



**2017 Kauai County Farm Bureau Farm Fair  
Non-Profit Booth Reservation Form**

Business/Corporation:		
Contact:	Contact #:	
E-mail:	Web URL:	
Mailing Address:		
City:	State:	Zip

<b>Inside Booth Selections (See Attached Inside Booths Layout)</b>	
Non-Profit- \$300	13, 14, 15, 16, 17, 18, 19, 52, 53, 54, 55, 56 (includes 1 table & 1 bench)
<b>Outside Booth Selections (See Attached Outside Booths Layout)</b>	
Non-Profit - \$300	O, P, Q, R, S, T (includes 1 table & 1 bench)

<b>Booth Selections: Booth space assigned by availability; Booth fees based on Choice #1</b>					
Choice	Inside # \$300	Outside # \$300	Single (X)	Double (x) # X 2	Fee(s)
Choice #1					
Choice #2					
Choice #3					

<b>Entrance &amp; Parking Passes</b>	<b>Add Qty</b>	<b>Fee (s)</b>
Entrance Passes: <b>Free</b> - 4 passes/single booth, 8 passes/double booths (\$4 for each additional pass)		
Parking Passes - <b>Free</b> - 1 pass/single booth, 2 passes/double booths (\$15 for one additional parking pass)		

<b>Tables &amp; Benches</b>	<b>Qty</b>	<b>Fee(s)</b>
Luau Style Tables (L8' X W27" X H29") \$10/table		
Benches \$5/bench		

<b>Electricity Requirements - Each booth (1 fixture &amp; 1 outlet)</b>	<b>Qty</b>	<b>Fee(s)</b>
Additional fixture(s) (\$50/fixture)		
Additional outlet(s) (\$150/outlet)		

<b>Liability Insurance</b>	<b>Qty</b>	<b>Fee(s)</b>
No Liability Insurance (include \$100 with registration)	<b>\$100</b>	
Attached Liability Insurance (Attached to registration)	<b>N/A</b>	<b>N/A</b>

<p><b>Total Fees:</b> Include all fees on this line. Make check payable to KCFB. Send the completed registration form including the copies of insurance form(s) or insurance fee of \$100 to Kauai County Farm Bureau, c/o KCFB Farm Fair. P.O. Box 3895, Lihue, HI 96766. (Note: a separate fee will be assessed for checks returned due to insufficient funds or unable to be cashed by the Bank.)</p> <p><b>Due Date July 15, 2017. (No Registrations will be accepted after July 15, 2017)</b></p>	<b>\$</b>
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<b>Comments:</b>
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## 2017 KCFB Farm Fair Vendor Terms & Conditions

### 1. KCFB Farm Fair Booth and Setup/Breakdown Schedules:

#### Event Schedule

Thursday	August 24, 2017	6:00 - 11:00 pm
Friday	August 25, 2017	6:00 - 11:00 pm
Saturday	August 26, 2017	12:00 (noon) - 11:00 pm
Sunday	August 27, 2017	2:00 (noon) - 5:00 pm (Breakdown after 5:00 pm)

#### Vendor Setup Schedule

Thursday	August 24, 2017	8:00 am - 4:00 pm
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No vehicles shall be allowed for unloading after 4:00 pm and all vehicles shall be out of the area by 4:30 pm.

Vendor(s) not setup by 4:30 pm on August 24, 2017 shall forfeit their booth space and registration fee(s) unless requested in writing to KCFB prior to July 30, 2017.

Vendors may request early setup time on August 23, 2017 (Wednesday) from 9:00am to 8:00 pm by written request to KCFB prior to July 30, 2017. Electricity will not be available until August 24, 2017.

## **Breakdown and Removal of Booth Display**

Booth displays shall be removed and booth area cleaned no earlier than 4:30 pm on Sunday (August 27, 2017). All vendor materials shall be removed from assigned booth area by 6:30 pm and shall be disposed by the vendor outside of the Fair area.

Public shall be restricted from entering the commercial booth area at 5:00 pm.

Vendor vehicles shall be permitted for loading only after the area has been cleared of the public and secured by KCFB Security.

Electricity in the Commercial tent will be disconnected at 6:00 pm on Sunday (August 27, 2017). Tables and benches shall be folded and placed outside of assigned booth.

Any vendor materials left at or in the assigned booth after 6:30 pm on Sunday (August 27, 2017) shall be disposed by the KCFB and a disposal fee (\$100/booth) shall be assessed to the vendor.

