



2023 Noelani Elementary School Craft & Children's Fair
Saturday, November 11, 2023, 9:00 am – 2:00 pm

VENDOR CHECKLIST & AGREEMENT

This packet contains the necessary information and forms to apply to be a Vendor. Please read over everything carefully, and submit the required forms.

IN ADVANCE OF THE FAIR, PLEASE SUBMIT:

➤ **VENDOR APPLICATION AND PAYMENT**

Completed application and payment must be received **by September 30, 2023** for **Early Bird pricing**. After that date, applications will be accepted at the **standard rate**.

➤ **VENDOR AGREEMENT**

Please read this form carefully and in its entirety, then sign the application to indicate your understanding and acceptance of the conditions and requirements to be a Vendor.

➤ **FAIR MAP**

A map of the Fairgrounds with booth locations noted is provided for your convenience. Please consult the map when requesting booth locations on your Vendor Application. Based on space and logistics, the final location is at the discretion of the Fair committee.

➤ **LIABILITY OF INSURANCE CERTIFICATE**

Food vendors must provide a copy of their liability insurance certificate naming "Hawaii State Dept of Education, Noelani Elementary School, 2655 Woodlawn Drive, Honolulu, HI 96822" as additionally insured.

FOR FOOD VENDORS, ON THE DAY OF THE FAIR:

➤ **HOMEMADE FOOD OPERATIONS:**

Homemade foods (HMF) should follow DOH Rules for Homemade Food Operations. Please refer to the HMF Handout: <https://health.hawaii.gov/san/files/2019/09/HMF-HANDOUT.pdf>.

➤ **FOOD EVENT PERMIT:**

A permit is needed if food is temperature controlled, cooked on site. This must be displayed at your space. A pre-filled permit application is provided on our website for your convenience.

➤ **FOOD TRUCKS:**

Food trucks are requested to come no earlier than 9:00am to allow time/space for vendors to unload at the curbside.

ALL VENDORS WILL BE ISSUED ONE VENDOR PARKING PASS AT CHECK-IN ON THE DAY OF THE FAIR.

VENDOR AGREEMENT

The following conditions are required to protect the safety, health, and welfare of the public and to promote the best interests of all Vendors and Noelani Elementary School ("Noelani School").

THE VENDOR AGREES TO READ AND ABIDE BY THE FOLLOWING CONDITIONS GOVERNING THIS CRAFT FAIR, HELD SATURDAY, NOVEMBER 11, 2023, FROM 9:00 am to 2:00pm:

1. BOOTH LOCATION, SIZE, EQUIPMENT PROVIDED

- Inside the Cafeteria: 6' x 2' – Cafeteria table will be used unless coordinated in advance with the organizer.
- Inside the Multipurpose Room: 14' x 3' – Bring your own table(s)
- Outdoor Covered Lanai: 14' x 3' – Bring your own table(s)
- Outdoor Grass Area Tent Space: 11' x 11' – Bring your own tent (max 10' x 10') & table(s)
- Food Truck Space - Indicate food truck dimensions on the application

2. EQUIPMENT

As noted in #1, Vendors are responsible for providing their own equipment, including, but not limited to, tents, tables, chairs, display racks, signage, etc. Equipment must not exceed the allocated booth space. Tent size must not exceed 10' x 10' and must be secured. In the Cafeteria, unless you coordinate it with the organizer in advance, a cafeteria table will be used. Do not drive nails, tacks, screws, spikes or other items that may damage floors, walls, sidewalks, benches, tables, or trees. No electricity is available and electrical outlets cannot be utilized. You are welcome to rent a tent on the lawn from Mr. Mike 808-228-3598. His company sets up and takes down vendor tents. Mr Mike's tents are all rented directly through him and independent of Noelani.

3. FEES

- **\$110** – **Early Bird** Application – For application forms and fees received on or **by September 30, 2023**.
- **\$130** - **Standard Rate**-(same rate for Cafeteria, Lanai, Library or Lawn) for application forms/fees received **after Sep. 30**.
- **\$20** – **Booth Sharing** - Additional fee for up to two Vendors sharing one booth. Must be submitted with registration.
- **\$25** - Per **additional** (optional) paid **parking** pass
- **\$25** – **Late Fee** – Additional fee for registration forms received **after November 1, 2023**.
- **\$25** – **Service charge** – Per **returned check**. Repayment must be made by cash, cashier's check or money order.

4. CANCELLATIONS AND REFUNDS

Must be in writing, mailed to the school and **received by or before October 15, 2023**, for any refund.

5. BOOTH SHARING

Booth sharing is permitted, provided forms for each Vendor (up to two) and the **\$20 Booth Sharing fee** is submitted.

