

**Kauai County Farm Bureau (KCFB) Farmer's Markets
UH College of Tropical Agriculture & Human Resources ~ 4H
Kauai Grown ~ Kauai Community College**

2020 Annual Garden Fair Registration Form
Registration Due Date - March 13, 2020 (No late Registrations will be accepted)

EVENT DATE: April 4, 2020 (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)			

To participate, you need to be a member of one or more of the following business/organization(s). (Check the appropriate business and/or organization)

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

Type of Vendor Participation:		Cost	Amount
1	Event Sponsors: (includes KCFB provided 20' X 20 covered tent, and advertising (publicity, radio and print ads))	\$200.00	
2	Kauai Grown: (Not at KCFB Markets) Bring own 10'X 10' tent	\$80.00	
3	KCFB Members: (Not at KCFB Markets) Bring own 10'X 10' tent	\$80.00	
4	Kauai Made: (OED/Kauai Made Program) Bring own 10'X 10' tent	\$80.00	
5	Ag-related Trade Org/Clubs/Non-Profits: Bring own 10'X 10' tent	\$80.00	
6	Regular KCFB Farmer's Market Vendors: Bring own 10'X 10' tent	Market tier fee	
7	KCFB Prepared Food Vendors: (Pay flat rate)	\$100.00	
		Subtotals	

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

Total Amount: (make payment or check payable to: KCFB/2020 Garden Fair)	
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Describe Special Needs: (includes self-owned generator, water, etc.)

EVENT & VENDOR REQUIREMENTS

Completed registration form, payment and copy of temporary food establishment permit (if applicable) shall be submitted on or before cob **March 13, 2020** and sent to:

Kauai County Farm Bureau
c/o 2020 Garden Fair
P.O. Box 3895
Lihue, HI 96766

Registrations postmarked after March 13, 2020 shall not be accepted.

Cancellation shall be made before March 20, 2020, or event fees shall not be returned to the applying vendor. **Any vendor check(s) returned by the bank due to insufficient funds or other bank processes shall be assessed a separate \$30 processing fee by KCFB.**

Vendors shall provide their own 10'x10' tent, equipment, tables, chairs and supplies unless specified by paid fees. Vendors are responsible for securing their tents and personal belongings before, during and after the event regardless of weather and/or other conditions/factors.

After the event, vendors shall clean and clear their assigned tent area or be assessed an additional \$50.00 cleaning fee.

No vendor shall be allowed to participate in the event without a complete and accepted registration form.

Once assigned, vendors shall not change the assigned tent location.

Each participating vendor shall 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.

All vendors shall **provide at least one (1) volunteer** at either setting up of the KCFB tents or at the close of the event to help with the dismantling of these tents. (Vendors not providing volunteer(s) may not be given consideration for future KCFB events.)

Vendors shall sell their products according to their completed and accepted applications. KCFB Farmer's Market vendors shall only sell items listed and approved on KCFB Market agreements.

Event Schedule:

Vendor tent location: To be sent **via e-mail** by March 30, 2020 (Monday)

Advance setup: April 3, 2020 (Friday) from 2:00 - 5:00 pm. (Vendor responsible for their personal belongs/items.)

Security: April 3, 2020 from 5:00 pm to April 4, 2020 to 2:30 pm

Event day setup: April 4, 2020 from 7:30 - 9:00 am

Event time: 9:30 am - 2:00 pm (No moving vehicles shall be permitted in or out during the event)

After event, Vendor clean-up time: 2:00 - 4:00 pm

I read, fully understand, and voluntarily agree to abide by the terms and conditions of this Event & Vendor Requirements and I am the duly responsible agent of this registration.

By signing this agreement, the applicant understands and releases Kauai County Farm Bureau (KCFB) and its directors, volunteers, employees and representatives of any claims and/or actions from personal injury, death, and/or personal property damages or loss resulting or arising from participating in this event. The applicant, further, agrees to release, discharge and waive rights to sue or bring any legal suits against KCFB and/or its directors, volunteers, employees, representatives or others assisting in this event for all actions, causes of actions, damages, claims and/or other demands from the applicant, applicant's family members, business partners and/or from any of the applicant's party participating in this event for personal injury, death, personal property damage or loss or other claims related to this event.

Furthermore, the applicant shall hold harmless KCFB and its directors, volunteers, employees and representatives of any claims; and shall be responsible for any actions, causes of actions, damages, personal injury, death and/or property damages or loss against the applicant by any participants at the event.

This agreement between KCFB and the applicant shall be governed by the laws of the State of Hawaii. Any violation of this agreement between the KCFB and the applicant shall hold the applicant wholly responsible for any legal actions.

(Print Name)

Signature:

Date:

Photo Release:

I agree and release any photographs, videos and/or other media taken at this event can be used by KCFB and or KCFB's representatives by name in any media forms including but not limited to websites, ad, publications, and/or books without any compensation to the applicant. I further agree that all the photographs, videos and/or other media shall be the property of KCFB.

(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

Receive Date:	Check Date:
Check #:	Check Amount:
Membership verification:	
Volunteer(s)/Contact:	
Vendor Notified Date:	Vendor Tent Location:

Comments: