



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

Phone/Fax: (808) 689-9091

E-mail: IslandCraftFairs@gmail.com



IslandCraftFairs

Website: IslandCraftFairs.org

Made with *Aloha* Gift Fair

May 20-21, 2023 10am to 5pm

Mahalo for your interest in the Made with Aloha Gift Fair at Pearlridge Center! What better place to be featured, than somewhere people are going to with intentions of spending money anyway! Island Craft fairs and Events believes is bringing shoppers together to support and buy local while giving back to the community each time. This event will be held in a few sections of the mall throughout the top and bottom level of the mauka and wai makai wing.

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. A limited number from each MLM business will be allowed at this event by the organizers discretion. **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 mall specialty leasing manager. 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.

If you have product on this side of the mall, you must submit written approval from the tenant that you have permission to have a space at this event.

*****FOOD VENDORS*****

All Food vendors are responsible for having the following:

- Certificate of Liability insurance listing the following as additionally insured:
 - Island Craft Fairs, Inc. PO Box 2606 Ewa Beach Hawaii 96706
 - BRE/Pearlridge center 98-1005 Moanalua Rd Aiea Hawaii 96701
- Special Events Permit or Food Event Permit, if applicable

Your are not required to furnish 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. Please submit the Certificate of insurance to info@islandcraftfairs.org ASAP.



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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 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".

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. Samples must be covered and no more than 3oz. If your samples are uncovered then you will need a special events permit and will need to purchase a serving booth.

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.

Food not allowed at this event on the mauka side: Popcorn, Cotton Candy, Filipino Food, Freeze dried treats, jerky chips, brownies, chex mixes, butter mochi, boba or milk teas.

Products not allowed on the mauka side: stuffed animals, toys, shell jewelry, crystal stones, Light up balloons

Show Date & Times:

Saturday May 20th and Sunday May 21st, 2023 from 10am to 5pm. Each vendor must stay open during hours of operation, even if you sell out.

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.** Forms of payment accepted are Paypal, venmo, all major credit cards, apple pay, electronic check, mail-in check and cashier's check. Mail-in checks will not be accepted less than 30 days prior to the event date. Sales tax will be applied to all payments. You may purchase multiple spaces/tables. You are responsible for your own trash. Please do not use mall trash cans on the property.

Booth Fees are as follows:

Early Bird Pricing if paid by February 14, 2023

1ea 6ft Table: **\$350** 6x6 space **\$430** 6x9 space **\$480** Kiosk **\$520**

Standard Pricing after February 14, 2023:

1ea 6ft Table: **\$380** 6x6 space **\$460** 6x9 space **\$510** Kiosk **\$550**

*****ALL SPACES (EXCEPT THE KIOSK) COME WITH 1EA 6FT TABLE AND 2 CHAIRS****



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Yellow spaces include 1 6 foot table only which will be provided for you. You may not bring additional props. All items must fit on your table. Back stock must fit under your table or go in your vehicle. You may also rent storage space for back stock if it is available.

All other spaces are allowed to bring additional props such as tables, shelves and racks, provided you stay within your space. If you require more space, it is not offered by the foot, it is per space size.

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.

Loading/Unloading

Move in may begin each morning at 8am. No cars will be allowed to park at the curb for unloading after 930am. At this time you will need to transport move your belongings in from the shoppers parking area. You must be set up and ready to go by show time each day. You must also pack up at the end of each day, no earlier than 5pm after the closing announcements. You must sign out at the end of each day to avoid losing your deposit. Those who are caught packing up early will be subject to a first warning, and then banned from future events we organize.

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. 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.

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:

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 & 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.
- Disposing of trash in any receptacle on property



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- Leaving your area dirty, soiled, stained or damaged
- Continuously be reminded to keep your products/display in your paid area and controlling your line.
- 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
- Setting up while you unload
- Not parking in designated parking area

Map/Layout:

Island Craft Fairs reserves the right to reassign your booth/space should the layout need to be altered for any reason that they see fit.

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.

