



91-240 Kuhela St. Unit #4, Kapolei, Hawaii 96707

Phone/Fax: (808) 688-6638

E-mail: Info@IslandCraffairs.org



IslandCraffairs

Website: IslandCraffairs.org

Autumn Gift Fair

Ka Makana Alii - SEPTEMBER 13 2025 11am to 5pm

Mahalo for your interest in the Autumn Gift Fair at Ka Makana Alii! Summer may be coming to end, but shopping and retail therapy is endless! Get an early start on Christmas, maybe get ideas for upcoming birthday or anniversary gift – or even just retail therapy in general, we are sure to have something a shopper will love to take home with them!

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 BANISHMENT FROM FUTURE EVENTS MAY BE ENFORCED.

Applicants: It is suggested that you have a Hawaii General Excise Tax License to pay taxes on income earned. **Vendors who currently have products being sold in a store in Ka Makana Alii are NOT eligible to participate in this event, unless there is written approval by the mall tenant.** Current Ka Makana Alii farmers market vendors are allowed. Only a limited number of resellers/wholesalers and distributors of Lularoe, thirty-one, essential oils, do terra, paparazzi, Usborne Books, colorstreet or other products of that nature will be allowed per the Coordinators discretion. **Certified consultants of these Multi-level Marketing businesses MUST be present at their booth for this event.** Other approved items are personally crafted finished products, made 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 Ka Makana Alii 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. 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

DETAILS OF THE VENUE

Event Date & Hours: 2nd Saturdays of each month from 11am to 5pm. When open for business, all back stock must be neatly stored under tables. If you select option 3 or higher, you do not need to hide your back stock. This is a rain or shine event. Set up is no earlier than 3 hours prior to start time.

Location: Ka Makana Alii. 91-5431 Kapolei Pkwy in Kapolei. This event will be located in the common areas and walkways inside this outdoor mall.

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**
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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 Ka Makana Alii Management. Forms of payment accepted are apple pay, 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.

PRICING

	Option #1 \$150	Option #2 \$225	Option #3 \$180	Option #4 \$250	Option #5 \$290
1 ea 6ft table w/chair & Umbrella	X			X No Umbrella	
2ea 6ft table w/chairs & umbrella		X			X No Umbrella
10x10 space (tents allowed)			X Space only	X	X

Produce/Plants Spaces: 10x10 \$60

Cooking Spaces: 10x15 - \$335

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. All staff working your booth must sell from behind your table, or in your space.

Add-ons	Pre-order	Day of the event	<i>Both vendors must complete an application when sharing a booth</i>
Booth Sharing	\$40		
Add Power	\$40	\$50	<i>Tent weight Installation not included</i>
Add'l Umbrella	\$40	\$50	
Additional Chair	\$3	\$6	
Table (opt 4 or 5)	\$30	\$40	
Table Cloth	\$5	\$10	
Tent Weight set	\$40	\$60	
1 40lb tent weight	\$ 15 ea	\$20	
Retail tent	\$55	\$65	<i>Tent rentals Includes weights & ratchet straps with set up & Break down</i>

If you are purchasing a table, your products, display, and back stock is limited to that table only. No back stock or displays are allowed behind your table or off to the side. You may not bring additional tables, racks or props that are free standing. Any props must be on the table we have provided. You may bring a clothing rack or your own display provided that it will be replacing the 6ft table provided for you, and will not exceed 6ft long by 2.5ft wide. Please let us know if you will be doing so, so that housekeeping does not set up a table for you. You must sell from behind your table.

If you are purchasing a 10x10 space, 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



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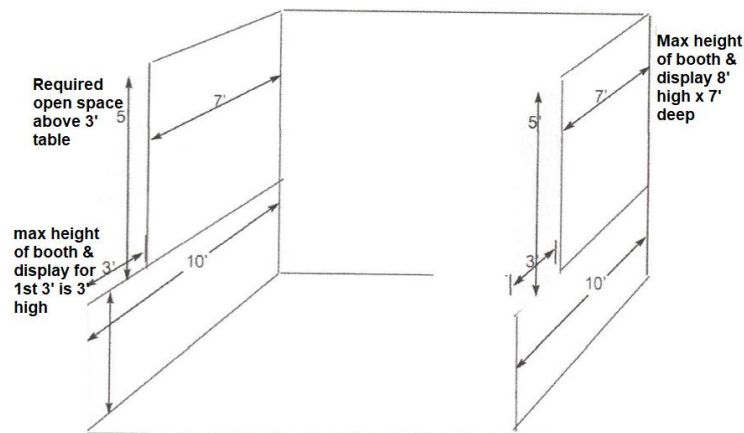
start of our event. No exceptions. You will be financially responsible for any damage your tent may cause if it is not secured well. Failure to comply will result in loss of your deposit.

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 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:

- 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

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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 trash compactor behind Johnny Rockets

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.

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/sampling makeup/threading/massages, doing any type of demonstrations, or any item that can be applied to the skin and possible 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:

- o Island Craft Fairs, Inc, 91-240 Kuhela St Unit #4; Kapolei Hawaii 96707
- o Jones Lang LaSalle Americas, Inc. "Managing Agent" 91-5431 Kapolei Pkwy #427 Kapolei, HI 96707
- o The Union Labor Life Insurance Company, "Mortgagee(s)" On Behalf of Separate Account J Real Estate Investment Group 8403 Colesville Rd, 13th Floor, Silver Autumn, MD 20910
- o DeBartolo Holdings, LLC c/o DeBartolo Holdings, LLC Attn: Pat Ryan 15436 N. Florida Avenue, Suite 200 Tampa, FL 33613
- o Department of Hawaii Home Lands, State of Hawaii Hale Kalaniana'ole Attn: Land Management Division 91-5420 Kapolei Pkwy Kapolei HI 96707

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

COI & Menus must be submitted to info@islandcraffairs.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

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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 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.

