



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)

## *Koolau Night Market*

October 10 2025 from 5pm to 9pm

Mahalo for your interest in the Koolau Night Market at Windward Mall! Shoppers will kick off their weekend with a one stop shop of food, snacks and retail therapy with lots of parking! The Kaneohe community is ready to venture out to this monthly event for all of that! Conveniently located on the busy street of Kamehameha Highway, directly across Bayview Shopping Center with LOTS of parking, this event can be seen from the roadside and will be sure to attract newcomers.

### 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 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. Prepackaged food, serving of hot and cold food and desserts, food trucks and cooking booths allowed.

Final decision of products being sold will be approved by the event coordinator and 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.

### DETAILS OF THE VENUE

**Show Date & Time:** October 10 2025 from 5pm to 9pm. Each vendor must stay open during hours of operation.

**Location:** Windward Mall 46-056 Kamehameha Highway In Kaneohe. This is located outside in the parking lot facing Kamehameha highway and the Leonards Truck.

### 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 many 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. Forms of payment accepted are venmo, all major credit cards, electronic check and mail-in 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. You may purchase multiple spaces. It will get dark so lighting is suggested.



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**FEES**

<b>10x10 farmers/produce booth</b>	<b>\$75</b>
<b>10x10 non-food booth</b>	<b>\$115</b>
<b>10x10 Pre-packaged food</b>	<b>\$125</b>
<b>10x10 Serving Food ONLY</b>	<b>\$135</b>
<b>10x15 Cooking Booth</b>	<b>\$165</b>
<b>Food Truck 10x20</b>	<b>\$205</b>
<b>Food Truck 10x20 with Tent (no larger than 10x10)</b>	<b>\$245</b>
<b>XL Food Truck 15x30</b>	<b>\$245</b>
<b>XL Food Truck 15x30 with Tent (no larger than 10x10)</b>	<b>\$285</b>

Unless you are paying for a corner booth, you may only sell from the front facing part of your booth. Corner Spaces are an additional \$20 per side. All staff working your booth must sell from behind your table, or within the L brackets of your space where applicable.

<b>Add-ons</b>	<b>Pre-order</b>	<b>Day of the event</b>	
<b>Booth Sharing</b>	<b>\$40</b>		Both vendors must complete an application when sharing a booth
<b>Add Power</b>	<b>\$40</b>	<b>\$50</b>	
<b>Chair</b>	<b>\$3</b>	<b>\$5</b>	Weight rentals come with ratchet straps. Installation not included
<b>Lights</b>	<b>\$40</b>	<b>\$50</b>	
<b>Table</b>	<b>\$30</b>	<b>\$40</b>	
<b>Table Cloth</b>	<b>\$5</b>	<b>\$8</b>	
<b>Tent Weights (set)</b>	<b>\$40</b>	<b>\$60</b>	
<b>Single weights</b>	<b>\$15ea</b>	<b>\$20</b>	Includes weights & ratchet straps with set up & Break down
<b>Retail tent</b>	<b>\$55</b>	<b>\$65</b>	

**\*\*All TENT rentals come set up for you. Island Craft Fairs will break them down as well\*\***

**Tents:** 10x10 and 10x15 cooking spaces may erect a tent no larger than 10x10 including its eaves and it must be weighed down with at least **40lbs at each leg**. Acceptable weights would be tent weights, sand bags, dumbbells, weight plates, 5 gallon buckets filled with water, and cement blocks. Products, coolers, tables, displays, storage containers and items of that sort are NOT acceptable weights for your tent. If your tent is found to be larger than your allowed space or if your weights are inadequate, it will need to be removed immediately before the start of our event. No exceptions. You will be financially responsible for any damage your tent may cause if it is not secured well. Failure to comply will result in loss of your deposit.

No power is provided but is available for rent. This is a rain or shine event. No refunds will be given for inclement weather.

**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 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.

**Displays:** In order to ensure maximum visibility of your neighbors and for yourself, the follow guidelines are in place:



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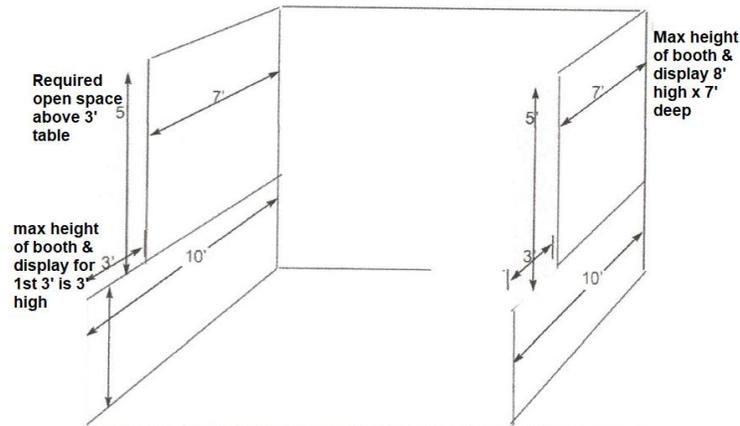
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- Maximum Height of your front display cannot be higher than 5 feet. It cannot be a complete solid wall where vendors cannot see you. Grids, and screen type displays are allowed
- Displays on the sides of your booth where you share a side with a neighbor that is less than 3 feet away from you cannot be higher than 4 feet from the ground. For 10x10 spaces, you may go up to 8 feet high as shown in the diagram below.



