



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 25<sup>th</sup>, 2022 – Sunday November 27<sup>th</sup>, 2022

*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!*

### 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. 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\*\*\***

**All Food vendors** must provide a certificate of liability insurance naming the following as additionally insured on separate certificates:

\*Island Craft Fairs, Inc., PO Box 2606, Ewa Beach Hawaii, 96706

\*BRE/Pearlridge center 98-1005 Moanlua Rd Aiea Hawaii 96701

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) must 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 Event permit:** A copy of your food event permit must be provided to Island craft fairs if you are serving food from warmers, if any baked goods have fillings or need to be temperature controlled, your product is pickled or contains



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garlic oil, or anything contains meat and is not pre-packaged or cooking on site. This must be displayed at your space to avoid losing your deposit.

A copy of the Food event permit must be emailed to [info@islandcraftfairs.org](mailto:info@islandcraftfairs.org) no later than 4pm, Hawaii Standard time, the Thursday before the event. Failure to do so will result in the loss of your booth fee and you will not be able to participate.

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. Any stains left by oil 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. 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.

#### **Show Hours:**

Friday November 25th, 2022	<b>10am to 7pm</b>
Saturday November 26 <sup>th</sup> , 2022	<b>10am to 7pm</b>
Sunday November 27th, 2022	<b>10am to 4pm</b>

Each vendor must stay open during hours of operation.

#### **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.



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IF APPLYING AND PAYING BEFORE AUGUST 25, 2022		IF APPLYING AND PAYING AFTER AUGUST 25, 2022	
8X8	\$480	8X8	\$510
8x10	\$550	8x10	\$580
8x12	\$600	8x12	\$630
10x10	\$575	10x10	\$605
10x12	\$650	10x12	\$680
10x15	\$675	10x15	\$705
10x14 w/back stock	\$800	10x14 w/back stock	\$830

**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.

**Add-ons: (PRICES ARE FOR ALL 3 DAYS)**

Power	Storage	6ft table	Table Cloth	Chair
\$120	\$120	\$90	\$15	\$9

**Storage Fee:** Storage will be available for \$40 per day to store your property or back stock.

**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.

**Advertising and Promotion:**

There will be paid advertisements on 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, since you are signing on to an event with ICF and want to get the maximum exposure.

**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:**

A deposit is required in order to participate in this 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. Rules are put in place in



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order to keep the event safe and organized for all staff, vendors and shoppers. 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 before leaving on the final day
- Fails to post required signs that were emailed with the confirmation which must be up by the event start time
- Is seen packing up before the event has concluded. This includes but is not limited to bringing in carts or wagons, removing anything from your display or table top, or anything that would confuse ICF staff into thinking you are packing up.
- Disposing of booth trash in any receptacle on mall property
- A food vendor not displaying their Special events or food permit for this event
- Leaving your space dirty, soiled, and/or damaged
- Constantly being reminded to keep your belongings in your paid space and/or failure to control your line
- Setting up while you unload

#### **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.

#### **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. An updated map can be found at [islandcraftfairs.org](http://islandcraftfairs.org).



