



HAWAII LINE DANCE FESTIVAL
CRAFT FAIR- APPLICATION/RULES

Show Information: Saturday, September 17, 2022
9:00 am - 3:00 pm @ the Kauai Veterans Center
3215 Kauai Veterans Memorial Hwy, Lihue, HI 96766

Mahalo for your interest in participating in the Hawaii Line Dance Festival Craft Fair. This is a fundraising event for the Kauai Veterans Center and Museum and is sponsored by the Hawaii Line Dance Festival. We thank you for supporting our Veterans.

The Hawaii Line Dance Festival is an annual event. People come from the mainland and neighbor islands to participate in workshops and two days of fun, non-stop dancing.. The festival starts on Friday night and ends on Saturday night. If you have any interest in joining us for the festival, there will be signs at the entrance with registration entry fees listed or go to our website: <https://hawaiildf.com/> to register in advance.

APPLICANT/VENDOR INFORMATION:

Regulatory Information

- All applicants must have a GE license and display or have a copy available at your booth.
- Receipt: Please remember that the State of Hawaii Taxation office requires that you offer customers a receipt. Customers are not obligated to take a receipt, but one must be offered.
- Cash Sales: State law requires that you have some way of tracking your cash sales. If inspectors attend the craft fair, they may ask to see your record keeping method.
 - There are simple ways to do this such as keeping a list of cash sales in a notebook
 - stamping or writing the word “cash” on your copy of a customer’s receipt.
 - The Tax office does not outline how you should keep track of your cash sales, only that you keep a record so taxes can be paid on all your sales.
- If you are selling or giving out samples of food items: ALL necessary permits from the State Department of Health as well as complying with regulations related to the sampling, production, labeling and/or safety of product(s) offered for sale at the event will be adhered to.
- Food vendors need a Special Food Establishment Permit & must abide by Zero Waste regulations:
(<https://health.hawaii.gov/san/files/2018/09/SPECIAL-EVENT-PERMIT-APPLICATION-revised-8.30.2018-KAUAI.pdf>)

Logistics

- Vendors will be under a large 40x100 foot tent
 - Included in the cost of the registration is a 10x10 booth space, one 8 ft table and one chair.
 - **Important: Please do not use staples, nails, duct/gorilla tape on the table**
 - If you need an additional table or chairs, you may rent them for a nominal fee. Please add what you need to rent on the application form.
 - No vendor provided tents, tables and chairs will be allowed
 - You may use your own racks, shelves and stands
 - Signs are permitted as long as they are not attached to the tent poles
 - You may hang a sign along the tent rope as long as you use bungee cords only.
 - **No string, tape or zip ties will be allowed to hang signs**
- Electricity can be provided however this is limited and must be arranged in advance
- Wifi and internet service will not be available
- We reserve the right to limit the types of vendors based on duplication.
- We will make every effort to place vendors with similar items spaced throughout the tent.

Set up & Take down

- Set up time will be from 6:45 am to 8:45am- once the fair opens at 9:00am, set up should be complete and vendors ready to sell.
 - **Please check in with a Craft Fair Volunteer at the drawing tent when you arrive**
- By 8:45am- all rubbish, carts, boxes etc. must be out of the aisles and not blocking the front of any booth.
- Designated vendor parking will be on the Rice Street side of the Veterans Center. Vendor overflow parking will be on the grassy area on the Kapa'a side of the lawn.
 - You may drop off your merchandise in front of the tent (loading zone), find your booth, leave your merchandise there, then move your car so others can drop off after you.
 - **Do not** leave your car in the loading zone while you set up
- Take down will begin at 3pm once the craft fair has ended. Please do not start to take down your booth prior to 3:00pm.
- Please clean your area and dispose of rubbish appropriately. A dumpster and recycle bins will be available for your use.

