

**HAWAII ARTS, CRAFTS & GIFTS**  
**CHRISTMAS FAIR**

**EDITH KANAKAOLE STADIUM - HILO**

**NOVEMBER 25, 2022, FRIDAY (1 PM-9 PM)**

**NOVEMBER 26, 2022, SATURDAY (9 AM - 3 PM)**

BOOTH SIZE/FEE: (Nonrefundable Booth Fee):

10' x 10' (Main Floor Interior and Walls).....	\$195.00 + \$8.11 tax (\$203.11)
10' x 10' (Corner Main Floor and Corner Walls) .....	\$225.00 + \$9.36 tax (\$234.36)
10' x 10' Lobby (Booth 84-86) .....	\$225.00 + \$9.36 tax (\$234.36)
Concession Booths and Food Trucks. ....	\$250.00 + \$10.00 tax (\$260.00)
Chairs - \$3.75 per day, \$7.50 for 2 days.....	\$ 7.50 + \$0.30 tax (\$7.80)
Tables - \$12.50 per day, \$25 for 2 days .....	\$ 25.00 + \$1.00 tax (\$26.00)
Electricity - \$10 per day, \$20 for 2 days .....	\$ 20.00 + \$0.83 tax (\$20.83)

**NOTE: NO ADMISSION FEE WILL BE CHARGED TO THE PUBLIC**

SECURITY DEPOSIT\* ..... -0- There is no security deposit,  
 Unless there is a violation of our rules and regulations, the vendor will be charged \$100.00. It is our hope everyone will  
 follow the rules and regulations.

PLEASE NOTE: NEW RULES REQUIRED BY THE COUNTY OF HAWAII.

**\*\*NEW RULES:** The County of Hawaii requires all vendors utilizing this facility to complete the "Vendor Permit Form" and submit a check for \$30 per day (\$60.00 for two day) to the Director of Finance. No checks will be accepted by the County Department of Parks & Recreation two weeks prior to the Fair, Cash only along with your Vender Permit Completed Form. Please submit your check or cash along with your application. Should you have any concerns, questions, or objections to this County Vendor Fee, please write or contact the Mayor's Office directly.

**APPLICATION:** Once application is approved, applicant will be notified by e-mail or telephone. Booths will be assigned on a first come, first-serve basis. No booths will be confirmed unless payment is received in full. Please mail application via regular mail. Certified or postage due mail will not be accepted.

**PAYMENT:** Payments may be made by check, money order or credit cards. No post-dated checks will be accepted. **\*\*Returned checks will be assessed a \$35 service/processing fee.**

MAKE CHECKS PAYABLE TO: HAWAII ARTS & CRAFTS P.O. BOX 6171 HILO, HI 96720

**SECURITY DEPOSIT:** Vendors are not required to provide a security deposit at this time unless there is a violation of the rules and regulations, vendor will be charged \$100. It is our hope that you will follow the rules. (So please DO NOT DO IT! Please abide by the rules.)

**DEADLINE:** NOVEMBER 1, 2022. Booths will be assigned on a first come, first-serve basis. Once filled, no further applications will be accepted.

**DISPLAYS:** No tents, tent frames will be allowed on the main floor. Displays must be confined to your assigned space. There shall be no nailing, stapling, painting, pinning of Tennis Stadium equipment materials, including walls, tables, chairs, stages, floors, bleachers, etc.

**SELLING FOOD ITEMS:** If you are selling food items for consumption, you must obtain a permit from the State Department of Health and submit a copy with your application. You must have the original permit in your booth at the Fair. For further information contact Curtis Takai at the Health Department (808) 933-0917. Sampling from booths is allowed on the main floor, however, please keep our areas clean. If you are serving any food samples, you must provide adequate trash receptacles to accommodate the additional trash.

