



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

Phone/Fax: (808) 689-9091

E-mail: [Info@IslandCraftFairs.org](mailto:Info@IslandCraftFairs.org)



IslandCraftFairs

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

# 2025 Made With Aloha Gift Fair

@ Pearlridge Center, Mauka Wing  
February 15-17, 2025 10am to 5pm

Mahalo for your interest in the 2025 Made with Aloha Gift Fairs 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 in 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 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 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 Pearlridge Center are NOT eligible to participate in this event.**

Current Pearlridge Center farmers market vendors are allowed. Only a limited number of 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 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 Pearlridge Center 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.

### Products not allowed on the mauka side:

- |                                                                                                                                                                                                                                      |                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"><li>• Anime type toys</li><li>• Cell Phone accessories/Repairs</li><li>• Collectible items like cards (Sports/Pokemon), Funko Pops, Hot Wheel cars, memorabilia, and other various items</li></ul> | <ul style="list-style-type: none"><li>• Locally made jewelry with shells/jade</li><li>• Plush toys/Stuffed animal toys (like Squishmallow products)</li><li>• Crystal towers/figurines</li></ul> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**\*\*\*THIS LIST IS SUBJECT TO CHANGE PER PEARLRIDGE CENTER'S AGREEMENTS WITH MALL TENANTS\*\*\***

## DETAILS OF THE VENUE

**Event Dates & Show Hours:** February 15-17, 2025, 10am to 5pm. This is a 3-day event. You will need to pack up and set up each day.

**Location:** Pearlridge Center – 98-1005 Moanalua Road in Aiea. Indoors. Mauka Wing in the common areas and walkways of the mall



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### RESERVATIONS & PRICING

**\*\*APPLICATION CLOSING 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.

### STANDARD PRICING

|                     | SATURDAY | SUNDAY | MONDAY | ALL 3-DAYS |
|---------------------|----------|--------|--------|------------|
| 1EA 6FT TABLE       | \$260    | \$235  | \$180  | \$580      |
| 6X6 SPACE           | \$300    | \$275  | \$220  | \$700      |
| 6X9 SPACE           | \$325    | \$300  | \$245  | \$770      |
| KIOSK               | \$365    | \$340  | \$285  | \$890      |
| PRODUCE/PLANT SPACE | \$165    | \$140  | \$85   | \$290      |

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

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

| Add-ons PER DAY  | Pre-order | Day of the event | Both vendors must complete an application when sharing a booth |
|------------------|-----------|------------------|----------------------------------------------------------------|
| Booth Sharing    | \$40      |                  |                                                                |
| Add Power        | \$40      | \$50             |                                                                |
| Additional Chair | \$3       | \$5              |                                                                |
| Table Cloth      | \$5       | \$8              |                                                                |

**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 (pink/purple) 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, you would need to purchase an additional booth.

The map is a tentative map due to the constant floor layout done by the mall, changing locations of tenants, pop-ups, and displays. The final layout of the map will be approved by the mall about a week before the event. There are no refunds, rollovers, or credits as long as there is a space to choose from. Those paying for all 3 days will be placed immediately upon receipt of payment. If you are participating less than the 3 days, you will be placed the week of the event in the order of the most days purchased, followed by the order payment was received.

Pearlridge Center Feb 2025 Created 12/23/24 – APPLICATIONS CLOSE 4PM THE WEDNESDAY BEFORE THE EVENT



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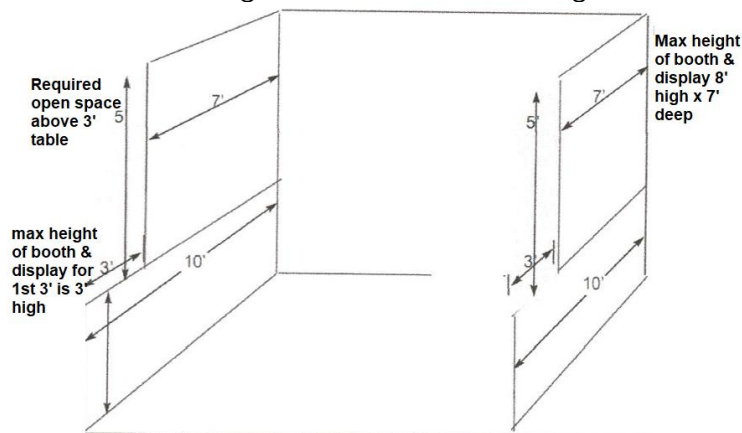
Website: [IslandCraftFairs.org](http://IslandCraftFairs.org)

No power is provided. 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:

- 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.



