



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

Phone/Fax: (808) 689-9091

E-mail: info@IslandCraftFairs.org



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Tricks & Treats Gift Fair at Windward Mall

Friday October 21st, 2022 3pm to 8pm and Saturday October 22nd, 2022 10am to 7pm

Mahalo for your interest in the Tricks & Treats Gift Fair at Windward Mall! What better place to be featured, than somewhere people are going to with intentions of spending money anyway! We'll occupy the indoor center court area of the windward mall for 2 days. Island Craft fairs and Events believes is bringing shoppers together to support and buy local while giving back to the community each time.

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:

It is suggested that All applicants have a Hawaii General Excise Tax License to pay taxes on income earned. **If you have product in this mall, you must submit written approval from the tenant that you have permission to have a space at this event.** Current Windward Mall farmers market vendors are allowed. Only 1 Multi level Marketing (MLM) companies of Lularoe, thirty-one, essential oils, do terra, paparazzi, colorstreet or other products of that nature will be allowed per level. Only 2 jewelry vendors are allowed per level. **Certified consultants of these MLM companies MUST be present at their booth for this event.**

Other approved items are personally crafted finished products. 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 Windward Mall management. If you violate any of these guidelines, you will be removed from the venue without a refund.

What is not allowed: Due to a non-compete clause between the mall and certain mall tenants, the following products and types of food are not allowed: Cookies * Gummies of any kind * Brownies * Popcorn * Vietnamese food * Boba or milk teas * Pretzels * stone pottery * squishmallows. This list is subject to change

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 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.

Advertising and Promotion:

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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.

All Food vendors are responsible for having the following:

- Certificate of Liability insurance
- Special Events Permit or Food Event Permit
- Certificate of liability

Your are not required to furnish this 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".

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.

Any vendor cooking on site must have a valid fire extinguisher in their food truck or space. All cooking vendors must also have a drip pan/cookie sheet under the cooking apparatus to avoid spoils and avoid forfeiting your deposit.

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

Show Hours: Friday October 21stth, 2022 from 3pm to 8pm and Saturday October 22nd, 2022 from 10am to 7pm. Each vendor must stay open during hours of operation, even if you sell out. Vendor spaces must be set up and broken down each day. When open for business, all back stock must be neatly stored under tables. Set up may begin no earlier than 3 hours prior to show time.

Reservations & Fees:

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Reservations are final upon receipt of application and payment. **There are no refunds or credits. You may NOT apply your payment to a future event, so please show up for the event you pay 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.**

Table confirmation will be sent via email once all required documents, photo screening of products (for new vendors) have been completed and approved by Windward Mall Management.

Forms of payment accepted are Paypal, Venmo, electronic check, apple pay, all major credit cards, and check. A service fee of \$35 will be assessed for all returned checks. Checks will be accepted up until 30 days prior to the event date. Sales tax will be applied to all payments. You are paying for a table and 2 chairs, not a space size. You may purchase multiple tables. If you do not want the table, you must provide us with a picture of your intended display along with dimensions for mall management to approve. Displays must not exceed 6ft long by 2.5 wide. You are responsible for your own trash. Bins are available for disposal near the delivery area outside the mall.

The table fee is \$275 (Made payable to Island Craft Fairs & Events) for the 2 day event.

No power is provided. You may purchase power for an additional \$40 per day. Spaces with power are limited.

Booth Sharing is allowed for an additional \$40 per day. Both vendors must complete an application. You do not get more space.

Notes:

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.

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.

Name Change Fee:

Should you not be able to attend this event, you may sell your booth to another vendor. 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.



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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.

Refundable Deposits:

A vendor deposit is required to participate in any 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. 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
- 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
- Continuously being reminded to keep your products and displays within your space and/or controlling your line.