

Kauai County Farm Bureau

Affiliated with Hawaii Farm Bureau
info@kauaicountyfarmbureau.org



The Voice of Kauai's Agriculture

Market Manager: **Charlene Jensen (808.284.5018)**

KAUAI COUNTY FARM BUREAU FARMERS' MARKETS Kauai Culinary Market Application Form

The Kauai Culinary Market is held on the premises of The Shops at Kukuiula every Wednesday from 3:30 to 6:00 pm. To participate as a vendor at this Market, please complete the application and provide a copy to the Market Manager (Charlene Jensen) and mail the original to the following:

Kauai County Farm Bureau
Attn: Farmer's Market Committee
P.O. Box 3095
Lihue, HI 96766

or email scan to admin@kauaicountyfarmbureau.org

Upon receipt of the application, it shall be reviewed by the Kauai Community Market Manager and the KCFB Farmer's Market Committee. As part of the review process, the Market Manager shall contact the Applicant to arrange an on-site visit to the applicant's farm/facility and/or request more information regarding the application.

If the application is accepted, the Applicant shall be notified by the Market Manager of the necessary documents, tent location as assignment, and start date. The Applicant shall also be notified if the application has been placed on the Market's wait list or denied. If there are any questions, please email at admin@kauaicountyfarmbureau.org or contact the Market Manager.

VENDOR INFORMATION (Please write clearly)			
Applicant's Name:			
Company/Business Name:			
Company/Business Address:			
City:	State:	Zip Code:	
Bus Phone:	Cell:	Fax:	
E-mail:	Facebook:		
Website:			
Best way to contact: (check)	Phone:	E-mail:	Facebook:

VENDOR'S SELLER(S) INFORMATION (If not authorized, seller(s) shall be asked to leave the Market)	
1) Name:	Contact:
2) Name	Contact:
3) Name:	Contact:

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BUSINESS TYPE (Check all applicable items and provide attachments for additional information)	
Fruit/Vegetables Complete crop plan	
Dairy (specify products)	
Fish (specify products)	
Meat (specify products)	
Honey/Maple (specify products)	
Baked Goods (specify products)	
Prepared Foods (specify products)	
Value-added (specify products)	
Eggs	
Herbs (dried/fresh)	
Nursery Products (specify types)	
Other: (specify)	
Other: (specify)	
Farm Address or Location:	

FARM CROP INFORMATION (51% must be grown on your farm to be sold at the Market)	
CROP (Specify)	ACREAGE (Number)
1)	
2)	
3)	
4)	
5)	
6)	

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FARM SALES INFORMATION (49% of crop for sale from other farms) List each farm/farmer with product(s) and contact information.

FARMER'S NAME/CONTACT	CROP	ACREAGE
1)		
2)		
3)		
4)		
5)		

VALUE-ADDED PRODUCTS: (Identify all locally sourced ingredients used and farm supplier)

FARMER/FARM SUPPLIER/CONTACT INFO	FARM PRODUCTS USED AS INGREDIENTS
1)	
2)	
3)	
4)	
5)	

FOOD(S): (Identify all locally sourced ingredients used and farm supplier)

FARMER/FARM SUPPLIER/CONTACT	FARM PRODUCTS USED AS INGREDIENTS
1)	
2)	
3)	
4)	
5)	
6)	

For Food vendors – Provide menu(s)

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FARM/FOOD/KITCHEN INSPECTION(S): (KCFB shall do on-site inspections on farms, foods and kitchens to ensure that products meet all KCFB, HDOA, HDOH and Federal rules/regulations.	
Contact Name:	
Contact Phone	
Farm Address/Location	
Commercial Kitchen Address	
Food Truck Location	

KAUA COUNTY FARM BUREAU KAUAI COMMUNITY FARMER'S MARKET AGREEMENT

By signing and submitting this agreement, I understand that I have provided correct information. If any information is incomplete or has changed, I have the responsibility to provide an amendment(s) to this agreement to the KCFB Farmer's Market Committee. (Use additional sheets, if necessary, to provide complete information.)