### **2. Booth Configuration (See attached booth configuration)**

Commercial and non-profit booths shall have 3 sides of plywood, except for Primer commercial booths.

### **3. Booth Map Layout (See attached inside & outside booth layouts)**

Use the inside and outside booth layouts to make choices on the registration forms.

### **4. Booth Maintenance**

Vendors shall maintain assigned booth in a clean and safe condition. Trash shall be disposed of in the designated commercial trash containers in the Fire Lane (see map location).

Vendors shall separate and dispose of items into appropriate bins. Vendors shall not use the "public trash" receptacles" to dispose of booth trash.

### **5. Electrical Power for Booths**

Any additional electrical power which was not on the registration form shall be assessed a late fee of \$100.00/ request. Late electrical requests will not be accepted after July 30, 2017.

### **6. Booth Assignment**

Booth space shall be assigned by KCFB. KCFB shall make the final assignment of booths based on availability. Booth assignments shall be mailed to vendors on or before July 22, 2017.

### **7. Registration Form Requirements**

The vendor registration form shall have complete and verifiable information; payment in full; copy of General Excise Tax Certificate, Certificate of Insurance or payment for insurance coverage; State of Hawaii Department of Health Temporary Food Permit (TFP) as necessary; and current vehicle license and vehicle registration (on-site. if requested).

Registrations shall be received at the close of business on July 15, 2017. No registrations shall be accepted after July 15, 2017 including any registrations postmarked on July 15, 2017. If a late registration is received and is conditionally accepted there will be a \$200 late fee which shall be paid within 3 days of acceptance.

## **8. Vendor Liability Insurance**

Vendors shall have comprehensive General Liability Insurance in the amount of one million dollars (\$1,000,000.00). Vendor shall provide a Certificate of Insurance (COI) with the Kauai County Farm Bureau and the County of Kauai as additionally insured with the booth registration form.

If a vendor does not have an insurance certificate with the registration form, the vendor shall specify on the registration form in the designated area and provide a fee of \$100 to cover the cost of KCFB provided insurance coverage.

If the insurance fee or the Certificate of insurance is not provided with the completed registration form, the vendor shall not be allowed to participate in the KCFB Farm Fair.

## **9. Booth Cancellation Fees**

Cancellations made before July 30, 2017 shall incur a 10% processing fee.

Cancellations made between August 1 - 10, 2017 will incur a 35% processing fee. No refunds shall be made for cancellation made after August 10, 2017.

## **10. Restrictions**

KCFB thru its authorized agent(s) reserves the right to terminate vendor's the use of assigned booth or restrict the vendor's operation if deemed unsafe, objectionable or violates any legal rules and/or regulations.

The decision to terminate a vendor's operations at the Fair shall be based on the following restrictions:

- a) Distribution and/or sales of novelty items, including balloons, buttons, and stickers for free or for sale shall not be allowed without the prior approval of KCFB or its designated representative.
- b) Distribution and/or sales of items deemed to be illegal and/or unsafe for public use or consumption during the Fair.
- c) Sharing of booths by non-registered vendors shall not be permitted without the prior approval of KCFB or its designated representative.
- d) Assigned booth space and plywood partitions shall not be altered structurally or exceed the vertical footprint of the booth.
- e) Models shall be permitted in costumes approved by KCFB or its designated representatives.
- f) All displays and other activities are restricted to within the boundaries of the booth footprint.

### **11. Vendor Drawing or Contest**

The vendor shall indemnify the KCFB for any liability as a result of vendor sponsored drawings and/or contests. Vendor drawings and/or contest shall notify KCFB in the "Comment" section of the vendor's registration form. Approval and notification from KCFB shall be when the registration form is approved and booth assignment made.

### **12. Vendor Indemnification**

The vendor shall defend, indemnify and hold harmless KCFB, the County of Kauai and all agents and employees for any loss, liability suits, claims, demands and judgments. These include but not limited to property damages; personal injury or wrongful death arising from or caused by accident; conduct or product and/or consumables sold or distributed by or connected with any exhibit; any fire or nuisance made or suffered; or any use of occupancy of the concession premised by the vendor, or because vendor has failed to observe, comply or perform with terms, conditions, rules or regulations herein.

