



91-240 Kuhela St #4 Kapolei Hawaii 96707

Phone/Fax: (808) 688-6638

E-mail: [info@islandcraftfairs.org](mailto:info@islandcraftfairs.org)



IslandCraftFairs

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

## *Aliiolani Craft & Gift Fair*

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

**Saturday December 6th, 2025 8am to 2pm**

Mahalo for your interest in the Aliiolani Craft & Gift Fair! As a vendor ourselves for over 24 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. 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. **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 the promotion company. 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.

### **DETAILS OF THE VENUE**

**Show Hours: Saturday, December 6th, 2025 from 8am to 2pm.** You may begin setting up at 6am. Each vendor must stay open during hours of operation. Any vendors who leave during the event will forfeit their deposit and may be banned from future events. When open for business, all back stock must be neatly stored under tables.

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



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**RESERVATIONS & PRICING**

**\*\*APPLICATION CLOSES THE WEDNESDAY BEFORE THE EVENT. ONCE INVOICE IS SENT, YOU HAVE 48 HOURS TO MAKE PAYMENT OR UNTIL 4PM THE WEDNESDAY BEFORE THE EVENT; WHICHEVER COMES SOONER.\*\***

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 (for new vendors) have been completed and approved by ICF Management. Forms of payment accepted are venmo, all major credit cards, apple pay, electronic check and mail-in and check. Checks will be accepted until 30 days before the event date. 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:

Type	Applying By Aug 1, 2023	Applying after August 1, 2025
6ftx30" Cafeteria Table (included)	\$130	\$150
6x12ft Lanai Space	\$140	\$160
10x10 Lawn Space – Retail	\$120	\$140
10x10 Lawn Space – Serving	\$130	\$150
10x15 Lawn Space – Cooking	\$150	\$170
Standard Food Truck (10x20)	\$175	\$200
Standard Food Truck 10x20 with Tent (no larger than 10x10)	\$200	\$225
XL Food Truck (15x30)	\$225	\$250
XL Food Truck 15x30 with Tent (no larger than 10x10)	\$250	\$275

**If you are purchasing a 10x10 space**, you may erect a tent no larger than 10x10 including its eaves and it must be weighted with at least **40lbs per leg**. Coolers, storage bins, products, displays, or tables are NOT acceptable weights. You weights must be either tent weights, sandbags, 5 gallon containers filled with water, dumbbells equaling at least 40lbs at each leg or something of that sort. If your tent is larger, you will be asked to remove it immediately. No exceptions.

**Add \$20 for corner booths in the cafeteria and ends spaces on the lanai**

You are renting the space only for the lawn and lanai spaces. The cafeteria spaces come with a cafeteria Table. Power is not provided. You will need to provide your own tent, tables and chairs. You may purchase multiple spaces. You are responsible for your own trash. Please do not dispose of your trash at any trash cans at the venue other than the dumpster that is provided near the cafeteria.

**General Booth Size:**

You are paying for a space only. Unless stated otherwise on your invoice. All items must fit within your space. No Exceptions. Please do not go outside of your marked area. You must sell from within your space. You cannot be



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helping a customer outside of your booth. Unless you paid for a corner space, you are only selling out of the front facing portion of your booth. This is a rain or shine event. No refunds will be given for inclement weather.

Vendors are prohibited from displays that are 3 feet high for the first 3 feet into the booth.. This protects your booth and your neighbor from being boxed in. Therefore the first 3 feet of space is limited to the standard table height to allow open space, avoiding hiding your neighbors booth. If you do not comply with this rule, and we receive a complaint from your neighbor, you will be assessed an additional \$100 for the use of the space.

**PRE-ORDER RENTAL PRICES**

Tent	6ft table	Weights	Chair	Table Cloth	Power
Retail/Serving \$55	\$30	set of 4 - \$40 1 weight - \$15 ea	\$3	\$5	\$40
<b>RENTAL PRICES THE DAY OF THE EVENT</b>					
Tent	6ft Table	Weights	Chair	Table Cloth	Power
Retail/Serving \$65	\$40	set of 4 - \$50 1 weight - \$20 ea	\$5	\$8	\$45

**Power:** Power is only available for a fee in select booths near the parking lot. Power packs are available for rent on a first come first served basis. The power fee is \$40.