**CHRISTMAS GIFT:** In the Spirit of Christmas, all vendors are required to donate at least one item or gift certificate to promote your product/company. Gifts will be announced throughout the fair. Please complete the Christmas Gift form in the packet and turn it in along with a blurb to promote your company You may make copies of the Christmas Gift form if you wish to donate more than one item. This is a wonderful way to promote your company. Do not turn in your gift at any time. Winners will be required to pick their gift directly from you at your booth.

INSURANCE: You should contact your insurance company and ask them for a rider to your public liability policy, property damage and burglar insurance policies covering you during and at the show. You are responsible for yourself and your merchandise.

ELECTRICITY IS AVAILABLE IN LIMITED AREAS: You must bring your own surge protectors and electrical cords along with blue painter tape to tape down your cord. Please use low wattage bulbs for lighting. Lighting Available in Certain areas only along the wall.

TABLES/CHAIRS: Rental Fee for Tables \$12.50 per day (totaling \$25.00) for 2 days. Table size 6'. Chairs \$3.75 per day (totaling \$7.50 per chair for two days). All tables must fit within our booth space, allowing access to your booth.

SECURITY: The building will be secured at 9:30 pm on Friday night until the next morning at 8:00 am. Vendors may leave their booth set up overnight but be sure to secure or remove your merchandise and valuables. You leave your merchandise at your own risk. We will not be responsible for any damaged, stolen, or missing items.

SET UP: Fri, Nov. 25th (8 AM- 1 PM); Sat, Nov. 26<sup>th</sup> (8:00 AM - 9:00 AM)

BREAKDOWN: Sat, Nov. 26<sup>th</sup> (3:00 PM - 6:00 PM)

FAIR HOURS: Fri, Nov. 25<sup>th</sup> (1:00 PM -9:00 PM); Sat, Nov. 26<sup>th</sup> (9:00 AM - 3:00 PM)

MAIL IMMEDIATELY:

- 1) One checks for booth fee unless paying by charge card.
- 2) Payment (for tables/chairs);
- 3} Signed Agreement.
- 4) Application for payment via credit card (if applicable).
- 5) Christmas Gift Form.
- 6) Completed County Vender Permit, along with \$60 check payable to the "Director of Finance". Applications received 2 weeks prior to the event, must submit \$60 cash directly to the Dept. of Parks and Recreation. This is a requirement by the County.

# HAWAII ARTS, CRAFT & GIFTS CHRISTMAS FAIR

NOVEMBER 25, 2022 FRIDAY (1 PM-9 PM) AND

NOVEMBER 26,2022 SATURDAY (9 AM - 3 PM)

NAME: \_\_\_\_\_ BUSINESS NAME: \_\_\_\_\_

Mailing Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Website: \_\_\_\_\_

CRAFT OR PRODUCT FOR SALE (LIST ALL ITEM EVEN IF SAME AS IN THE PAST: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## BOOTH FEES {ALL BOOTHS ARE 10X10}

Main Floor Interior, Walls & Lobby \_\_\_ X\$203.11  
Comer Main Floor & Comer Walls \_\_\_ X \$234.36  
Food Concession & Food Trucks \_\_\_ X \$260.00  
Chairs (\$3.75 per day; 2 days \$7.50) \_\_\_ X \$7.80  
Tables (\$12.50 per day; \$25 for 2 days) \_ X \$26.00  
Electricity (\$10 per day; \$20 for 2 days) \_\_\_ X \$20.83

Total (Payment 1) \_\_\_\_\_

County Assessment: (Payment 2)

County of Hawaii Vendor Fee \$ 60.00

County Check Payable to Director of Finance.