**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 PearlrIDGE Center's trash compactor near tilt.



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

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".

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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 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 Mililani 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.

**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 event 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

**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.



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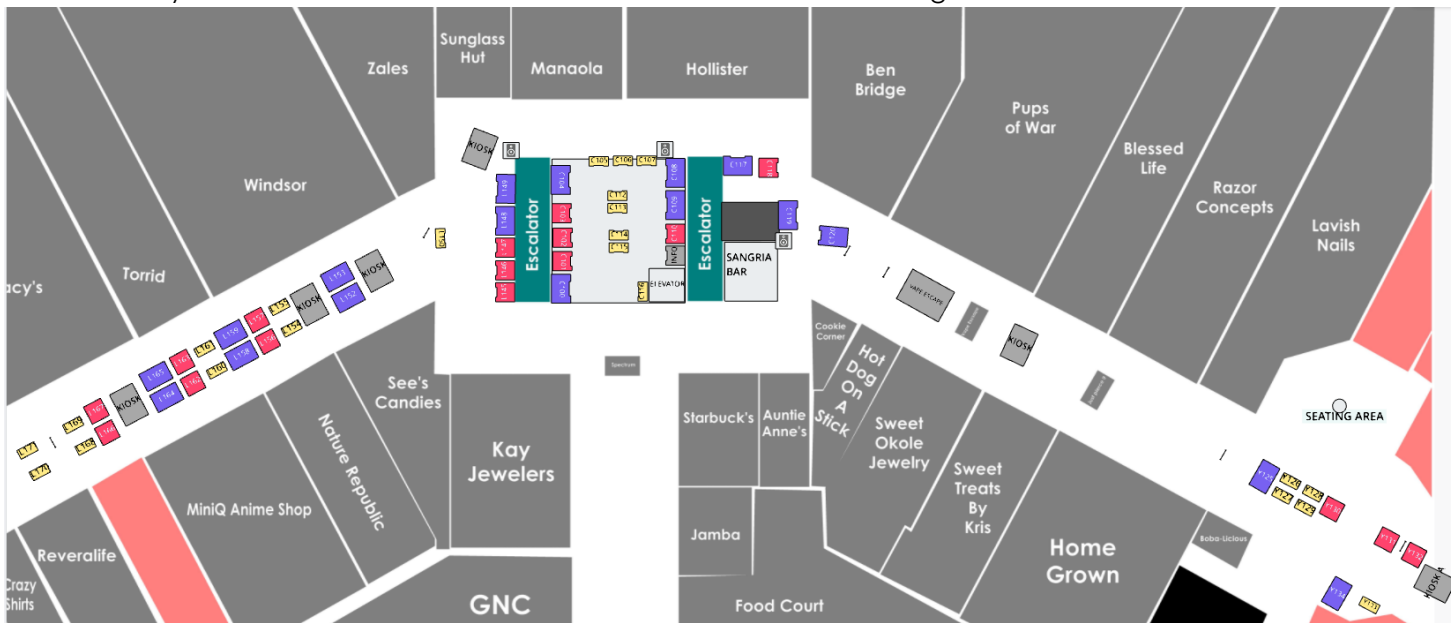


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- No hazardous, flammable or combustible materials may be brought onto the Event Location or any other part of the school property

**Map/Layout:** Island Craft Fairs reserves the right to reassign your booth/space should the layout need to be altered for any reason that Island Craft Fairs, Inc. 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](http://islandcraftfairs.org)





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**MADE WITH ALOHA GIFT FAIR – FEBRUARY 15-17, 2025 10AM TO 5PM**

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 <sup>st</sup> |                         | Mail-in Check (To Island Craft Fairs) |
|                | Booth Fee     | \$        | X           | X             | 4.712% = \$ | 2 <sup>nd</sup> |                         | Electronic Check                      |
|                | Corner Booth  | \$20      | X 2         | X             | 4.712% = \$ | 3 <sup>rd</sup> |                         | Venmo (@Island-CraftFairs)            |
|                | Add power     | \$40      | X 2         | X             | 4.712% = \$ |                 |                         | Apple Pay                             |
|                | Booth Sharing | \$40      | X           | X             | 4.712% = \$ |                 |                         | Credit Card                           |
|                |               |           |             | 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 Pearlridge Center events 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 Pearlridge Center. I hereby hold harmless, WP Glimcher 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 \_\_\_\_\_