Do's:

- Have enough product to sell for the day, you must still stay step up 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.
- 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 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 mall property



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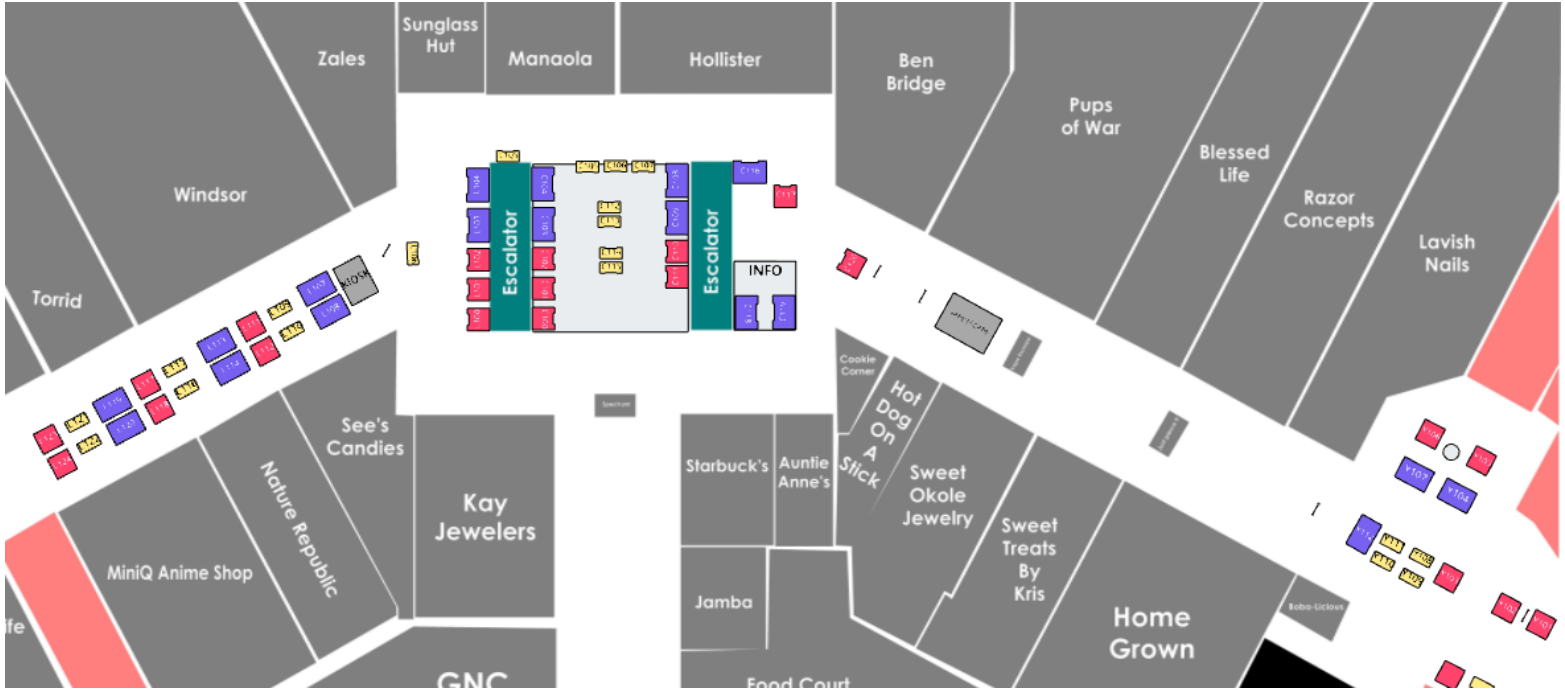
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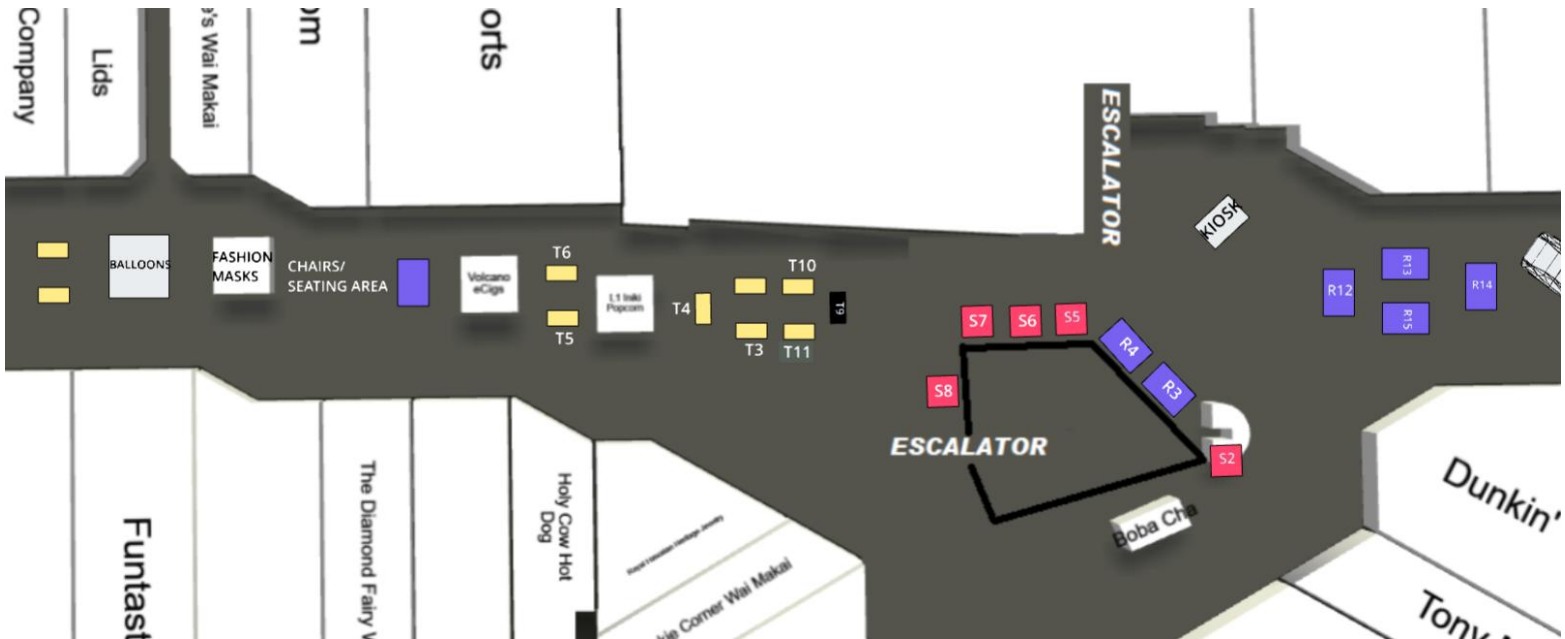
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Lower Level - Mauka



Wai Makai Wing





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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			Select A Method Payment	
<input type="checkbox"/>	Deposit	\$50	X	X4.712%=	\$	<input type="checkbox"/>	Paypal (IslandCraftFairs@gmail.com)
<input type="checkbox"/>	Booth Fee	\$	X	X 4.712% =	\$	<input type="checkbox"/>	Venmo (@Island-CraftFairs)
<input type="checkbox"/>	Add power	\$40	X	X 4.712% =	\$	<input type="checkbox"/>	Mail-in Check
<input type="checkbox"/>	Booth Sharing	\$40	X	X 4.712% =	\$		
Grand Total =					\$		

If paying by one of the following below, please complete this application and email to Info@IslandCraftFairs.org 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
_____	_____	_____	_____	_____



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Agreement

I _____ (hereas "VENDOR") have made a commitment to participate in the Made with Aloha 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 authorize Island Craft Fairs & Events to use photos, video and audio for promotional purposes including but not limited to social media, radio and print ads, television interviews, and more. 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 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 _____