Applications received 2 weeks prior must submit \$60 cash directly to the County Parks & Recreation and completed Vendor Permit)

## CREDIT CARD PAYMENT

VISA (Card No.) \_\_\_\_\_

\_\_\_\_\_

MASTER CARD (Card No) \_\_\_\_\_

\_\_\_\_\_

Payment 1:

Expiration Date: \_\_\_\_\_

Security Code: \_\_\_\_\_

Exact Name on Card: \_\_\_\_\_

Print: \_\_\_\_\_

Signature: \_\_\_\_\_

**HAWAII ARTS & CRAFTS**

**P.O. BOX 6171**

**HILO, HAWAII 96720**

Possible booth choices: 1<sup>st</sup> choice \_\_\_\_\_ 2<sup>nd</sup> choice \_\_\_\_\_ 3<sup>rd</sup> choice \_\_\_\_\_

**HAWAII ARTS & CRAFTS AGREEMENT**  
**(EDITH KANAKAOLE TENNIS STADIUM - HILO)**

This Agreement made this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between Hawaii Arts & Crafts, hereinafter called HAC; and

Name \_\_\_\_\_ Business Name: \_\_\_\_\_

Describe Product: \_\_\_\_\_

Whose telephone number is \_\_\_\_\_ e-mail address \_\_\_\_\_

\_\_\_\_\_, hereinafter called Vendor.

WHEREAS HAC is organizing a Fair at Edith Kanakaole Tennis Stadium in Hilo, on (date) \_\_\_\_\_ hereinafter called the Fair; and whereas, the vendor wishes to have a booth at the Fair on the terms and conditions contained herein.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, it is agreed as follows:

1. HAC grants vendor a concession to display and sell items listed.
2. Vendor has deposited a nonrefundable Booth Fee in the sum of \$ \_\_\_\_\_ to defray the costs of the Fair and to reserve a booth space at the Fair to display and sell their merchandise.
3. HAC is not charging a security deposit at this time, however, should the Vendor violate the rules and regulation, Vendor will be charged \$100. Vendor agrees to pay \$100 in the event of breach of agreement and rules and regulations.
4. If Vendor notifies HAC in writing 90 days in advance of the Fair, this agreement may be voided. Any less and all monies will be forfeited.
5. HAC has the right to assign the location and size of the Vendor's booth. Booth will be assigned on a first come, first serve basis. The applicant has a greater chance of obtaining their preferred booth space if a properly completed application form is submitted early. An incomplete application may be delayed in process. Further, booths may be requested to move from assigned space if deemed necessary for any reason. Only HAC may approve moving or changing of booth space. Vendors shall decorate assigned area in conformity to standards set by HAC, which may, at its discretion direct and limit Crafter regarding decoration and use of display signs, materials, and equipment.
6. Vendor must have booth completed and display set at the times designated. Vendor is responsible for the clean- up of his/her area and the removal of all items brought to the Fair.
7. The County of Hawaii requires all Vendors to submit the Completed "Vendor Permit", along with \$60 Check payable to the Director of Finance. In the event you are signing up 2 weeks prior to the Fair, the County requires that you submit \$60 cash to the Dept of Parks & Recreation, along with your Completed "Vendor Permit". Vendor Permit and payment must be submitted along with your application. Please note HAC has been instructed by the County to collect this fee along with the Vendor Permit. Any concerns, questions, or objections regarding this required vendor fee can be addressed directly to the mayor.