Addendum #1, is part of and shall be enforced as part of this agreement. All future Addendums shall be incorporated into this agreement at the discretion of KCFB/KCFMC.

If any rules and/or regulation are violated as set forth in the KCFB Farmer's Market Manual and/or any local, State or Federal applicable rules and/or regulations, KCFB shall have the right to terminate this agreement. Please be aware that KCFB has the right to terminate this agreement at any time with or without cause.

Signature of Vendor

Date _____

Print Name of Vendor

Approved by the Kauai Community Market Manager

Date _____

Approved by the KCFB Farmer's Market Committee Representative

Date _____

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FOR KCFB USE ONLY

Date received by Market Manager:		Date received by Market Committee:	
Date Farm Visit:		Date Commercial Kitchen Visit:	
Site Visit Evaluation: (Use additional pages, as necessary)			
Recommendation by the Market Manager: (Use additional pages, as necessary):			
Recommendation by the KCFB Farmer's Market Committee:			Date Recommended by Committee:
Date Approved:	Date Disapproved:	Date Wait listed:	Date of Notification by Market Manager:

If this Application is Approved:

Booth Assignment: (including size of booth)	Start Date:	Tier Assignment:

**KAUAI COUNTY FARM BUREAU
KAUAI CULINARY MARKET WAIVER**

THIS WAIVER made on _____ day of _____, 20_____, by and between the KAUAI COUNTY FARM BUREAU (KCFB)/Kauai Community Farmer's Market Committee (KCFMC), and _____, (hereinafter referred to as "PARTICIPANT").

WHEREAS, KCFB/KCFMC is responsible for the planning, promoting and implementing the Kauai Culinary Market each Wednesday at The Shops at Kukuiula from 3:30 to 6:00 pm.

LIABILITY AND INDEMNITY: KCFB/KCFMC who operates the Kauai Culinary Market assumes no risk by the acceptance of this Waiver, The Participant expressly releases KCFB/KCFMC as the operator of the Kauai Culinary Market, its directors, officers, contractors and representatives of and from all liability for any damage, injury or loss to any person or property which may arise from the performance, by Participant.

The Participant further agrees to hold and save the KCFB/KCFMC who operates the Kauai Culinary Market, its directors, officers, contractors and representatives harmless of and from any loss or damage by reason thereof.

KCFB/KCFMC operates of the Kauai Culinary Market, its directors, officers, contractors and representatives assume no responsibility whatsoever for any property brought onto the Market grounds, and is hereby expressly released and discharged from all liability from any property loss.

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KCFB/KCFMC as operators of the Kauai Culinary Market, any of its directors, officers, contractors and representative shall not be responsible for any loss, injury, or damage, which may occur to Participant or its property, arising from any cause whatsoever, prior to, during and after the Kauai Culinary Markets.

Participant, by signing this Waiver, expressly understands that it releases the KCFB/KCFMC who operates the Kauai Culinary Market, its directors, officers, contractors and representatives and agrees to indemnify them against all claims and actions for personal injury, death and property damages arising from or resulting from or in any way connected with the performance, by Participant, of its rights, duties and obligations.

Participant shall name the respective KCFB/KCFMC as operators of the Kauai Culinary as Additional Insured on Participant's General Liability Policy and Participant must furnish a Certificate of Insurance showing such coverage to KCFB/KCFMC.

Participant shall respectively name A&B Properties as the owners of The Shops at Kukuiula as the facility owner as Additional Insured on Participant's General Liability Policy and Participant shall furnish a Certificate of Insurance showing such coverage to KCFB/KCFMC and The Shops at Kukuiula.

Participant shall, in addition, reimburse KCFB/KCFMC operators of the Kauai Culinary Market for all its costs and expenses, including reasonable attorneys' fees, incurred or imposed about the defense of any such claims.

