

CITY OF WICHITA CULTURAL MARKET LICENSE INFORMATION SHEET

BASIS

A **Cultural Market** is an outdoor place or market area that operates upon city owned property pursuant to a lease or management agreement, and where multiple vendors gather to sell merchandise as designed to promote the purpose and goals of agricultural market. Products that may be sold at such a market would typically include, but are not limited to, locally grown produce, fine arts, ceramics, pottery, plants, flowers, ethnic crafts and handicrafts, blankets, toys, jewelry, clothing, original artwork, and prepared foods as approved by the City of Wichita Environmental Services Division, including food sold from trucks, carts or other vehicles. A cultural market site will also be available for community events and cultural celebrations designed to promote the purpose and goals.

A City of Wichita **Cultural Market License** is required for operation of any Cultural Market in the City of Wichita. A separate license is required for each location a Cultural Market is held or conducted. A Cultural Market license may be obtained by completing the Cultural Market License Application and submitting the application and fee to the City of Wichita Licensing, which will obtain required City reviews and approvals before issuing the license.

The applicant, the designated Cultural Market Operator (the person responsible for running and managing the Cultural Market), and ***the owner of the property or tenant in possession of the location*** on which the Cultural Market will be conducted must sign the Cultural Market License Application. **Note:** The Cultural Market Operator signature is only required if different from the applicant.

TRANSIENT MERCHANTS

A Cultural Market License shall be obtained prior to conducting any outdoor Cultural Market activity. A Cultural Market License Application may serve as a “blanket” license application for any or all participating vendors qualifying as “transient merchants” under the Code of the City of Wichita. You are to indicate the number of transient merchant applications, submit a list of transient merchants and their applications with your application. Transient merchants not included in an initial Cultural Market License Application shall separately obtain required City licenses prior to participation, unless the Market Operator provides the required information to the City and obtains City approval to add the vendors to the approved “blanket” Cultural Market License.

A cultural market license may be a blanket license which includes all participating vendors, except for the following types of vendors, producers or sellers who are required to obtain their own separate City of Wichita license as set forth in the Code of the City of Wichita:

- a. Food vendors, food processors, food establishments or temporary food establishments as defined in State Law and by Chapter 7.22 of the Code of the City of Wichita. When a licensee is applying for said license solely to participate in the city-licensed cultural market, the license fees as set forth in Chapter 7.22 shall be waived.
- b. Activities and/or operations of such a nature as to be considered an amusement ride, ride device, rodeo or animal exhibition or show per the Code of the City of Wichita.

LEGAL REFERENCE

Chapter 3.91, Code of the City of Wichita, Kansas.

REGULATIONS

The City of Wichita may refuse any Cultural Market License application submitted less than 10 days before the event or lacking requested information. Applications are subject to the approval of all departments involved and applicants will be required to provide the following:

- Proof of a current sales tax license from the State of Kansas for the market operator and all transient merchant vendors, or proof of exempt status from state sales tax.

- A copy of the lease agreement with the City of Wichita to which the cultural marketing is operating.
- Completed information regarding any and all participating vendors that qualify as “transient merchants” under Chapter 3.95 of the Code of the City of Wichita. A typed list of the business names of each Transient Merchant to be included as part of a “blanket” Cultural Market License. Such transient merchant information must be submitted on a form and in detail as required by the City and as provided in the Cultural Market License Application. If any transient merchant vendor not included as part of the originally submitted and approved Cultural Market License Application subsequently participates in a licensed cultural market, the market operator shall immediately provide the city the required information for the vendor and a written statement if the vendor is to be added to and allowed to operate under the blanket cultural market license. If the vendor is not to be added to the cultural market blanket license, the market operator shall direct the transient merchant vendor to obtain the required City Transient Merchant License. Any “transient merchant” who participates in a cultural market may separately apply for his or her own license with the City of Wichita if the vendor is not included as part of the Cultural Market License Application, or has not been added in writing by the market operator. However, any participating “transient merchant” shall be licensed under either the Cultural Market License or under his or her own separately-obtained Transient Merchant License.
- A sketch or drawing of the proposed cultural market site showing the approximate dimensions of the area being used, the proximity to buildings, parking lots, right-of-ways or other such areas.
- A description of any structure, implement, stand, display prop, vehicle or other such items used for the cultural market, including signs, banners or other attention getting devices.
- A copy of the rules and regulations for the operation of the market.
- The name, address, telephone number and written permission of the owner, or tenant in possession of the location described in the application, upon which the applicant intends to offer goods, merchandise, or personal property for sale.
- If relevant to the Cultural Market activity location, a signed statement from the property owner indicating there is adequate parking available at the site to support both the Cultural Market and other permanent, on-going business activities on the site.

**ENFORCING
AUTHORITY**

Office of Central Inspection; Wichita Police Department Records; Environmental Services Division

FEES

Per Week.....	\$50.00
Per Month	\$75.00
Per 7 Month Season.....	\$150.00
Annual	\$200.00

Allow 10 days for approval. Non-Refundable. Non-transferable.

Send the application and fee to: **City of Wichita Licensing
455 N. Main – 1st Floor
Wichita, KS 67202**

If questions, contact (316) 268-4553