8. Vendor shall defend, indemnify, and hold the County of Hawaii, Hawaii Arts & Crafts their officers and employees, subcontractors, agents, or volunteers harmless from and against all claim and action for personal injury, death or property damage arising from or resulting from or in any way connected with the operation of the Vendor's concession, including claims by the Vendor's own employees, heirs, representatives, successors against Hawaii Arts & Crafts and the County of Hawaii.
9. HAC will not be responsible for theft, damage, lack of sales or protection from weather.
10. The seller will provide all change and funds.
11. Vendor is personally liable for all taxes, whether excise, income or any other levy related to the income Vendor may derive from the Fair.
12. This agreement shall not be construed as a joint venture or partnership between the Vendor and HAC.
13. This agreement cannot be assigned or otherwise transferred by either party without written consent obtained from the other party. No change, alteration, modification, or addition to this agreement shall be effective unless in writing and properly executed by the parties. The agreement shall be binding on the parties hereto and their Assigns, representatives, heirs, and successors.
14. Vendor agrees to abide by all the rules and regulations of the Fair and to conduct themselves in accordance with these rules & regulations of HAC. No shows, late arrivals and early departures are subject to loss of booth fees.
15. Booths must be kept open until the end of the Fair.
16. Absolutely no soliciting of vendors for other events allowed. All handouts distributed must be approved by Hawaii Arts & Crafts.
17. In the event there is a breach of any of the rules of this agreement on the part of the Vendor, HAC has the right to remove the Vendor from the Fair, remove any unauthorized items being sold, withhold all the funds, assess \$100, and pursue any other remedies, whether at law or in equity.
18. HAC reserves the right to revoke the privilege of admission to the Fair of any Vendor, whereupon the booth space fee and/or deposit will be returned. HAC reserves the right to refuse any application for admission for any reason.
19. Vendor allows Hawaii Arts & Crafts to take photographs of myself and my products for documentation and promotional purposes.

VENDOR:

\_\_\_\_\_

SIGN

\_\_\_\_\_

PRINT NAME

\_\_\_\_\_

DATE

HAWAII ARTS & CRAFTS:

\_\_\_\_\_

SIGN

\_\_\_\_\_

DATE

I HAVE READ, COMPLETELY UNDERSTAND, AND WILL ABIDE BY THE RULES AND AGREEMENT FOR THE FAIR.

1  
t.

VENDOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

\*\*\*\*\*FOR OFFICIAL USE ONLY\*\*\*\*\*

DATE RECEIVED \_\_\_\_\_

CHECK \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT

CARD \_\_\_\_\_

BOOTH SPACE \_\_\_\_\_ BOOTH FEE \_\_\_\_\_

CONFIRMED BY \_\_\_\_\_ REMARKS \_\_\_\_\_



# CHRISTMAS GIFT FORM

Name \_\_\_\_\_ DBA: \_\_\_\_\_

Donation Item valued at \$ \_\_\_\_\_ or \$ \_\_\_\_\_ Gift Certificate

Brief Description of your item or products being sold (for advertising and promotional purposes):

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Winner: This prize has no cash value and must be Redeemed by 2:00 pm, Saturday, November 26, 2022, with the vendor listed above.

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# CHRISTMAS GIFT FORM

Name: \_\_\_\_\_ OBA: \_\_\_\_\_

Donation Item valued at \$ \_\_\_\_\_ or \$ \_\_\_\_\_ Gift Certificate

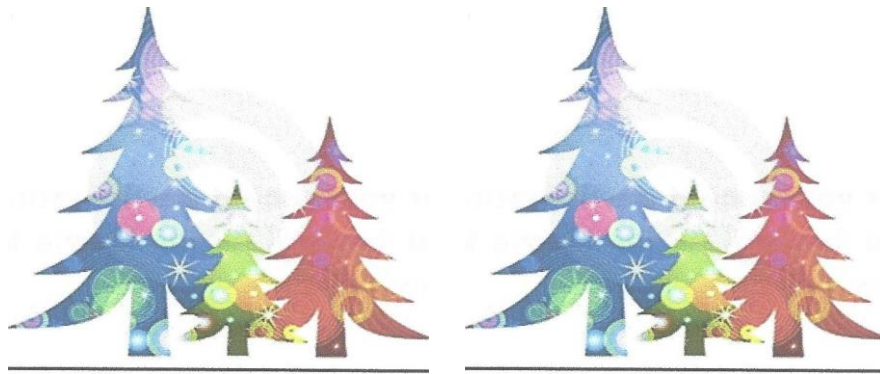
Brief Description of your item or products being sold (for advertising and promotional purposes):

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Winner: This prize has no cash value and must be Redeemed by 2:00 pm, Saturday, November 26, 2022, with the vendor listed above.