**Booth Sharing:** Booth sharing is allowed for an additional \$40 if you are sharing the booth with another licensed vendor. This vendor must also complete an application. This does not give you more space.

**Trash:** You are responsible for disposing of your own trash. Do not dispose of your trash in any receptacle on mall property

**Dept of Taxation:** Be sure to have a copy of your General Excise tax license visible, as tax inspectors will do regular checks and can impose a fine for failure to have your license visible, providing the wrong retail bags and/or failing to charge for them as well as not giving out receipts. Digital receipts are acceptable.

**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.



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### WHO NEEDS TO PROVIDE A CERTIFICATE OF INSURANCE?

Any vendor selling edibles such as hot/cold food, snacks, seasonings, dietary supplements, selling skin care, make up or any item that can be applied to the skin and possibly cause an irritation and have us liable for the selling of the product, or vendors performing a service such as permanent jewelry, massage, demonstrations, face painting, henna, etc., are required to have certificate of insurance listing the following as additionally insured:

- \* Island Craft Fairs, Inc. 91-240 Kuhela St #4; Kapolei Hawaii 96707
- \* State of Hawaii, Dept of Education, Aliiolani Elementary School 1240 7<sup>th</sup> Avenue; Honolulu, Hawaii 96816

This includes prepackaged/bought gum, tic tacs, candies that can be used in gift baskets, etc.

Please submit a copy of your COI listing the above as additionally insured to [info@islandcraftfairs.org](mailto:info@islandcraftfairs.org) asap. If these are not received with the proper verbiage by the Wednesday at 4pm the week of the event, you will not be allowed to participate and you will not get a refund. When you apply for an event it is with the notion that you have all paperwork and permits necessary to participate. **Menus will not be approved until your COI has been received and accepted.** This may delay your menu approval and may let others get ahead of you for approval.

Food vendors who are serving samples, have meat products, food that needs to be temperature controlled: it is suggested that you have a Special Events Permit or Food Event Permit

**Your are not required to furnish the food permits to us, but please know that Should Dept. of Health visit the event and you do not have these documents, you could be subject to a fine by them or be shut down. There are no refunds if this happens.**

It is suggested that Food vendors who sell homemade products from their kitchen such as bread, mochi, cookies, jams, and other items listed on the Dept of Health Homemade Food operation page on the [health.hawaii.gov](http://health.hawaii.gov) site (HMF Handout) have the list of ingredients on its packaging along with the following statement: "Made in a home kitchen not routinely inspected by the Department of Health".

Any vendor cooking on site must have a valid fire extinguisher in their food truck or space. All cooking vendors must use a metal drip pan or cookie sheet under their cooking apparatus. Rugs/carpets and cardboard is not allowed, unless the rug is flame retardant. Any stains left will forfeit your deposit.

**Samples:** 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.

**MENU:** A form will be sent after this confirmation for you to complete. You can have no more than 10 items on your menu. Combos/mix plates do not count as an item. Similar items will be rejected if someone else already has it approved on their menu. Failure to submit a menu via the confirmation link will result in a forfeit of your booth fee and you not be able to participate.

**Advertising and Promotion:** There will be paid advertisements in print on various Star Advertiser inserts including Crave, Dining Out, each Midweek print in different parts of the island and radio 4 radio stations for the 7 days prior to the event. Your company name MAY be mentioned. ICF also does social media posts to feature the vendors prior to and during the event along with possible videos. There are times where ICF may be asked to be interviewed by other social media outlets, or television segments where your company name may be mentioned as well. If you prefer not to participate or be mentioned, please let us know, otherwise, we will presume you have given permission to use your company name in the advertisements if we choose to.



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**Amenities: Change Cage:** Island Craft Fairs offers change if you need it. Change will be available 1 hour after the start of the event until 1 hour before the events end time. Please come to the sound booth to make change. During the show if you are by yourself you can flag down a staff member to have them get change for you.

