



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)

## **Holiday Gift & Food Fest**

**Friday November 26<sup>th</sup>, 2021 – Sunday November 28<sup>th</sup>, 2021**

*Mahalo for your interest in the Holiday Gift & Food Fest! Island Craft fairs and Events believes is bringing shoppers together to support and buy local while giving back to the community each time. With extensive on air, print and digital advertising, we hope to have a great turn out during this Black Friday 3-day weekend! This event will be held in the former Toys R Us Store at Pearlridge Center with lots of parking! Proceeds for this event will benefit Project Hawai'i, Inc which is a non-profit for homeless keiki in helping them succeed.*

### **Guidelines**

**IF ANY VENDOR IS FOUND IN VIOLATION OF THE FOLLOWING GUIDELINES A PENALTY INCLUDING BUT NOT LIMITED TO FINES, LOSS OF DEPOSIT, BOOTH 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. Only 1 consultant will be allowed for each MLM business for this event. **Certified consultants of these businesses MUST be present at their booth for the duration of the 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 the promoter. 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 vendors** must send current Certificate of liability insurance via email or with mail in application. Your copy of insurance must list the following as additionally insured:

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

\* BRE/Pearlridge LLC C/O Pearlridge Center; 98-1005 Moanalua Road, Suite 231; Aiea, Hawaii 96701

Food may be in warmers, pre-packaged or boxed in units. Samples must be bite sized or smaller, drink samples up to 3oz. in packaged or covered containers. You must supply a trash receptacle for your shoppers.

Cooking is allowed on site. Propane tanks must be enclosed and covered. You must have a valid fire extinguisher in your booth with tags present.



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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:**

Friday November 26 <sup>th</sup> , 2021	<b>10am to 7pm</b>
Saturday November 27 <sup>th</sup> , 2021	<b>10am to 7pm</b>
Sunday November 28 <sup>th</sup> , 2021	<b>10am to 4pm</b>

Each vendor must stay open during hours of operation.

**Reservations & Fees:**

You are paying for a space only. 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.** Table confirmation will be sent via email once all required documents and photo screening of products for new vendors have been completed and approved by the promoter. Nothing is reserved until a complete application is received. A complete application is considered the filled out application and payment. Forms of payment accepted are Paypal, venmo, all major credit cards, apple pay, electronic check and cashiers check. Mail in checks will be accepted until October 20<sup>th</sup>, 2021. Sales tax will be applied to all payments. You may purchase multiple Booths. You are responsible for your own trash. There will be a dumpster provided for you in the loading zone to the right of the venue.

**Prices:**

<b>8x8</b>	<b>\$450</b>
<b>8x10</b>	<b>\$550</b>
<b>8x12</b>	<b>\$600</b>
<b>10x10</b>	<b>\$575</b>
<b>10x12</b>	<b>\$650</b>
<b>10x15</b>	<b>\$675</b>
<b>10x14 w/back stock</b>	<b>\$800</b>

**Booth Sharing:**

Booth sharing is allowed for an additional \$40 PER DAY if you are sharing the booth with another licensed vendor. This vendor must also complete an application. This does not give you more space. You may share the booth during the same day, or split it up during different days.



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### **Storage:**

Storage space is available for rent for \$40 per day

**Power:** Power is available in select booths for \$40 per day

### **Loading/Unloading**

Move in begins Wednesday at noon til 7pm. You may drive up to the doors or the loading zone on the side and unload. You do not need to pack up each day.

### **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
- 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

### **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 Emergency order, 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 entry**
- You must have a sign posted reminding the shoppers to socially distance
- The flow of foot traffic will be in a one-way direction and monitored by staff at the entrance and exit
- Each table will be required to have hand sanitizer at their table provided by the **vendor**
- A hand sanitizing station will be set up at the entrance and in other places throughout the event for shoppers to sanitize
- **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**



