



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)

## *Tricks & Treats Fall Fest at Ka Makana Alii*

October 30th, 2021

### 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 Ka Makana Alii must submit written consent from the mall tenant giving you permission to participate in this event.** Current Ka Makana Alii farmers market vendors are allowed. Only a limited number of distributors of Lularoe, thirty-one, essential oils, do terra, paparazzi, Usborne Books, colorstreet or other products of that nature will be allowed per the Coordinators discretion. **Certified consultants of these Multi-level Marketing businesses MUST be present at their booth for this event.** Other approved items are personally crafted finished products, made here in Hawaii. Products made from patterns or kits, or with artistic embellishments affixed to premade items are allowed. Crafts made by others and imports are allowed. No selling of supplies of any sort. Final decision of products being sold will be approved by Ka Makana Alii 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.

#### **Food Booths:**

**All Food vendors** must provide the following:

- Certificate of Liability insurance
- Special Events Permit

Certificate of liability insurance must list the following as additionally insured:

\*Midnight Glassworks dba Island Craft Fairs & Events, PO Box 2606, Ewa Beach Hawaii, 96706

\*Kapolei Hawaii Property Company, LLC; Ka makana Alii 91-5431 Kapolei pkwy; Kapolei, Hawaii 96707

A copy of the special events permit must be emailed to [islandcraftfairs@gmail.com](mailto:islandcraftfairs@gmail.com) prior to the start of the event.

No toothpicks allowed. Each food booth is required to provide their own trash receptacles for sample waste. Food areas must be kept clean and sanitary. Sale of any food must have current product liability insurance. This includes gum, tic tacs or any packaged food in a gift basket as well as the FDA still considers it food. Food can be pre-



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)

packaged or boxed in units. Only plug in-type electric fryers or cookers are allowed. No open flames, propane, or gas. Samples must be bite sized or smaller, drink samples up to 3oz. Ingested health meds or weight loss products may not be sold.

**You must apply for a special events permit if you are serving food from warmers, if any baked goods have fillings, your product is pickled, or anything contains meat and is not pre-packaged. Cooking is not allowed on the premises.**

### **Show Hours:**

Saturday October 30<sup>th</sup>, 2021 – 11am to 5pm. When open for business, all back stock must be neatly stored under tables. If you select option 3 or higher, you do not need to hide your back stock. This is a rain or shine event. Set up is no earlier than 3 hours prior to start time.

### **Reservations & Fees:**

Reservations are final upon receipt of application and payment. **There are no refunds, you will not get a credit and you may NOT apply the payment to a future event 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 Ka Makana Alii Management. Forms of payment accepted are Paypal, venmo, apple pay, all major credit cards, electronic check and check by mail. Checks will be accepted until July 15<sup>th</sup>, 2021. A service fee of \$35 will be assessed for all returned checks. Sales tax will be applied to all payments. You may purchase multiple tables.

#### **Prices if applying BEFORE August 30<sup>th</sup>, 2021:**

|                                   | <b>Option #1<br/>\$130</b> | <b>Option #2<br/>\$245</b> | <b>Option #3<br/>\$160</b> | <b>Option #4<br/>\$280</b> | <b>Option #5<br/>\$385</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1ea 6ft table w/chair & Umbrella  | X                          |                            |                            | X<br>No Umbrella           |                            |
| 2ea 6ft table w/chairs & umbrella |                            | X                          |                            |                            | X<br>No Umbrella           |
| 10x10 space (tents allowed)       |                            |                            | X<br>Space only            | X                          | X                          |

#### **Prices if applying AFTER August 30<sup>th</sup>, 2021:**

|                                   | <b>Option #1<br/>\$160</b> | <b>Option #2<br/>\$275</b> | <b>Option #3<br/>\$190</b> | <b>Option #4<br/>\$310</b> | <b>Option #5<br/>\$415</b> |
|-----------------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| 1ea 6ft table w/chair & Umbrella  | X                          |                            |                            | X<br>No Umbrella           |                            |
| 2ea 6ft table w/chairs & umbrella |                            | X                          |                            |                            | X<br>No Umbrella           |
| 10x10 space (tents allowed)       |                            |                            | X<br>Space only            | X                          | X                          |