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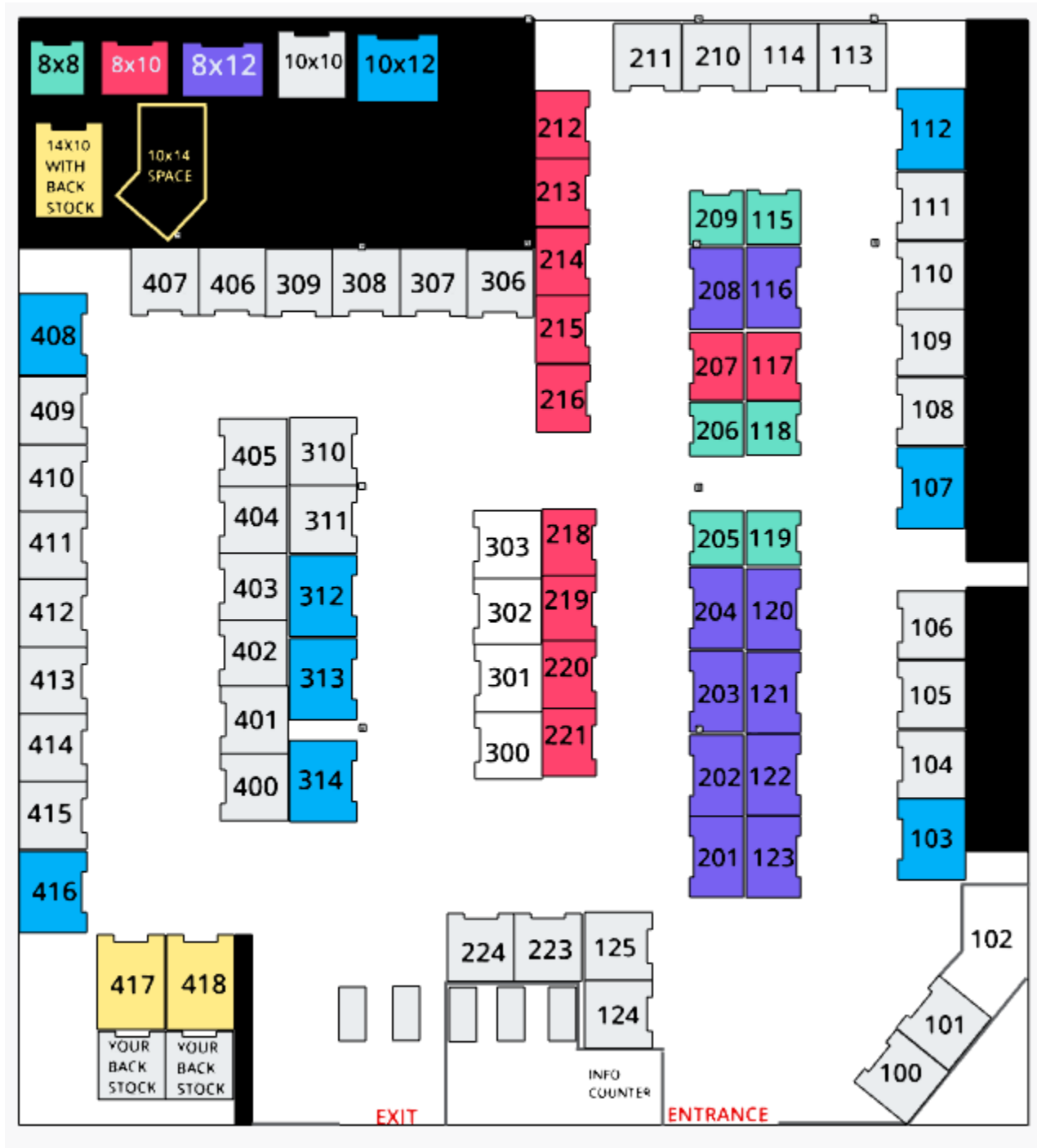
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**Event: Holiday Gift & Food Fest at the former Toys R Us in Pearlridge Center**

**Date: Friday November 25th through Sunday November 27th, 2022**

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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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	X3	X 4.712% =	\$	3 <sup>rd</sup>	Venmo (@Island-CraftFairs)
Booth Sharing	\$40	X3	X 4.712% =	\$		
Add Table	\$30	X 3	X 4.712% =	\$		
Add Storage	\$40	X 3	X 4.712% =	\$		
Grand Total =				\$		

If paying by one of the following below, please complete this application and email to [info@islandcraftfairs.org](mailto: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 Holiday Gift & Food Fest 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 any photos, video and audio of my company and anyone representing it, be used for promotional and marketing purposes as described on page 4. 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 \_\_\_\_\_