



P.O. Box 2606 . Ewa Beach, Hawaii 96706-0606

Phone/Fax: (808) 689-9091

E-mail: [IslandCraftFairs@gmail.com](mailto:IslandCraftFairs@gmail.com)



IslandCraftFairs

Website: [IslandCraftFairs.org](http://IslandCraftFairs.org)

## *Aliiolani Craft & Gift Fair*

**Aliiolani Elementary School - 1240 7<sup>th</sup> Avenue in Kaimuki**

**Saturday November 6<sup>th</sup>, 2021 8am to 2pm**

Mahalo for your interest in the Aliiolani Craft & Gift Fair! As a vendor ourselves for over 21 years, we have been a part of this long standing event. The outpouring support of the community that come out each year, rain or shine, eagerly waiting for vendors to set up so that they may purchase your locally made/resale items for themselves or a loved one is such a great feeling that we decided to help Aliiolani in organizing the event for them moving forward.

Island Craft fairs and Events believes in bringing shoppers together to support and buy local while giving back to the community each time. Proceeds of this event will be going back to Aliiolani Elementary school so that they may continue to do projects like beautifying their campus, funding after school programs, and holding community fairs for the students, family and friends of Aliiolani.

### **Guidelines**

***IF ANY VENDOR IS FOUND IN VIOLATION OF THE FOLLOWING GUIDELINES A PENALTY INCLUDING BUT NOT LIMITED TO FINES, LOSS OF DEPOSIT, TABLE FEES AND/OR FURTHER PARTICIPATION MAY BE ENFORCED.***

#### **Applicants:**

All applicants MUST have a Hawaii General Excise Tax License to pay taxes on income earned. **Vendors who currently have products being sold in a store in Windward Mall are NOT eligible to participate in this event.** Current Windward Mall farmers market vendors are allowed. Only a limited number of Multi level Marketing (MLM) companies of Lularoe, thirty-one, essential oils, do terra, paparazzi, color street or other products of that nature will be allowed per the promoters discretion. We are no longer accepting consultants for lularoe, thirty one, Essential Oils, or Colorstreet for this event. **Certified consultants of these MLM companies MUST be present at their booth for this event.**

Other approved items are personally crafted finished products. Products made from patterns or kits, or with artistic embellishments affixed to premade items are allowed. Crafts made by others and imports are allowed. Final decision of products being sold will be approved by Windward Mall management. If you violate any of these guidelines, you will be removed from the venue without a refund.

Every product intended for sale must be listed on the application for approval. Later additions may be emailed or called in. New applicants must send photos or links to social media or web pages to be approved for sale.

**Parking:** Vendors will be issued one parking pass per booth. A parking pass must be displayed on the driver's side dashboard at all times. Parking personnel will direct the vendors to double-park in designated vendor parking areas.



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**Food vendors** must send current product liability insurance via email or with mail in application to sell. This copy of insurance must list the following as additionally insured:

- Midnight Glassworks, Dba Island Craft Fairs & Events. PO Box 2606, Ewa Beach Hawaii 96706
- Hawaii Department of Education, Aliiolani Elementary School, 1270 7<sup>th</sup> Avenue, Hawaii 96816

### **Show Hours:**

Saturday, November 6th, 2021 from 8m to 2pm. You may begin setting up at 530am. There will be volunteers to help you unload. Each vendor must stay open during hours of operation. Any vendors who leave during the showtime will be banned from future events. When open for business, all back stock must be neatly stored under tables. This event will go on, rain or shine.

### **Reservations & Fees:**

Reservations are final upon receipt of application and payment. **There are no refunds and there are no credits so PLEASE show up for the event you paid for. The only exception that will allow a refund shall be if the event is canceled by property management or Island Craft Fairs due to a state emergency order requiring retail businesses to cease operation for the health and safety of others.** Space confirmation will be sent via email once all required documents and photo screening of products have been completed and approved by promoter. Forms of payment accepted are Paypal, venmo, all major credit cards, and check. Checks will be accepted until October 1<sup>st</sup>, 2021. A service fee of \$35 will be assessed for all returned checks. Sales tax will be applied to all payments.