Restrooms

- Vendors will be issued a badge to enter the Veteran Center to use the restroom. The Hawaii Line Dance Festival is a Registration paid for event. Vendors are welcome to pay to attend the Line Dance Festival if they so choose. Otherwise, Vendors may use the restroom but cannot linger in the hall.
 - In order to enter the hall, vendors will be subject to Covid guidelines in place at the time of the event. Information on guidelines to enter the hall will be provided prior to the craft fair. Portable toilets will be available for the public.
 - If you are alone and need a restroom break, please flag down a volunteer and they will watch your booth. *Please note that volunteers will not be able to handle money or sell your products. This is primarily to provide security for your booth while you step away.*

Donations of Prizes

- We ask that vendors donate a prize.
 - Prizes will be on display and be announced as they are drawn in the give away..
 - We hope that having lucky number drawings advertised will help encourage people to attend the craft fair.
 - Donating a prize is a great way to advertise your product. Be sure to include a business card to help promote your business.
- The Hawaii Line Dance Festival will be holding a separate drawing for Line Dance participants. We welcome any donations for the Festival in addition to the one being drawn for the craft fair. It's a great way to get your products in front of more people including those attending from the mainland and neighbor islands.

Food Trucks

- Food trucks will be available and we encourage vendors to support them.
 - A tent with tables and chairs will be available for people to use while eating.

Publicity

We are planning a wide variety of publicity in order to reach a broad population of possible customers. These include the following:

- Website listings
 - Go Hawaii- Hawaii Visitor Bureau website
 - Hawaii Line Dance Festival website
 - Kauai Festival and Events website
 - Island Craft Fairs and Events website
- In addition to these website listings we will be posting on Facebook and Instagram
 - We ask that vendors please share the craft fair information on your business websites, and social media listings to help promote the event
- Publications/Media
 - For Kauai periodical
 - Garden Island Newspaper article
 - Signage/Banners around the island
 - Radio spots
 - Upon registration/payment- your business will be listed on our social media to help promote the event.

Covid Protocol

- Covid protocol set by the County of Kauai, State of Hawaii and CDC at the time of the event, will be followed. You will be informed of current protocol prior to the event.

- In addition, to keep vendors and the public safe, social distancing will still be implemented.
 - Customers should be separated from vendors by a table
 - Vendors will only be allowed to use the front face of their table, corner booths may use the front of each table if more than one is used. No U shaped or L shaped configurations which allows customers to enter will be allowed.
 - Each vendor must provide a bottle of hand sanitizer at their booth
 - Please sanitize your area regularly- bring Clorox wipes, alcohol wipes etc. to keep your area clean.
- **IMPORTANT:** Please stay home if you feel ill or have been exposed to anyone testing positive for covid. Make arrangements for someone else to man you booth.

- All vendors must adhere to the rules noted above. A submission of this signed document and the Vendor Application to the Hawaii Line Dance Festival & Craft Fair serves as the agreement to abide by the rules detailed above. If you do not comply with the rules as outlined, you may be warned or asked to leave the event.
- Vendor shall, at his/her own expense, appear, defend, and pay all attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgment shall be rendered against the Hawaii Line Dance Festival and the Kauai Veterans Center in any such action, Vendor shall, at his/her own expense, satisfy and discharge same.

- Indemnification:
 - Vendor shall indemnify, defend, and hold and save Hawaii Line Dance Festival and Craft Fair, Kauai Veteran Center and their respective agents and planning committee members harmless from any and all claims, suits, demands, debts, undertakings or proceedings of any kind or nature, whether meritorious or frivolous, in any way arising out of the Vendor's use of the space, including liability caused in whole or in part by the Indemnified Parties. Vendor shall, at his/her own expense, appear, defend, and pay all attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgment shall be rendered against the Indemnified Parties in any such action, Vendor shall, at his/her own expense, satisfy and discharge same.

This is a rain or shine NON REFUNDABLE event. Your payment is your commitment to attend.

The Hawaii Line Dance Craft Fair committee reserves the right to cancel the event due to unforeseen circumstances or for any emergency declaration by the County of Kauai or State of Hawaii due to the Health and Safety of the public. In these circumstances refunds will be provided.

If you have any questions, please feel free to contact us at hldcraftfair@gmail.com prior to sending in your application and agreement. We are happy to help and want you to have a successful and profitable craft fair.

By checking and signing here you agree to abide by all rules outlined in this agreement

Name (signature) : _____ **Print Name:** _____

Date: _____ **Business Name:** _____