1. ADDENDUMS: KCFM/KCFMC shall provide Participants with addendums to this agreement. All Addendums shall be incorporated into this agreement and waiver.
2. AUTHORITY OF UNDERSIGNED. The undersigned Participant acknowledges and understands this Waiver, and that Participant understands and agrees to abide by the terms of this Waiver.

As the undersigned Participant is signing this Waiver, the undersigned warrants that he/she has the authority, power and legal capacity to execute this Waiver.

Print Name of Vendor Participant

By: _____
Signature

Date: _____

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ADDENDUM #1 Kauai Culinary Market (KCM) Rules and Regulations

Booth Requirements:

1. A regular "booth" or "vendor space" is defined as one six (6) feet table and double booth is two six (6) tables together.
2. Placement of the vendor space is determined by the management of The Shops at Kukuiula and the KCFB on-site Market Manager. Any changes to the placement of the vendor and/or vendor space shall be determined by the management of The Shops at Kukuiula and the KCFB Market Manager.
3. The management of The Shops at Kukuiula shall provide to following to each vendor:
 - a) One (1) or two (2) six (6) feet tables with tablecloths
 - b) One or two folding chairs (as needed)
 - c) One or more umbrella(s) (as needed or available)
 - d) Second six (6) feet as also approved by the KCFB Market Manager

Booth Presentation:

1. Vendors shall present their booths with a clean and presentable display of their produce/products to the consumer. Vendors shall protect the table cloths from excessive staining or spills.
2. Vendors may use the area at least four (4) feet behind the assigned booth space, and vendors may not sell in front or on the side of the booth space.
3. Vendors shall keep their boxes within the confines of the booth space. Vendors may not use areas designated for facility landscaping.
4. Vendors may use signage at their table, provided such signage needs to be preapproved by the management of The Shops at Kukuiula and the KCFB Market Manager. No signage may be on areas designated for facility landscaping.
5. Vendors shall have on-site at each Market all necessary documents such as but not limited to KCFB membership, liability insurance, car insurance, Temporary Food Permit (TFP), GET tax license, etc.
6. Vendors shall meet all the KCFB, County, State and Federal rules and regulations regarding their product(s).

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Set-up and Breakdown:

1. Vendor setup starts at 2:30 pm and shall be completed by 3:20 pm. Vendors shall not setup prior to 2:30 pm.
2. Vendors arriving after 3:20 pm to set up, shall be asked to leave the Market for that day with a warning from the Market Manager.
3. Vendors may not sell any produce/products before 3:30 pm.
4. Vendors may use available carts from The Shops at Kukuiula to transport their products, but cart shall be returned to the loading zone prior to booth setup. Vendors may bring their own portable dollies, and stored out of consumer sight.
5. Vendors may not breakdown before the close of business at 6:00 pm.
6. Vendors are responsible for the proper disposal of all their trash and shall return the booth area clean of all produce/products.
7. Vendors shall not use Styrofoam for food items, and other disposable products for samples without proper disposal containers for waste products.
8. Vendors shall leave the tablecloths and fold and place the chairs on the table.

Parking and Safety Requirements:

1. Vendors shall use the designated loading and unloading zones and shall use the designated area for vendor parking only.
2. All vehicles shall be unloaded and parked prior to 230 pm.
3. In case there is an emergency/safety/security issues, immediately call the Market Manager (**Charlene Jensen (808.284.5018)**) and report the event/incident. The Market Manager shall notify the management of The Shops at Kukuiula at 1.808.742.9545.

Items for Sale:

1. Vendors shall meet the established food/product standards and all sale items shall be on the approved application to KCFB/KCFBMC.
2. Vendors introducing new items not on the approved application, shall not sell these items until approved by KCFB/KCFBMC.
3. Vendors shall not sell any vendor branded items (t-shirts, cups, etc.).

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