**Sunshades for tent spaces:** Sunshades that are mesh and see through are allowed. Solid windbreakers are only allowed on sides where you do not have a neighbor.

**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. They cannot block your neighbor. Where booths are less than 3 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. 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

**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. Each separate business must sign out at the end of the event. If ICF observes shared booth spaces that have not been approved, your booth space will be canceled and you will need to pack up and leave immediately. There will be no refunds and you will forfeit your deposit.

**Products:** Only approved items that were described on your application may be displayed for sale. To protect market ability, we reserve the right to close booths instantly that are found to be non-compliant. If you sell out you must stay until the end of the event and someone must be in your booth. We take the products you sell into consideration as we try not to assign booth spaces to businesses in close proximity who make similar products. Please be sure to provide a detailed description of your products on your application.

**Trash:** You are responsible for disposing of your own trash. Do not use the mall trash cans. Instead, you may dump your trash in the dumpster near Windward Mall's Food court receiving area.

**Dept of Taxation:** It is suggested that you 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.

2025 – Koolau Night Market – October

**\*\*APPLICATION CLOSING THE WEDNESDAY BEFORE THE EVENT AT 4PM\*\***



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**Security:** Island Craft Fairs will staff each event according to foot traffic and amount of participating vendors to float and check on you, break you if you need to go to the bathroom, or bring you change. We are not a security service. If you have valuable items that can easily be stolen, please staff your booth accordingly, or provide yourself with proper display cases to hinder theft. Island Craft Fairs is not liable for missing product.

**Your staff:** If someone else is running your space other than the signed applicant of this event, it is your responsibility to relay all information to ensure you do not forfeit your deposit.

**Aggressive Selling:** Aggressive selling includes but is not limited to shouting at people passing by and asking them to come over and see your product, forcing them to take a sample, going out of your booth to lead them toward your space, and anything else that can confuse staff in to presuming you are aggressively trying to make a sale.

### **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, providing a service including but not limited to permanent jewelry/makeup/threading/massages, doing any type of demonstrations, 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, 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
- Jones Lang La Salle Americas, Inc, Trustees of the Estate of Bernice Pauahi Bishop; 46-056 Kamehameha Hwy, Kaneohe Hawaii 96744.
- Trustees of the Estate of Bernice Pauahi Bishop DBA Kamehameha Schools; 46-056 Kamehameha Hwy, #285, Kaneohe, Hawaii 96744

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

COI & Menus must be submitted to [info@islandcraftfairs.org](mailto:info@islandcraftfairs.org) no later than 4pm the Wednesday before the event, otherwise you will not be able to participate and there are no refunds. When you apply and pay, it is with the notion that you have all necessary paperwork to provide to our office for approval. **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. We do not duplicate food items with multiple vendors.

Food vendors who are serving food, have food that needs to be temperature controlled, serving samples, or have meat products: 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".

Food can be pre-packaged or boxed in units.



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**Samples:** No toothpicks allowed. Each food booth is required to provide their own trash receptacles for sample waste. Samples must be bite sized or smaller, drink samples up to 3oz and they must be covered. Samples not covered or prepackaged, means they are being served and you will need to upgrade to a Serving Booth Space.

**MENU:** A link will be sent with your confirmation to submit your menu for approval. There is a limit of 10 items. Combos/mix plates do not count as an item. Items such as rice, mac salad, toss salad do not count as part of your 10 items. Flavors of 1 type of item counts as 1 item (for example: Brownies: blonde/double chocolate/red velvet are counted as one item). This must be submitted no later than the Wednesday before the event at 4pm. Failure to do so will result in a forfeit of your booth fee and you not be able to participate. As a reminder, you must submit your COI before getting your menu approved. Menus are approved in a first come first served basis and there will NOT be any duplicates allowed.

### WHAT IS INCLUDED IN YOUR BOOTH FEE?

#### Advertising and Promotion:

- Paid advertisements on digital broadcasting stations, facebook and instagram for the 7 days prior to the event.
- Banners are put up at the mall and outerlying areas of the city 7 days prior
- Flyers are posted in the mall stores and outer lying areas of the city advertising the event
- If your paid application is received at least 7 days prior to the event, your business will be featured on the ICF and Facebook feed and may also be included in the paid slide show
- Your business will be advertised the day of the event in a social media post or story
- 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.

