

Kauai County Farm Bureau (KCFB) Farmer's Markets
UH College of Tropical Agriculture & Human Resources
Kauai Grown * Kauai Community College * County of Kauai/Kauai Made
4H * USDA * Agricultural Trade Organizations, Clubs & Non-Profits

2018 Garden Fair Registration Form

Registration Due Date - March 16, 2018 (No late Registrations will be accepted)

EVENT DATE: April 7, 2018 (Saturday)

9:30 am - 2:00 pm

Kauai Community College (Front Lawn)

Name of Organization/Business:		Contact Name:	
Mailing Address:			
City:		State:	Zip Code:
Phone #:	E-Mail:	Website:	
Description of Products for Sale/Information: (Please list items for KCFB vendors see requirements)			

To participate, check the appropriate business/organization(s), you are a member of:

KCFB Farmer's Markets:	KCFB Member:	KCC Affiliates:	Kauai Grown:	Kauai Made:
CTAHR:	4H:	USDA:	Trade Org/Clubs/ Non-Profits:	

Select Type of Vendor Participation: (Select tent and cost options)		Own Tent 10' X 10'	KCFB Tent 10' X 20'	Amount
1	Event Sponsors: (includes premium 20' X 20' KCFB covered booth and placement, and advertising (publicity, radio and print ads))	NA	\$300 20' X 20'	
2	Kauai Made: (A member of OED/Kauai Made Program)	NA	\$100	
3	Kauai Grown: (Not participating at any KCFB Markets)	\$40	\$80	
4	KCFB Members: (Not participating at any KCFB Markets)	\$40	\$80	
5	Ag-related Trade Org/Clubs/Non-Profits	\$40	\$80	
6	Regular KCFB Market Vendors:	Market tier fee	\$40 + Market tier fee	
7	KCFB Prepared Food Vendors: (To pay up to 10% of gross not to exceed \$100,)			TBD
			Subtotal	

Additional Fees		Cost	Quantity	Amount
1	Table Rentals	\$12/table		
2	Bench Rentals	\$7/bench		

Total Amount: (make payment or check payable to: KCFB/2018 Garden Fair)	
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Describe Special Needs: (includes self-owned generator, water, etc.)

EVENT & VENDOR REQUIREMENTS

Registration Information:

Completed registration form, payment and copy of temporary food establishment permit (if applicable) shall be submitted no later than March 16, 2018 and sent to:

Kauai County Farm Bureau
 2018 Garden Fair
 P.O. Box 3895
 Lihue, HI 96766

No late registrations shall be accepted after the close of business or postmarked after on March 16, 2018.

Cancellation shall be made before March 20, 2018, or event fees shall not be returned to the applying vendor. Any vendor check(s) returned by the bank because of insufficient funds shall be assessed a \$30 processing fee.

A vendor participating in this event shall be a member of one or more of the KCFB markets, organization(s), businesses as listed above.

Vendors providing their own tent shall provide their own equipment and supplies unless covered by the paid fees. (See Special Needs section)

Vendors shall not change assigned booth.

Vendors failing to clean and clear their assigned booth area shall be assessed an additional \$50.00 cleaning fee.

KCFB Farmer's Market vendors shall only sell items listed on approved on KCFB Market agreements or submit for approval at least 1 week before the event.

Each vendor shall be responsible to have on-site all documents to meet health and safety requirements as required by KCFB, the County of Kauai, Kauai Community College, HDOA, HDOT, HDOH, and Federal rules/or regulations.

Each participating vendor shall provide at least one (1) or more volunteers at the close of the event to help with the dismantling of the KCFB tents.

Event Schedule:

Vendors shall be provided a booth location map at the beginning of the event week.

Advance setup: Friday, April 6, 2018 from 2:00 - 5:00 pm.

Security: April 6, 2018 from 5:00 pm to April 7, 2018 to 2:30 pm

Event Day setup: April 7, 2018 from 7:30 - 9:00 am

Event Time: 9:30 am - 2:00 pm (No moving vehicles will be permitted on the event premises during the event)

Vendor Clean-up Time: 2:00 - 4:00 pm

I read, understand, and agree to abide by the Event & Vendor requirements.

By signing this agreement, the vendor understands and releases KCFB its directors, volunteers and representatives of any claims and/or actions from personal injury, death, property damages resulting or arising from this event.

(Print Name)

Signature:

Date:

For question, please contact the following:

Amy Chun/Garden Fair Coordinator - (808) 855-5429 (leave a message) or
admin@kauaicountyfarmbureau.org

For KCFB Official Use Only

Reg Receive Date:	Check Date:
Check #:	Fee Amount:
Vendor Notified Date:	Vendor Booth Assignment:

Comments: