



## Kailua Fall Festival 2022

Aloha All!

The **Kailua Fall Festival** is a conceptual event that was created to bring the community together in person... face to face, away from the glow of a computer screen and into the streets of Kailua. On Saturday, September 24th, 2022 from 4:00 pm till 10:00 pm, we are shutting down Ho'olai Street for a night of award-winning musical acts, entertainment, vendors, food, drinks, and fun for the entire family! This is a **FREE** event to attend and enjoy.

We are looking for amazing vendors, with great attitudes to participate in our event. **This form must be completed to participate in this event. Upon receiving the completed vendor form, payment will be requested via an online invoice.**

**Please Note, that we have a limited amount of vendor space for this event. We are trying our best to have a well-rounded group of vendors.**

**If you have any questions or are ready to turn in your contract, please email:**

Asia Marie Di Antonio

808-354-5905 (text preferred please)

(Vendor organizer)

[asiamaried@gmail.com](mailto:asiamaried@gmail.com)

**Please read our rules and regulations about this event. Failure to observe these rules will result in the immediate cancellation of booth space, or a discontinued invite to any future events.**

**A filled-out form does not guarantee you a space for this event.**

**We will send back an approval email upon our consideration with an invoice for payment.**

# RULES AND REGULATIONS

Please Read All Items Carefully

## **Important Info about the Venue:**

The Kailua Fall Festival will take place on Ho'olai Street. The street will be completely blocked off, and vendors may only drive up, drop off their supplies, and park elsewhere. (unless they are a food truck)

## **Important event times:**

- Vendor Set up time: **2:00 pm to 3:45 pm**
- All vehicles (excluding food trucks) Out of the lot:**3:30 pm. NO EXCEPTIONS. Any vendor who has not arrived before this time Will not be allowed to participate.**
- All vendors ready by 3:45 pm
- Start Time: 4:00 pm
- All Sales must end by 9:30 pm Though the event ends at 10, we must wrap up earlier to get event patrons out of the street. All vendors may start to break down their booths. Vendors MAY NOT drive onto the street until given an all-clear by Fall Festival staff.
- Event End Time: 10:00 pm
- All participants must be cleaned up as quickly as possible. All vendors must be off of the street by 10:15 pm

## **Prior to Event**

- All vendors must provide the attached Fall Festival Vendor Form to participate.
- Food vendors and regular vendors must provide vendor fees BEFORE the event. Food vendors must show proof of insurance, and a picture of their green health department placard.
- Additionally insured names on insurance must have:

**Krave Marketing Group LLC**

**555 Kuaaina Way**

**Kailua, Hawaii 96734**

- Approved vendors will be asked to pick up a vendor packet, which will include a vendor map, and a Kailua Fall Festival dashboard pass. (More info about this will be sent as we get closer to the event. Pick-up will likely be in Kailua a week prior to the event, but there will be multiple pick-up options. If you have concerns about packet pick up, please inquire. We will try to accommodate the best we can.)
- Vendor spots will be assigned in advance, and are final unless specified by Fall Festival organizers.

## **Set-Up / Clean up**

### **Parking, Unloading, and packing up.**

- All vendors are encouraged to arrive early to set up for the event. Vendor set up may be as early as 2:00 pm (2 hours prior to event time)
- All vendors must display Kailua Fall Festival Dashboard pass
- Vendors may enter Ho'olai St. for UNLOADING purposes only. No cars are permitted to park on the street. Vendors are responsible for finding their own parking.
- Participants must be ready to serve or sell by 3:45 pm
- All vendors must come with their own 10x10 tent. All tents must also be weighted down. (please see page 4 for a detailed tent Do's and Don'ts) Kailua Fall Festival is not responsible for your tent or weighing down your tent. Insufficient weights are not permitted.
- At the end of the event, after all of the guests have exited the street, Vehicles may enter to load their cars. No Vehicle will be allowed to enter the street until advised by Kailua Fall festival organizers.

## During the Event

- Do not block walkways or entrances of the event
- You are responsible for the setup and clean-up of your area. KFF organizers are not there to help with this. Upon leaving the area, please make sure your designated space is swept, and free of litter.
- Vendors are responsible for their own electricity. There will be no extra power sources for this event. We advise that you use battery-operated lights, or personal generators to light up your booths. Lighting will likely be needed after 7 pm. Any cords that are not safely taped down outside of your own 10x10 area are subject to removal.
- As vendors, you are responsible for your own cash and card transactions. Kailua Fall Festival will have ATMs on-site for the duration of the event
- All tents shall be placed in a straight alignment with each other to allow visitors and workers to walk safely. Prior to the event, a map will be sent out to indicate your exact spot for the event. You may not expand beyond your assigned 10' x 10' area." Banners & signs are allowed on your tent but must not be outside your designated space or higher than the tent without prior approval. You are responsible for the safety and security of your area.
- All food vendors must have a currently tagged 2A:10BC rated fire extinguisher out of the box and ready for use to comply with Honolulu Fire Department Fire Safety Requirements. The extinguisher must have a tag from a certified company with a date less than a year old.
- **NO serving of soft drinks, water, or energy drinks. Specialty drinks are allowed.**
- All Food Vendors serving Hot / Cold items MUST have a valid food permit from the Hawaii Department of Health. All food vendors must comply with Hawaii State law, enforcing Bill 40, and the Disposable Food Waste Ordinance (DFWO). All food vendors must use packaging that is deemed "eco-friendly"
- Food Trucks that operate within their established and permitted trucks are NOT required to get additional food permits unless they elect to serve or operate outside of the vehicle.
- Prepackaged food items which are not susceptible to temperature changes are not required to have a food permit (beef jerky, treats, cookies, brownies, etc)
- Samples are allowed, but please provide an extra trash can for sample rubbish.
- Vendors may not leave early, even if they sell out of items. All tents are expected to stay up until 9:30 pm.

## Canopy Tents

CORRECT (straight-leg)



NOT CORRECT (not straight-leg)



## Proper Weights to Secure Canopy Tents

Please ensure you are using the correct weights to secure your canopy tents. We've provided images below to depict which ones are required, and which ones don't quite make the cut.

Liability and safety are key and it is extremely important that all vendors use the correct weights to avoid creating a safety hazard to all of our participants.

CORRECT/REQUIRED



NOT CORRECT/INSUFFICIENT



If you are in need of proper weights, one store you may want to contact is:  
**EZ Corners: (808) 487-7242 / 98-021 Kamehameha Hwy STE 315, Aiea, HI 96701**

## Kailua Fall Festival Vendor Form 2022

Business Name:	
Business Type: <input type="checkbox"/> Artisan/craft/other <input type="checkbox"/> Food Vendor <input type="checkbox"/> Food Truck <input type="checkbox"/> Other	
Contact Name (first/last):	Title:
Address:	
<p>Select from the following options:</p> <p><input type="checkbox"/> Artisan/craft/packaged food <b>\$300</b></p> <p><input type="checkbox"/> Food Vendor <b>\$400</b>   <input type="checkbox"/> additional tent area <b>\$250</b></p> <p><input type="checkbox"/> Food Truck <b>\$500</b></p> <p><input type="checkbox"/> Other (select, and an organizer will discuss pricing)</p>	
<b>Vendor Payment will all be done via card invoice</b>	
Description of Products being sold at your booth:	
Cell Phone:	E-mail:
<p>I understand that neither <b>Kailua Fall Festival</b> nor any of its organizers, partners or affiliates shall be held responsible for any damages or loss to my furnishings or materials due to weather conditions or by the actions of others, either patron or spectator. I hold <b>Krave Marketing Group LLC</b> free of any claims caused by injury or otherwise. I understand that my <b>fee will not be refunded should the event be canceled or shut down due to inclement weather</b>. Vendor fees will be put towards the next event should that happen. <u>Vendor Fees are non-refundable</u>. I agree to keep my assigned area clean during and after the event and secure all displays and tents so as to not cause injury or harm to any patron or spectator. I have read and agree to all the terms of participation. I understand that should I fail to clean my assigned area after the event I may be expelled from future events. I agree to operate in a respectful and professional manner for those around me as well as the public. Furthermore, I agree that I will continue operating until the end of the posted operating hours or until such time when the event is officially closed.</p> <p style="text-align: center;"><b>I agree that I will vacate the event area by 10:15 pm on the day of the event</b></p> <p>By signing below, I agree to follow the rules, regulations, and guidelines to participate in the Kailua Fall Festival. Any unfulfilled rules may hinder your participation in future events, or expel you from the current event.</p> <p>Signature: _____ Print: _____</p> <p style="text-align: right;">Date: _____</p>	

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