**Change Cage:** Island Craft Fairs offers change if you need it. Change will be available 1 hour after the start of the event until an hour before the event ends. 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

#### Refunds:

**THERE ARE NO REFUNDS, ROLLOVERS, OR EXCHANGES OF ANY KIND.** This is a rain or shine event. Should Millilani High School 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.



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**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:** 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.

**Moving Spaces the day of the event:** If you decide you would like to move the location of your booth on the day of the event. There will be a moving fee of \$50 to disrupt the ICF to measure out and remark a space to relocate you.

### **Refundable Deposits:**

A \$50 deposit is required to participate with Island Craft Fairs & Events. Deposits will be kept on file for future events. If at any time you would like your deposit returned, please send your request via email. The deposit will be forfeited for the following reasons:

- Is not completely set up by the event start time
- Leaves Early
- Does Not Check sign out at the end of the end after packing up
- 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 in the receiving area of windward mall
- Not parking in the designated vendor area
- Failure to have a valid Fire extinguisher if applicable
- Leaving your area dirty, soiled, stained or damaged
- 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 prior to the start of move-in that you will not be participating in the event
- securing all 4 legs of your tent with weights (at least 40lbs per leg)

**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: If you are successful in retrieving the fund 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.

### **Do's:**

- Have enough product to sell for the day, if you sell out you will be required to stay and be set up until the end of the event
- 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.
- Keep your area clean at all times



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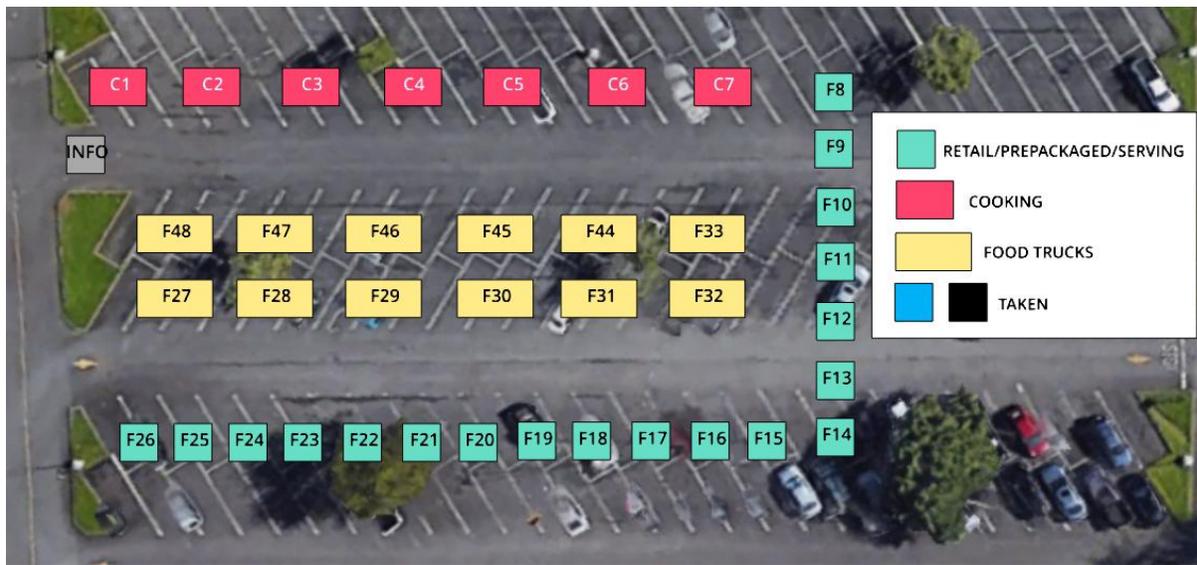
Website: [IslandCraftFairs.org](http://IslandCraftFairs.org)

**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.
- No hazardous, flammable or combustible materials may be brought onto the Event Location or any other part of the school property

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

**MAP/LAYOUT TO CHANGE AT ANY TIME**





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# Koolau Night Market

October 10 2025 5pm to 9pm

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:

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	Booth Fee	# of Spaces	Space Choice	Method Payment
Deposit	\$50	X 4.712% = \$	1 <sup>st</sup>	Check (Payable to Island Craft Fairs)
Space Fee	\$	X 4.712% = \$	2 <sup>nd</sup>	Venmo (@Island-CraftFairs)
Add \$20 for Corner	\$20	X 4.712% = \$	3 <sup>rd</sup>	Credit Card
Booth Sharing	\$40	X 4.712% = \$		Electronic Check
6ft Table Rental	\$30	X 4.712% = \$		Apple Pay
Non-food Tent Rental	\$50	X 4.712% = \$		
Lights	\$40	X 4.712% = \$		
Grand Total =		\$		

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.

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 Koolau Night Market at Windward Mall. 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 authorize any photos, video and audio of my company and anyone representing it, be used for promotional and marketing purposes as described on page 2. 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 & Windward Mall. I hereby hold harmless, Jones Lang La Salle Americas, Inc, Trustees of the Estate of Bernice Pauahi Bishop and 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 \_\_\_\_\_