6. VENDOR PARKING AREA/PARKING PASS/LOADING ZONE

ONE included parking pass will be issued **per (one) booth** and good for parking at Noelani School **on a first come, first serve basis with no "in and out" privileges**. If you leave the lot, you may not be able to re-enter. **Additional, optional, paid parking** may be purchased for **\$25 per parking pass on campus. (Note: Additional Non-reserved parking available across the street at the astronomy center for less than \$10. Parking at ifA is independent of Noelani.)** The pre-purchase of paid parking is while supplies last. All passes will be issued upon check-in on the morning of the Fair. All parking passes allow the Vendor to enter prior to the public and park in the designated Vendor Parking Areas. No parking in the Loading/Unloading zone. The parking pass must be prominently displayed on the dash while in the Vendor Parking Area. Please note that once the parking lot is open to the public, space is not guaranteed, even with a parking pass. UH Astronomy Center also has a parking lot across the street and is open to the public.

7. NOTIFICATION OF ACCEPTANCE TO PARTICIPATE

Confirmation Notice with your booth assignment, and additional information/flyers will be emailed.

8. PRODUCTS FOR SALE

All items sold at the Noelani Craft and Children's Fair must be **new**, and limited to those items listed on your application. We welcome a mix of handmade and commercially produced items, including food & specialty drinks (no bottled water, soda or juice).

9. VENDOR DONATIONS

Noelani School welcomes and graciously accepts Vendor donations. Items may be donated at time of check-in.

10. SET-UP

On the morning of the Fair, set-up may begin **no earlier than 7:00 a.m.** All crafters/vendors must be set-up by 9:00 a.m. Food truck vendors are asked to come no earlier than 9am. On the day before the Fair, outside tents may be set up **after 4:00 p.m.** Overnight security will be provided by a third-party security company from 7:00 p.m. Friday night through 6:30 a.m. on Saturday morning. Noelani School is not responsible for any Crafter/Vendor property left overnight.

11. CHECK-IN & UNLOADING

Upon arriving on the morning of the Fair, you are required to check-in at the Registration/Information table in the parking lot (no later than 8:00 am). At that time, you will be issued a parking pass, any final instructions, and you will be directed to your designated unloading area. Volunteers may be available to assist you. However, our volunteers are prohibited from moving or carrying extra heavy or bulky items. Please note that the parking lot gates will open at 7:00 a.m.

12. BOOTH HOURS

Booths must remain open for the duration of the Craft Fair; 9:00 a.m. – 2:00 p.m. unless you sell out of all products.

13. CLEAN-UP

Vendors are responsible for cleaning up their assigned booth area. Upon conclusion of the Fair, please remove all boxes, packing materials, and other trash from school property.

14. CAMPUS SECURITY

In addition to overnight security on the evening preceding the Fair, during the Fair, security will be provided.

15. FIRST AID

Treatment will be available on campus by a qualified health professional during the hours of 8:00 a.m. to 2:00 p.m.

17. SMOKING, DRUGS, ALCOHOL, & WEAPONS ARE PROHIBITED

Smoking, drugs, alcohol, and weapons of any kind, including e-cigarettes, is prohibited on campus at all times.

18. 2023 CRAFT FAIR

Applications for the 2023 Noelani Craft & Children's Fair will be available in July of 2023 via email or website. Please note that **new** vendor applications will be processed after September 1, 2023. All returning vendors will have priority until August 30, 2023. After that date, booths and booth locations will be available to all vendors and you will be assigned a booth upon receipt of your application.

18. FOOD VENDOR REQUIREMENTS

A food vendor who is cooking on site, or has food that is temperature controlled, must display a food event permit. A pre-filled permit application is provided. Homemade food operations must label their products properly as required by the Department of Health. Food vendors must provide a copy of their liability insurance certificate naming "Hawaii State Dept of Education. Noelani Elementary School. 2655 Woodlawn Drive, Honolulu, Hawaii 96822" as additionally insured.

The Vendor shall be personally liable for all taxes whether excise, income, or any other levy related to income earned by the Vendor at the Noelani Craft & Children's Fair.

This agreement shall not be changed, altered modified, or otherwise transferred by either party without written consent and shall not be considered as a joint venture or partnership between the Vendor and Noelani School.

Noelani School is not liable for any damaged, lost, or stolen items brought to the premises by the Vendor.

Vendor shall defend, indemnify, and hold Noelani School, along with its officers, employees, or agents, harmless from and against any and all claims and actions for personal injury, death, and property damage arising from or resulting from or in anyway connected with the operation of the booth of the Vendor at the Craft Fair, including claims by the employees of the Vendor against Noelani Elementary School.

Signature: _____

Printed Name: _____

Date: _____