### **13. Compliance with Rules and Regulations**

Vendor shall comply with KCFB's Terms and Conditions, and rules and regales and all legal requirements of the County of Kauai, State of Hawaii and the Federal Government.

### **14. Violations and Penalties**

Failure by the vendor to comply by any of the KCFB's Terms and Conditions contained herein at the time of booth assignment, booth setup or during the Fair event shall constitute a default of this agreement and shall result in the forfeiture of the vendor booth assigned space and all payments to KCFB.

Besides the KCFB Terms and Conditions stated herein, should the vendor be warned of any situation arising during the Fair event and fails to comply, KCFB may close the booth and require the vendor to vacate the premises and allowed to return only for breakdown and removal of vendor's booth displays.

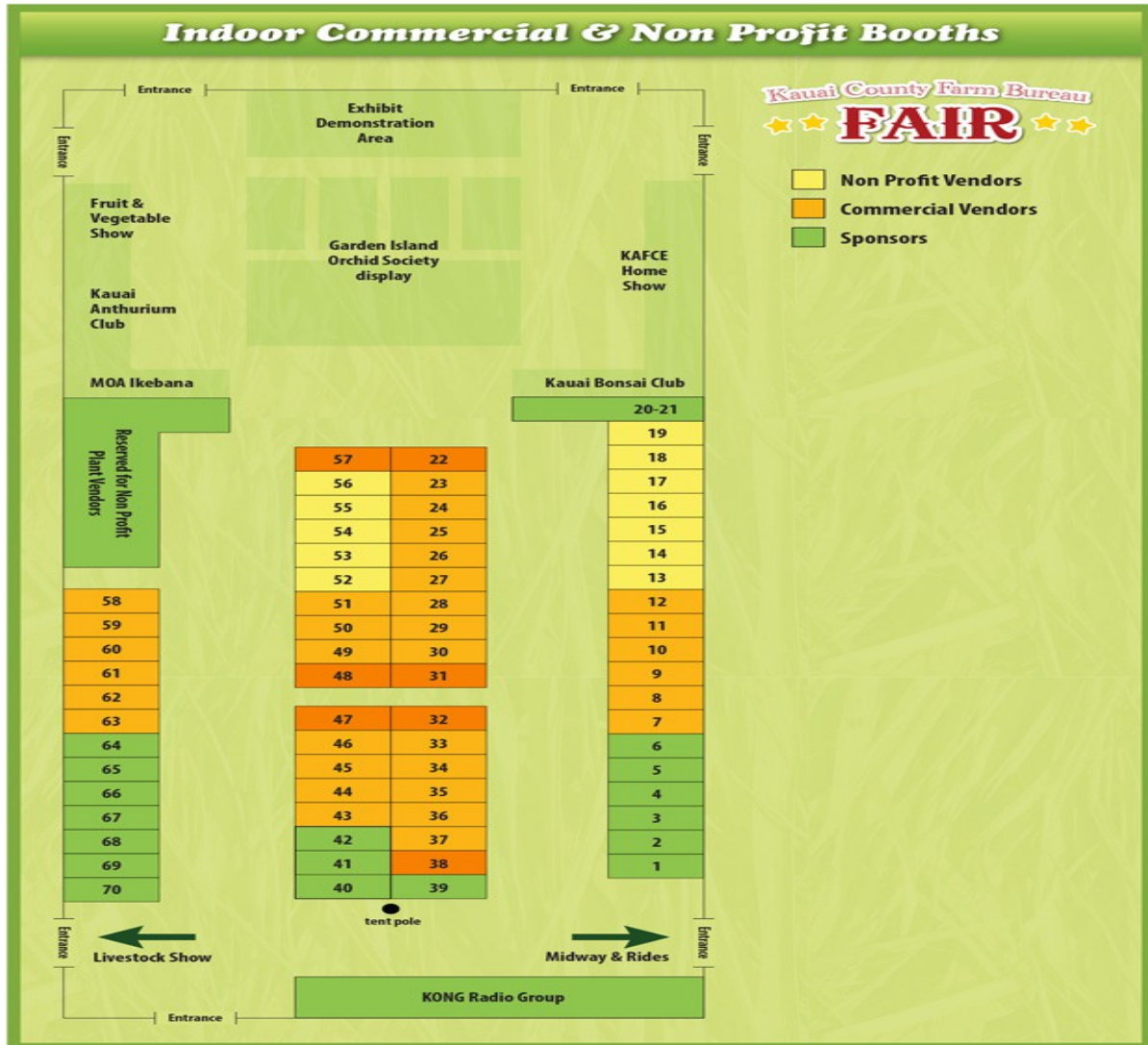
Vendors in violation of any terms, conditions or legal requirements shall hold KCFB blameless and shall not pursuit legal actions against the KCFB. Vendor failing to comply with any of the terms and conditions herein shall be barred from future participation in any KCFB sponsored events.