HAWAII ARTS, CRAFTS &

GIFTS CHRISTMAS FAIR

EDITH KANAKAOLE TENNIS STADIUM, HILO

**NOVEMBER 25, 2022 FRIDAY (1 PM - 9 PM)**

**NOVEMBER 26, 2022 SATURDAY (9 AM - 3 PM)**

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**\*LOTS OF UNIQUE CHRISTMAS GIFTS, JEWELRY,  
TAHITIAN PEARLS, HANDMADE QUILTS & BLANKET  
GIFT BASKETS, HATS, HANDCRAFTED PURSES,  
LOCALLY DESIGNED WOMEN, MEN AND CHILDREN CLOTHING,  
T-SHIRTS, MANGO-KOA-MILO PRODUCTS,  
HAND CRAFTED CHRISTMAS ORNAMENTS & WREATHS,  
KOA PENS, FINE ARTS, ESSENTIAL OILS,  
FOOD PRODUCTS, PLATE LUNCHES, BAKED GOODIES,  
MUSIC, AND MUCH MORE**

**FREE ADMISSION TO THE PUBLIC**

*Sponsored by Hawaii Arts & Craft, supporting nonprofit and  
community organization*

Interested in becoming a vendor, visit  
[www.hawaiiartsandcraftsfestival.com](http://www.hawaiiartsandcraftsfestival.com)  
or call phone: (808) 981-0518

**COUNTY OF HAWAII  
DEPARTMENT OF PARKS & RECREATION**

101 Pauahi Street, Suite 6  
Hilo, HI 96720

Telephone: 961-8311 ~ Fax: 961-8411

Name \_\_\_\_\_ Address \_\_\_\_\_

Organization/Business Name/dba \_\_\_\_\_

General Excise Tax License/Federal ID# \_\_\_\_\_ Telephone \_\_\_\_\_

For sale of goods, products, services on \_\_\_\_\_ at \_\_\_\_\_  
(Date) (Facility)

Sponsor \_\_\_\_\_ Permit No. \_\_\_\_\_

**VENDOR PERMIT**

**DAMAGES & LIABILITIES:** Every permit issued by the Department of Parks & Recreation shall be subject to the regulations of the department, the rules and regulations of the respective facilities, and county ordinances. Every person and organization who is issued a permit shall be liable for loss, damage or injury to persons or property resulting from the use of the facility under such permit. Every person and organization shall also be liable for breach of the rules, regulations and/or ordinances, to the person(s) suffering such loss, damage or injury, and to the Department of Parks & Recreation and the County of Hawaii, in the event the department or the county is named as a party to an action for such loss, damage or injury.

**PERMIT:** The Vendor shall obtain a Vendor Permit at least one week prior to date of activity and shall have a valid State of Hawaii General Excise Tax License. The Vendor shall have the permit in his/her possession at all times when sales are being conducted. Failure to immediately produce permit when requested by the Director or his/her representative shall be cause for denial of use of County facilities or properties to such person or organization, whether as a sponsor or as a vendor, for a period of one year beyond the date of noncompliance. ***A copy of your General Excise Tax License must accompany permit.***

**FEE:** \_\_\_\_\_ day(s) @ \$ 30 per day

\$ \_\_\_\_\_

***\*A personal check will be accepted up until two weeks prior to activity. Make check payable to Director of Finance. Cash only within two weeks of activity.***

*I HAVE READ THE ABOVE AND ACCEPT THE RESPONSIBILITIES AS STATED:*

\_\_\_\_\_  
*Applicant's Signature*

For: \_\_\_\_\_  
*Organization (if applicable)*

*APPROVED: DEPARTMENT OF PARKS & RECREATION*

By: \_\_\_\_\_

Date: \_\_\_\_\_

**Possession or Consumption of alcohol by persons under 21 is prohibited.**

*County of Hawai'i is an Equal Opportunity Provider and Employer.*