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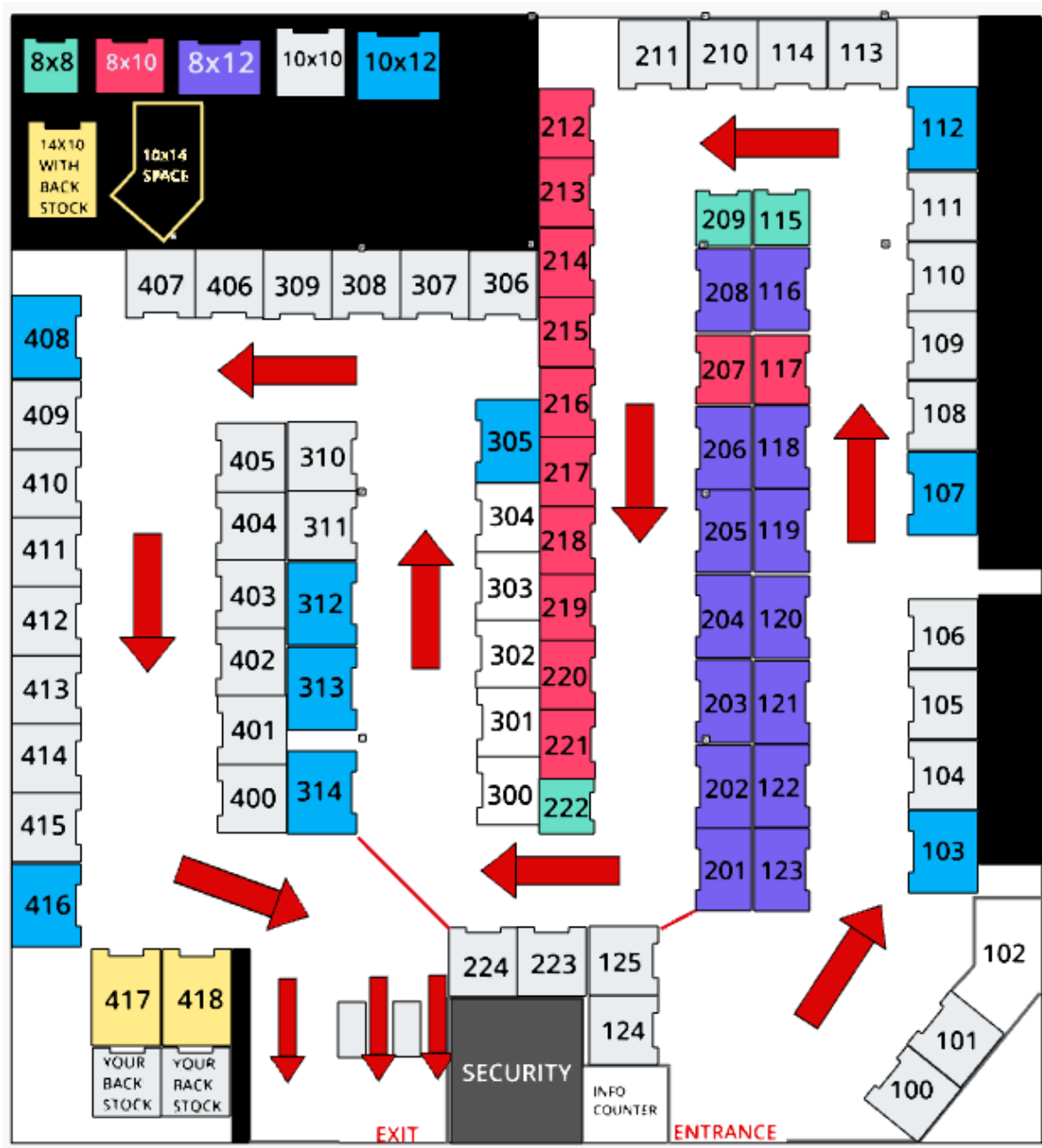


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**amount of shoppers at your space. Should you need a line or "X's" near your space, please alert ICF staff to assist with that**

Island Craft Fairs and Events Reserve the right to change/alter the layout and/or reassign your space for any reason





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**Event: Holiday Gift & Food Fest**

**Date: Friday November 26<sup>th</sup> through Sunday November 28<sup>th</sup>, 2021**

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:

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

**CREDIT CARD AUTHORIZATION** Credit card will assess a 4.712% sales tax

Name on Card _____	Card Number _____
Signature _____	Exp. Date _____ CVV Code _____

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 or apple pay securely with the link that will be sent.

Electronic Check

Apple Pay

FOR OFFICE USE ONLY				
REC'D _____	COI _____	INVOICED _____	PAID _____	CONFIRMED _____



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### AGREEMENT

I \_\_\_\_\_ (hereas "VENDOR") have made a commitment to participate in the Made with Aloha Craft & Gift Fair at Pearlridge Center. 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. No credits will be given if I am unable to attend the event nor am I able to apply it 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 Pearlridge Center. I hereby hold harmless WP Glimcher and Midnight Glassworks DBA Island Craft Fairs and Events from litigation arising from ANY damage, theft, illness or injury caused by or against any person, merchandise, or automobile while participating at this event.

Signature \_\_\_\_\_ Date \_\_\_\_\_