**Bathroom Breaks:** If you are alone, staff will be making their rounds to see if you need a bathroom break and will watch your booth for you

**Donations for Giveaways:** In an effort to keep patrons shopping, we are doing giveaways all day, from both vendors at the show and Island Craft Fairs & Events. A donation will give your company mentions over the P.A. system along with contact info, social media posts and location of your table at the event. A form will be passed out at the start of the event. If you are interested in participating, you may turn in your donation and completed form to the information booth that day. There is no obligation to do so. **Giveaways are for shoppers, not vendors. The vendor, its helpers, and any family or friends that step into the "workers" side of your space are not eligible to win prizes**

**Promotional Material:** All promotional materials including but not limited to banners, signs, retractable standing signs, shelving and displays or anything of the sort must be in your space within the L brackets and cannot be taller than 6ft. Where booths are less than 2 feet apart, banners are only allowed to be hung at the back of your space or in front of your table. Signage that is free-standing cannot be higher than 4 ft if its placed in the front or side of your space. Displays on the side that you share with another vendor cannot be higher than 4 feet, in an effort to avoid blocking your neighbor. Signs such as "show special" or "sale" are allowed. No signage to read "closeout", "Prices Slashed" etc. are allowed. Please give careful thought to your display as it contributes to your success.



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### REFUNDS

**THERE ARE NO REFUNDS, ROLLOVERS, OR EXCHANGES OF ANY KIND.** 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. Otherwise, there is no refund once you have signed (or digitally signed) the agreement and made payment. You may not roll over the booth fee to another event, you may not get a credit, so please ensure this date and time of the event is for you. A double booking is not our responsibility.

**If you are feeling ill:** For the safety of yourself and other, DO NOT ATTEND this event if you are feeling ill. Please find someone to work for you. Do not come if you are feeling ill, under the weather, not feeling yourself, or if you are sneezing, coughing, having a sore throat or running a fever higher than 99 degrees.

**Name Change Fee:** Should you not be able to attend this event, you may sell your booth to another vendor. There are no refunds, credits or rollovers whatsoever. Ala carte items are non-transferrable nor refundable. You may not sell it for more than what you paid. The replacement vendor must submit an application for approval and pay a refundable deposit if there is not one on file. You will be charged a change fee of \$40.

**Refundable Deposits:** A vendor deposit of \$50 is required in order to participate in any event. 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 by contacting staff and checking your space out physically and signing out
- Is seen packing up before the event has concluded which includes but not limited to moving any products or displays from your table tops or space. Or bringing in equipment to transport product/displays before the event ends
- Setting up while unloading
- Disposing of trash in any receptacle other than the dumpster provided near the cafeteria
- Failure to post your food or special event permit if applicable
- Failure to have a valid Fire extinguisher if applicable
- Leaving your area dirty, soiled, stained or damaged
- Failure to comply with SEP requirements if applicable
- Continuously be reminded to keep your products/display in your paid area
- Being a "No show" and not notifying the promoter at least 24 hours before the start of move-in time that you will not be participating in the event
- Not securing all 4 legs of your tent with weights (40lbs per leg)/stakes

#### Do's:

- Have enough product to sell for the day, you will still need to stay in your space and set up until the end of the event if you sell out
- Have someone at your table at all times. If you are working alone, staff will be patrolling throughout the show to relieve you if you need a bathroom break or need to get a snack.



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- Keep your area clean at all times

Don'ts':

- Do not staple, pin, tape, write or nail anything to the tables, floors, walls, columns or fixtures belonging to the promoter or venue.
- Pets are not allowed on state property unless they are certified as a guide or support dog.
- No hazardous, flammable or combustible materials may be brought onto the Event Location or any other part of the school property

**Legal Action:** Should you attempt to claim fraudulent charges through your bank, credit card company, or paypal to get money back for a deposit you forfeited and/or booth fee that you canceled or no-showed to and are successful in retrieving the funds back, please note that this will be taken up in small claims court and upon ICF winning the case, you will also be subject to paying an inconvenience fee and our attorney fees.

**Map/Layout:** Island Craft Fairs reserves the right to reassign your booth/space should the layout need to be altered for any reason that Island Craft Fairs sees fit.