47th Annual Kona Coffee Cultural Festival

Kona Coffee Cultural Festival's Ho'olaule'a
Makaeo Special Events Pavilion
Saturday, November 11, 2017
9:00 AM to 3:00 PM

VENDOR APPLICATION

Participation is limited. Please apply soon.
Application Deadline: October 16, 2017 ● No refunds will be granted after October 27, 2017

Check One: ☐ **Arts & Crafts Vendor -** $100 Fee ☐ **Food Vendor -** $100 Fee

Name of Organization: Mailing Address:	
Name of Contact: Phone #: E-Mail:	Alternate Contact: Phone #: E-Mail:

TYPES OF ITEMS / FOOD / CULTURAL ACTIVITY TO BE SOLD OR EXHIBITED:
To avoid duplications, the Ho'olaule'a Committee will coordinate items/food to be sold

Will you need electricity? ☐ Yes ☑ No Will you be cooking on site? ☐ Yes ☑ No

- All vendors are required to wear a Kona Coffee Cultural Festival Button.
- $100 fee for booth space. Limited to 10' X 10' area. (Vendors must provide their own tents, chairs & tables)
- Vendor locations will be determined by the organizers of the event.
- Vendors may begin setting up at 7:30 a.m. and must be ready by 8:30 a.m.
- All items sold must be made in Hawaii.
- No animals are allowed in the vendor area. (Exception is made for certified service pets. Please have the necessary documentation available upon request)
- Vendor is responsible for acquiring a Food Handling Permit from the Department of Health.
- All standards and requirements of the Department of Health and the County Fire Marshall must be met.
- Food Permit must be posted at respective booth during the event.
- All vendors must submit a completed County of Hawaii Department of Parks & Recreation Vendor Permit and copy of General Excise Tax License with application. The $30 fee per day is included in your fee for both space. Do not send an additional payment.
- Please make Checks payable to: Kona Coffee Cultural Festival and mail it along with your application to:

Hawaii Community Federal Credit Union
Attn: Valerie Nakao – KCCF
73-5611 Olowalu Street, Kailua-Kona, HI 96740

I do hereby waive and release the Kona Coffee Cultural Festival, owners or management of the grounds or location where the event is held, or any other associated entities from any and all claims of personal injury, bodily injury, property damage, other damages, losses and/or death that may arise from participation in this event. I have read and understand the rules and guidelines as stated above.

Signature: _____ Date: _____
Organization Representative

Questions? Contact Valerie Nakao at 930-7700 Email: valerien@hicommfcu.com

COUNTY OF HAWAII
DEPARTMENT OF PARKS & RECREATION
101 Pauahi Street, Suite 6
Hilo, HI 96720
Telephone: 961-8311 ~ Fax: 961-8411

Name _____ Address _____

Organization/Business Name/dba _____

General Excise Tax License/Federal ID# _____ Telephone _____

For sale of goods, products, services on _____ at _____
(Date) *(Facility)*

Sponsor Kona Coffee Cultural Festival - Hoolaulea Permit No. K0679

V E N D O R P E R M I T

DAMAGES & LIABILITIES: Every permit issued by the Department of Parks & Recreation shall be subject to the regulations of the department, the rules and regulations of the respective facilities, and county ordinances. Every person and organization who is issued a permit shall be liable for loss, damage or injury to persons or property resulting from the use of the facility under such permit. Every person and organization shall also be liable for breach of the rules, regulations and/or ordinances, to the person(s) suffering such loss, damage or injury, and to the Department of Parks & Recreation and the County of Hawaii, in the event the department or the county is named as a party to an action for such loss, damage or injury.

PERMIT: The Vendor shall obtain a Vendor Permit at least one week prior to date of activity and shall have a valid State of Hawaii General Excise Tax License. The Vendor shall have the permit in his/her possession at all times when sales are being conducted. Failure to immediately produce permit when requested by the Director or his/her representative shall be cause for denial of use of County facilities or properties to such person or organization, whether as a sponsor or as a vendor, for a period of one year beyond the date of noncompliance. ***A copy of your General Excise Tax License must accompany permit.***

FEE: _____ day(s) @ $ 30 per day

$ _____

****A personal check will be accepted up until two weeks prior to activity. Make check payable to Director of Finance. Cash only within two weeks of activity.***

I HAVE READ THE ABOVE AND ACCEPT THE RESPONSIBILITIES AS STATED:

_____
Applicant's Signature

For: _____
Organization (if applicable)

APPROVED: DEPARTMENT OF PARKS & RECREATION

By: _____

Date: _____

Possession or Consumption of alcohol by persons under 21 is prohibited.

County of Hawai'i is an Equal Opportunity Provider and Employer.

(Rev. 1/05)