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)

### Add-ons.

|                     |      |  |
|---------------------|------|--|
| Booth Sharing       | \$40 | Both vendors must complete an application and send in together |
| Add Power           | \$40 |  |
| Additional Umbrella | \$40 |  |
| Tent Rental         | \$65 |  |

### Notes:

**If 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.

**If you are purchasing a 10x10 space**, with or without the purchase of tables, 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, but it is not necessary to have a tent up. An umbrella will not be provided

### 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.

### Refundable Deposits:

Deposits will be kept on file for future events you participate in. If at any time you would like it back, please email us requesting the deposit be returned to you. The deposit will be lost by any vendor who:

- Is not completely set up by the event start time
- Leaves Early
- Does Not Check out with ICF Staff. You must physically check out with us at your space
- Fails to post required signs that were emailed with this confirmation from the start of the event
- Is seen packing up before the event has concluded which is included but not limited to removing any product or displays from the table tops or anything that would make us think your are packing
- Disposing of trash in mall receptacles on property
- Soiling the lawn area with liquids, grease or debris

### 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 or for any reason that Island Craft Fairs & Events sees fit..

### Trash:

You are responsible for disposing of your own trash. Please do not discard your trash inside the event or in the small trash bins in the mall walkways.



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)

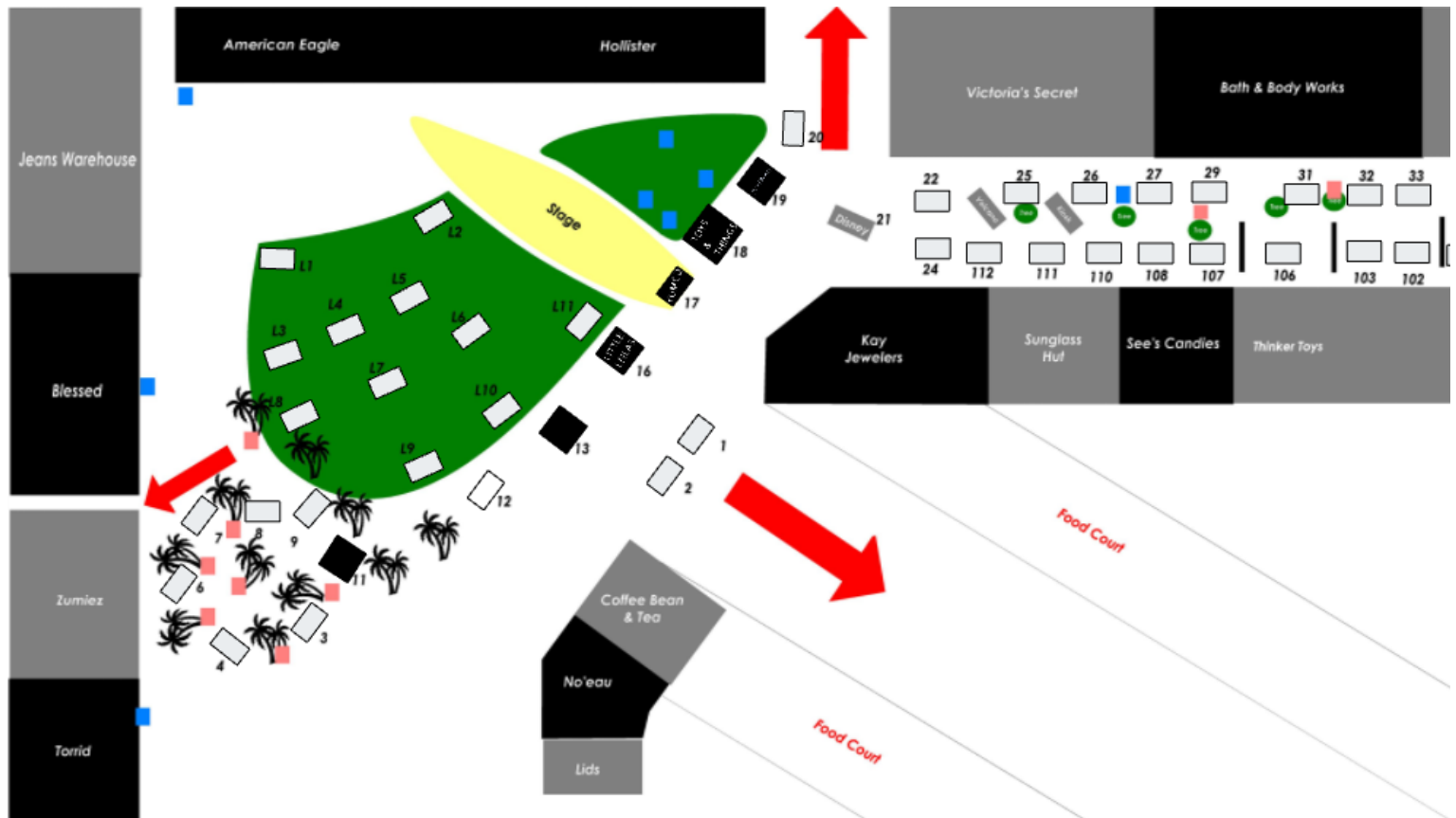
### Refunds:

This is a rain or shine event. Should mall management or the state of Hawaii issue an emergency order mandating the event be postponed for the sake of the safety of Hawaii residents, the event will be rescheduled. Only at this time will you have an option to receive a refund.

### COVID-19 Guidelines

In cooperation with the Hawaii State proclamation, the following guidelines will be put in place for this event:

- All Vendors and patrons must wear a mask or face shield. No mask, No service
- **Only 1 party can be at your table at a time – one of the attachment is the “limit 1 shopper per table” you must print this out and display it at your space. YOU are responsible for the control of your line and amount of shoppers at your space. Should you need a line or “X’s” near your space, please alert ICF staff to assist with that**
- Tables will be 6 feet apart.
- Each table will be required to have hand sanitizer at their table provided by the vendor





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)

## Event: Tricks & Treats Fall Fest at Ka Makana Alii

Date: Saturday October 30<sup>th</sup>, 2021 11am to 5pm

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

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

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

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

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

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

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

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



### How Did you hear about this event?

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

| OPTION # _____ |                | Booth Fee |   | # of Spaces |    | Space Choice    |  | Method Payment |   |
|----------------|----------------|-----------|---|-------------|----|-----------------|--|----------------|---|
|                | Deposit        | \$50      | X | X 4.712% =  | \$ | 1 <sup>st</sup> |  |                | Paypal ( <a href="mailto:IslandCraftFairs@gmail.com">IslandCraftFairs@gmail.com</a> ) |
|                | Booth Fee      | \$        | X | X 4.712% =  | \$ | 2 <sup>nd</sup> |  |                | Venmo (@Island-CraftFairs)  |
|                | Booth Sharing  | \$40      | X | X 4.712% =  | \$ | 3 <sup>rd</sup> |  |                | Check (payable to Island Craft Fairs)   |
|                | Add power      | \$40      | X | X 4.712% =  | \$ |                 |  |                |   |
|                | Tent Rental    | \$65      | X | X 4.712% =  | \$ |                 |  |                |   |
|                | Add'l Umbrella | \$40      | 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

#### FOR OFFICE USE ONLY

REC'D \_\_\_\_\_ COI \_\_\_\_\_ INVOICED \_\_\_\_\_ PAID \_\_\_\_\_ CONFIRMED \_\_\_\_\_



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)

## AGREEMENT

I \_\_\_\_\_ (hereas "VENDOR") have made a commitment to participate in the Tricks & Treats Fall Festat Ka Makana Alii. By signing below and remitting payment, it confirms my reservation for participation for this event only. I understand that my payment is non-refundable/non-transferrable 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 am I able to apply it to a future event. If this event is canceled beyond Island Craft Fairs & Events (PROMOTER) control, it will be rescheduled for another date and/or venue and my payment will be rolled over to that event. I understand this agreement will be subject to change without written notice and that the promoter 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 Ka Makana Alii. I hereby hold harmless, Jones Lang La Salle Americas, Inc, Kapolei Hawaii Property Company, LLC and Midnight Glassworks DBA Island Craft Fairs and Events 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 \_\_\_\_\_