



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

Phone/Fax: (808) 689-9091

E-mail: Info@IslandCraftFairs.org



IslandCraftFairs

Website: IslandCraftFairs.org

Fall Gift Fair at Ka Makana Alii

Saturday September 10th, 2022 11am to 5pm

Mahalo for your interest in the Fall Fair at Ka Makana Alii!

Island Craft fairs and Events believes in 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, TABLE FEES AND/OR BANISHMENT FROM FUTURE EVENTS MAY BE ENFORCED.

Applicants:

All applicants **MUST** 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.**

Current Ka Makana Alii 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 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.

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:

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.



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Food Booths:

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

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

*Kapolei Hawaii Property Company, LLC; Ka Makana Ali'i 91-5431 Kapolei pkwy; Kapolei, Hawaii 96707

A copy of the special events permit must be emailed to 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.

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) 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, cooking on site, if any baked goods have fillings or need to be temperature controlled or contain garlic oil, your product is pickled, or anything contains meat and is not pre-packaged. This must be displayed at your space to avoid losing 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. Samples not covered, means they are being served which will require a Special Events Permit and an upgrade to a Serving Booth Space.

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:

Saturday September 10th, 2022 from 11am to 5pm. Each vendor must stay open during hours of operation. When open for business, all back stock must be neatly stored under tables. Set up will be as early as 3 hours prior to show time.

Reservations & Fees:

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



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screening of products (for new vendors) have been completed and approved by Ka Makana Alii Management. Forms of payment accepted are Paypal, venmo, all major credit cards, and 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.

IF APPLYING AND PAYING BY JULY 8TH, 2022

	Option #1 \$130	Option #2 \$205	Option #3 \$160	Option #4 \$230	Option #5 \$270
1ea 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

IF APPLYING AND PAYING AFTER JULY 8TH, 2022

	Option #1 \$160	Option #2 \$235	Option #3 \$190	Option #4 \$260	Option #5 \$300
1ea 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
Booth Sharing	\$40	Both vendors must complete an application and send in together			
Add Power	\$40				
Additional Umbrella	\$40				
Add tent (opt 3-5)	\$50				

Corner Spaces are An additional \$20

Notes:

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.

If you are purchasing a 10x10 space, with or without the rental of tables, you may display whatever you want within the confines of that area and you may erect a tent no larger than 10x10 including its eaves and it must be weighted. If your tent is larger, you will be asked to remove it immediately. No exceptions. If there is one available, you may rent one for \$50.



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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.

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.

Unloading:

Unloading may begin the Saturday of the event at 8am in the designated unloading zones. Please pull up to the unloading area, unload everything at your assigned space and then move to a parking stall. Please DO NOT set up as you unload as the unloading spaces are limited and you will lose your deposit. You must be set up, ready to sell and all back stock neatly stored away by the start of the advertised show hours to also avoid losing your deposit. **NO VEHICLES WILL BE ALLOWED TO DRIVE UP TO THE CURB AFTER 1030AM.** If you arrive after this time for set up/unloading, you will need to unload and walk it in from the shoppers parking area.

Unless you are a corner space, only the front facing side of your booth is an entrance.

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.

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 and sign out before leaving



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- 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 be reminded to keep your products/display in your paid area and/or controlling your line.
- Being a "No show" and not notifying the promoter that you will not be participating in the event
- Setting up while unloading
- Failure to secure all 4 legs of your tent with weights