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 o 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 outlying 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.



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Change Cage: Island Craft Fairs offers change if you need it for our event. 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. Please make your breaks brief as there may be other vendors that need to be relieved. ICF will not sell your products for you, but instead, will simply stand in your place so your booth is not unattended.

Donations for Giveaways: In an effort to keep patrons shopping, we are doing giveaways all day, from both vendors at the show, property management 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 space 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 or to an ICF staff member when they come around. There is no obligation to participate. 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 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.

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. You only need one deposit on file. 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
- Leaving your space unattended for an extended period of time

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- Does Not sign out with ICF Staff before leaving
- 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 other than the trash compactor on the rear side of Johnny Rockets and Olino
- Leaving your space dirty, soiled, and/or damaged
- Parking on shopping center property, or bringing your vehicle onto the property before the closing announcements
- 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 move-in time that you will not be participating in the event
- Setting up while unloading
- Failure to secure all 4 legs of your tent with weights (at least 40lbs per leg)

Island Craft Fairs Reserves the right to refuse service to any business.

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 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.

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

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 & Events sees fit.

This is the general layout. It is subject to change and can change at any time. A current layout of what is available can be found at islandcraftfairs.org



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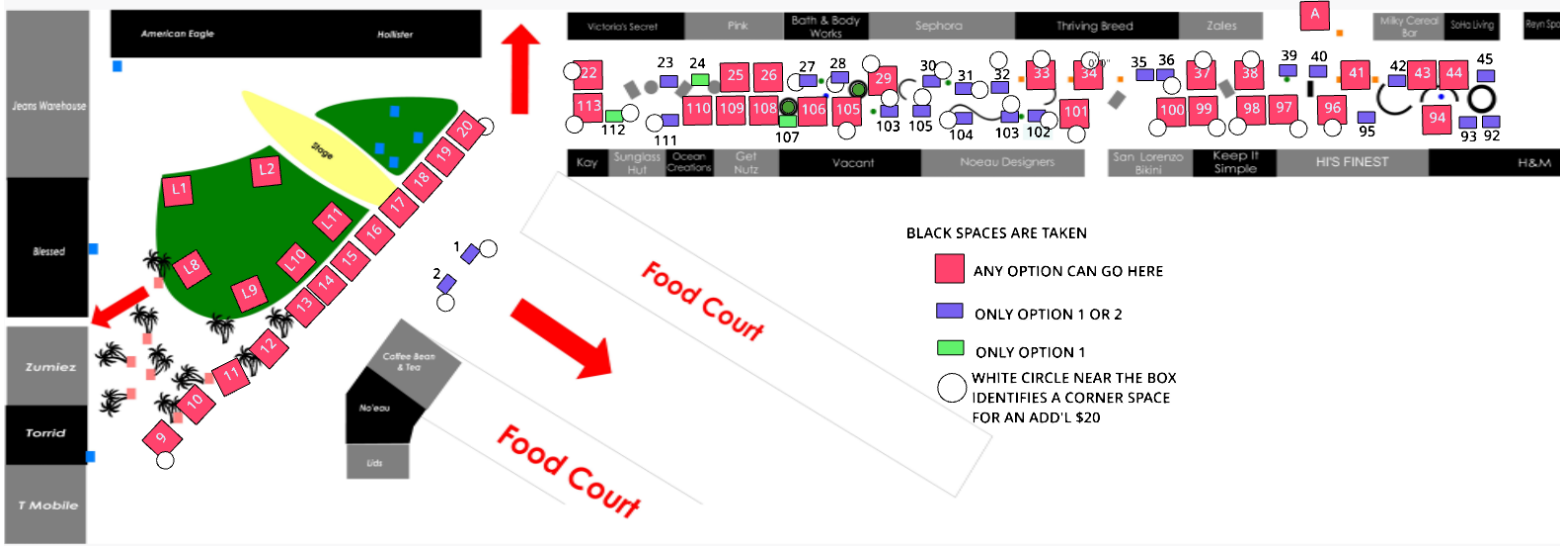
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Contact Name: _____ Phone: _____
 DBA: _____ G.E.T.# _____
 Address: _____ City/Zip: _____
 E-mail address: _____ Website: _____

 _____  _____

How did you hear about this event?

Please list all items you intend to sell at this event:

OPTION #	Booth Fee	# of Spaces	Space Choice	Select A Method Payment
Vendor Dep.	\$50	X 4.712% = \$	1 st	Mail-in Check (To Island Craft Fairs)
Booth Fee	\$	X 4.712% = \$	2 nd	Electronic Check
Corner Booth	\$20	X 4.712% = \$	3 rd	Venmo (@Island-CraftFairs)
Add power	\$40	X 4.712% = \$		Apple Pay
Booth Sharing	\$40	X 4.712% = \$		Credit Card
Add Tent	\$55	X 4.712% = \$		
Add'l Umbrella	\$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 Ka Makana Alii event as listed above. By signing below and remitting payment, it confirms my reservation for participation for the above checked off event dates only. I understand that my payment is non-refundable/Non-transferable and a \$35.00 service charge will be assessed for each returned check. There are no credits and I cannot apply my payment 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. By signing below, I allow Island Craft Fairs, Inc, its affiliates and the venue to use my likeness and products in still photos and videos if necessary for advertising purposes. I accept full responsibility should my products or fixtures cause harm or damage to the public and/or Ka Makana Alii. I hereby hold harmless, Jones Lang La Salle Americas, Inc, Kapolei Hawaii Property Company, LLC and Island Craft Fairs, Inc. 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 _____