Space fees are as follows:

IF APPLYING BEFORE AUGUST 1 <sup>ST</sup> , 2021		
Lawn	Cafeteria	Lanai
\$120	\$130	\$140

IF APPLYING AFTER AUGUST 1 <sup>ST</sup> , 2021		
Lawn	Cafeteria	Lanai
\$140	\$150	\$160

You are renting the space only for the lawn and lanai spaces. The cafeteria spaces will continue to have the cafeteria tables. NO trash, tables, chairs, tents (unless ordering one), or power is provided. You will need to provide your own tent, tables and chairs. You may purchase multiple spaces. You are responsible for your own trash. A Trash bin is provided located next to the cafeteria.

**Booth Sharing is allowed for an additional \$30. Both vendors must complete an application and sent in together**

### **Set-up:**

Set up is allowed the Friday before the event. Overnight security is provided



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### **Notes:**

**If you are purchasing a 10x10 space**, you may display whatever you want within the confines of that area and you may erect a 10x10 pop up tent and it must be weighted

**You are purchasing a table**, your products, display, and back stock is limited to that table only. No back stock or displays are allowed behind your table or off to the side. You may not bring additional tables, racks or props that are free standing. Any props must be on the table we have provided. You may bring a clothing rack or your own display provided that it will be replacing the 6ft table provided for you, and will not exceed 6ft long by 2.5ft wide.

### **Children:**

If you are bringing your children with you, they must stay in your booth and must not be roaming the property unsupervised or visiting other vendors.

### **Map/Layout:**

Due to the recent pandemic that has affected the state of Hawaii, Island Craft Fairs and events reserves the right to reassign your booth/space should the layout need to be altered to comply with the CDC guidelines or the State of Hawaii social distancing regulations.

**Pandemic Exception:** In the event a pandemic occurs, you will be given the choice to receive a refund, roll over your booth fee to the next annual event, or donate it to Aliiolani Elementary School. Should you choose a refund, your space will be made available to other vendors.



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# Event: Aliiolani Craft & Gift Fair

Date: SATURDAY November 6th, 2021 8AM TO 2PM

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

DBA: \_\_\_\_\_

G.E.T.# \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Website: \_\_\_\_\_



Please list all items you intend to sell at this event:

	Booth Fee	# of Spaces				Space Choice	Method Payment	
Cafeteria Space	\$	X	X 4.712% =	\$	1 <sup>st</sup>		Check (Payable to Island Craft Fairs)	
Lanai Space	\$	X	X 4.712% =	\$	2 <sup>nd</sup>		Paypal ( <a href="mailto:IslandCraftFairs@gmail.com">IslandCraftFairs@gmail.com</a> )	
Lawn Space	\$	X	X 4.712% =	\$	3 <sup>rd</sup>		Venmo (@Island-CraftFairs)	
Booth Sharing	\$30	X	X 4.712% =	\$				
Grand Total =				\$				

If paying by one of the following below, please complete this application and email to [IslandCraftFairs@gmail.com](mailto:IslandCraftFairs@gmail.com) and an invoice to pay will be emailed to you. You may pay with an electronic check, apple pay or credit card securely with the link that will be sent.

☐

Electronic Check

☐

Credit Card

☐

Apple Pay



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I \_\_\_\_\_ (hereas "VENDOR") have made a commitment to participate in the Aliiolani Craft & Gift Fair. By signing below and remitting payment, it confirms my reservation for participation. I understand that my payment is non-refundable and a \$35.00 service charge will be assessed for each returned check. No credits will be given if I am unable to attend the event nor will I be able to apply my payment to a future event. I understand this agreement will be subject to change without written notice and that Island Craft Fairs has the right to refuse any applicants. I have read and understood and agreed to comply with all Rules of Participation at this event and accept responsibility as an Artisan to sell only those products that have been approved. I accept full responsibility should my products or fixtures cause harm or damage to the public and/or Aliiolani Elementary. I hereby hold harmless the Hawaii State Department of Education and their sponsors, Aliiolani Elementary school and any personnel, and Midnight Glassworks DBA Island Craft Fairs from litigation arising from ANY damage, theft or injury caused by or against any person, merchandise, or automobile while participating at this event.

Signature \_\_\_\_\_

Date \_\_\_\_\_

Updated 01/05/2021

**Map subject to change due to CDC/State of Hawaii Guidelines**