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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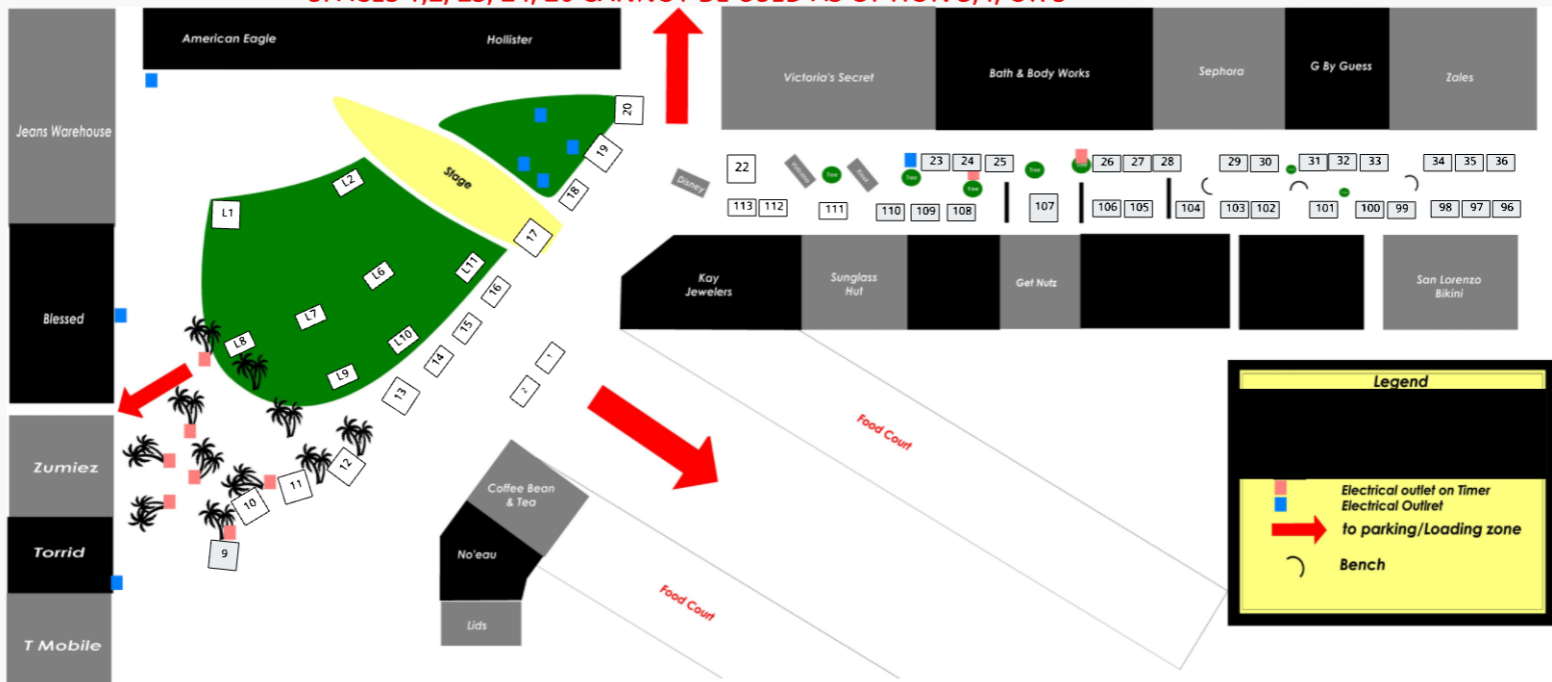
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SPACES 1,2, 23, 24, 26 CANNOT BE USED AS OPTION 3,4, OR 5





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Event: Fall Gift Fair at Ka Makana Alii

Date: SATURDAY September 10th, 2022 11AM TO 5PM

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:

OPTION # _____	Booth Fee	# of Spaces				Space Choice	Select A Method Payment
Booth Fee	\$	X	X 4.712% =	\$	1 st	Check (Payable to Island Craft Fairs)	
Corner Booth	\$20	X	X 4.712% =	\$	2 nd	Paypal (IslandCraftFairs@gmail.com)	
Add power	\$40	X	X 4.712% =	\$	3 rd	Venmo (@Island-CraftFairs)	
Booth Sharing	\$30	X	X 4.712% =	\$			
Add Tent	\$50	X	X4.712%				
Add'l Umbrella	\$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 Fall Gift Fair at Ka Makana Alii. 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-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. 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 _____