.

These policies are set by the venue and must be followed by all participants to maintain a clean and safe environment.



Parking, Dropoff, and Entrance Map



Parking

- **All Parking is free**
- **Parking Pass:** Please print out a vendor parking pass or pick one up at the check-in table and place it in your car, or you may not be able to park in the front/main lot.
- **Shuttle Service:** **Please avoid parking in the back row (south side)** of the lot to allow easy access for the shuttle to the event parking for our guests, highlighted red in image above.

Additional Notes:

- **Early Arrival:** Please Arrive Early to ensure ample time for any additional setup. The doors open promptly at 8:00 AM, and there is always a line of community members waiting to enter.
- **Signage:** Look for directional signs and staff members who will guide you to the correct locations.
- **Assistance:** If you need help at any point, please do not hesitate to ask our event staff.

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**HEALTH
SALUD**


TBD

**SUPPLIES/
MATERIALES**



**VENDORS |
PROVEEDORES**

**HEALTH
CHECK-IN**



**INFORMATION
INFORMACIÓN**

**VOLUNTEER
CHECK-IN**

**VENDOR
CHECK-IN**



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EXIT 

FOOD 

ELEV 1

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ELEV 2

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**HAIRCUTS
2ND FLOOR**

**HAIRCUT
CHECK-IN**

**KCKPS
ENROLLMENT/
INSCRIPCIONES**

BACK TO SCHOOL & HEALTH FAIR



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Event Highlights

- **Free Sports Physicals:** Students can get a free SPORTS physical.

For immunizations at the event, please have your child's vaccination record or letter from their school nurse.

- **Free BackPacks:** with some supplies.
- **Free Haircuts:** First-come, first-served for students only.

Please make sure that hair is clean, washed, and free of any products.

- **Family Activities:** Enjoy family games and activities to bring everyone together.
- **Local Vendors:** Meet local businesses and organizations offering helpful info and services.

Partners



Why Attend

- **Health and Wellness:** Take advantage of free dental & vision screenings and learn about maintaining a healthy lifestyle and **immunization compliance.**
- **Prepare for Success:** Ensure students have the necessary supplies and resources to start the school year on the right foot.
- **Fun for Everyone:** Enjoy a day filled with activities, food, and entertainment for all ages.

! Important Information

Proof of Residency: Families are required to provide proof of residency in Wyandotte County to receive school supplies and services.

Documentation that can be used:

- Photo ID with an address
- BPU or other Utility Bill
- Kansas City Kansas Public School ID

Health Partners



Please print this and put it on your vehicle's dashboard when parking.

August 1, 2026

**PARKING
PASS**

VENDOR