



AMERICAN ROYAL WORLD SERIES OF BARBECUE



SEPTEMBER 16-19, 2021
KANSAS SPEEDWAY

VENDOR DOCUMENTS REQUIREMENTS

VENDOR DOCUMENTS REQUIREMENTS - PER VENDOR TYPE

FOOD VENDORS

- Food Permit
- Vendor/Subcontractor Insurance & Indemnity
- Insurance
- Tax Clearance Application

MARKETPLACE VENDORS SELLING AT THE EVENT

- Seller's Permit
- Vendor/Subcontractor Insurance & Indemnity
- Insurance
- Tax Clearance Application

MARKETPLACE VENDORS NOT SELLING AT THE EVENT

- Vendor/Subcontractor Insurance & Indemnity
- Insurance

See below for additional specifics on required documents

All vendors are expected to obtain and provide relevant permits, including, but not limited to, resale permits, health permits and fire permits. Our vendors are required to comply with all rules, regulations, and requirements of the fire marshal, the City of Kansas City, KS Health Department, and any governmental entity having jurisdiction over our premises.

Please note – if you are a food vendor that additionally wants to sell non-food items (merchandise) you must get the Food Permit & the Sellers Permit.

VENDOR DOCUMENT DETAILS

SELLERS PERMIT – THROUGH WYANDOTTE COUNTY, KS

Vendor is to contact Wyandotte County directly – fill out the application and pay Wyandotte County Directly. Vendor is responsible for the cost of the permit. If the event is cancelled- vendor is to work directly with Wyandotte Country on refund policy.

Please provide a copy of the approved permit to the American Royal (see below)

FOOD PERMIT – THROUGH WYANDOTTE COUNTRY, KS

Vendor is to contact Wyandotte County directly – fill out the application and pay Wyandotte County Directly. Vendor is responsible for the cost of the permit. If the event is cancelled- vendor is to work directly with Wyandotte Country on refund policy.

Please provide a copy of the approved permit to the American Royal (see below)

The Kansas Department of Agriculture (KDA) may be onsite to inspect any mobile units or mobile food establishments located at the BBQ.



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VENDOR SUBCONTRACTOR INSURANCE & INDEMNITY – KANSAS SPEEDWAY

Vendor/Subcontractor Insurance & Indemnity Form from the Kansas Speedway

All vendors (food and marketplace vendors) are required to complete the Vendor Subcontractor form. This is required prior to entering the complex by the Kansas Speedway. We will be on site inspecting that each vendor has this completed.

Please download the form online, complete and return.

INSURANCE

Proof of liability insurance naming both the Kansas Speedway and American Royal Association as additionally insured.

- All subcontractors, vendors and sponsors must provide proof of liability insurance and list American Royal
- Association and The Kansas Speedway Corporation as an additional insured **30 days prior to move-in.**
- You will not be permitted to setup at the event until we have a copy of your proof of liability insurance.
- Workers Compensation (If required by law) Coverage A Statutory Coverage B \$100,000 BI each accident
- \$500,000 Disease aggregate \$100,000 Disease each employee General Liability Form Occurrence
- General Aggregate Limit \$1,000,000 Products/Completed Operations \$1,000,000 Personal & Advertising
- Injury \$1,000,000 Each Occurrence Limit \$1,000,000 Fire Damage Limit \$ 50,000 Medical Expense
- \$1,000 Automobile Liability Vehicle coverage Any Auto Bodily Injury \$1,000,000 Combined single limit
- Property Damage (Included) Uninsured Motorists \$1,000,000
- If you do not have insurance, you will have the opportunity to purchase insurance through the American Royal during the registration process.

You will be able to be under the American Royal event insurance for \$100. This is listed as an option on your team account.

TAX CLEARANCE APPLICATION - KANSAS SALES TAX REQUIREMENTS

- Kansas requires most persons making retail sales within the State of Kansas to collect and remit sales tax. This includes most non-profit organizations and those selling only one time per year. Vendors may use their current registration number or if you do not have a number, you may register for your own number or use the number assigned to the event. Those vendors using the event number will receive a sales tax certificate in the packet given to you at vendor check-in at the festival and must remit sales taxes to KDOR immediately after the event. Both registered and non-registered vendors need to display their certificates during the event. FAQ's regarding sales tax, and any other information can be accessed at <http://www.ksrevenue.org/specialsalesevents.html> or you may call 785-368-8222.
- **PLEASE DO NOT COMPLETE THE TAX CLEARANCE (BELOW) UNTIL AFTER JUNE 20th. THE WORLD SERIES OF BARBECUE WILL NOT BE AN OPTION UNTIL 90 DAYS PRIOR TO THE EVENT START DATE.**
Tax Clearance Every vendor must contact the Kansas Department of Revenue to receive a tax clearance letter prior to setting up at our event. The Tax Clearance letter will only be issued to vendors who are current on their Kansas State Business tax filings and payments. To request this Tax Clearance letter, please complete the Tax Clearance applications <https://www.kdor.ks.gov/apps/taxclearance/SpecialEvent.aspx> and be sure to list the American Royal event to receive a copy.
- Only copies received directly from the Kansas Department of Revenue will be valid. American Royal must have this on file before you are permitted to set up at the event.



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OBTAINING AND SUBMITTING DOCUMENTS

OBTAINING DOCUMENTS

Documents may be obtained on our Vendor Document Form: [VENDOR DOCUMENT FORM](#)

- Sellers Permit/Food Permit –Vendor Document Form
- Certificate of Insurance - please work with your Insurance company to obtain
- Vendor subcontractor insurance & Indemnity – Kansas Speedway
- Tax Clearance – Vendor Document Form – To be completed after June 20.

COMPLETED DOCUMENTS

SELLERS PERMIT/FOOD PERMIT:

1. Completed Sellers License and Food Permit are to be paid and mailed directly to Wyandotte County.

BUSINESS LICENSE DIVISION
Neighborhood Resource Center
Unified Government of Wyandotte County/ Kansas City, Kansas
4953 State Avenue,
Kansas City, Kansas 66102

2. Upload a copy to the American Royal: [VENDOR DOCUMENT FORM](#)

CERTIFICATE OF INSURANCE

Upload a copy to the American Royal: [VENDOR DOCUMENT FORM](#)

VENDOR SUBCONTRACTOR AGREEMENT

Upload a copy to the American Royal: [VENDOR DOCUMENT FORM](#)

TAX CLEARANCE

This is an online form. When you get approved, you will be notified and the Department of Revenue will have this on file

Please upload a copy of the approval to: [VENDOR DOCUMENT FORM](#)