**I have read, understand and agree to abide by the Kauai County Farm Bureau Farm Fair Vendor Terms & Conditions.**

**Sign:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# Indoor Booths

- Reserved for sponsors
- \$700 - Premier commercial booths - #22, 31, 32, 38, 47, 48, 57
- \$575 - Commercial booths - #7-12, 23-30, 33-37, 43-46, 49-51, 58-63
- \$300 - Non-profit booths - #13-19, 52-56



# Outdoor Booths

**NOTE:** These booths are located in quik tents, and do not have plywood sides. Electrical outlets must be requested for outside booth locations.

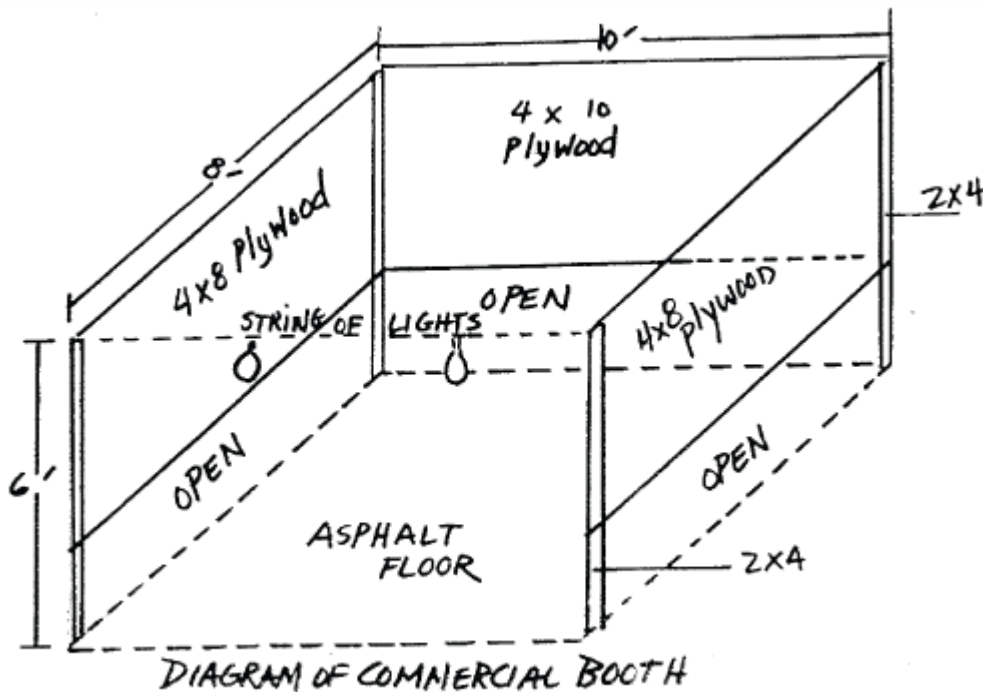
- SUPERBOOTHES - booth plus advertising package (C, D, E, F, G, H). [Learn more](#)
- \$650 - Commercial booths (I, J, K, L, M, N)
- \$300 - Non-profit booths (O, P, Q, R, S, T)



## Interior Booth Diagram (Commercial Tent)

Interior booths in the commercial tent are built as 8' x 10' spaces according to the following diagram. For double booths, the wall in between can be removed.

1. You may paint or cover the plywood with straw mats, etc.
2. Please remove all coverings / staples at the end of the fair.
3. Remember, the tent is located in the down slope of the parking lot and potential to receive run off from rain, etc. Thus, either store items in plastic containers or raise them off the ground
4. Corner booths have the option to remove their exterior wall.
5. All booths are furnished with a light fixture, illuminating the booth from the front, and ONE electrical outlet (see #3 in terms & conditions for further explanation.) It is ESSENTIAL to disclose electrical needs in advance of the fair to balance the power supply.



*Diagram of Commercial Booths located INSIDE of Commercial Tent (220 ft x 70 ft)*