



# FIRST SATURDAY IN OLD KAPAA TOWN Vendor Application & Agreement Form

Space is very limited for this event. Several weeks prior to the event, please find a business that will allow you space to set-up. Please get their approval, and then mail your completed application and check payment to the Kapaa Business Association, PO Box 1480, Kapaa HI 96746. For more info please email [oldkapaatown@gmail.com](mailto:oldkapaatown@gmail.com).

Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Website: \_\_\_\_\_

Product Description:

Kauai-Made Program Participant? YES NO      Kauai Grow Program Participant? YES NO

VENDORS: Please provide a copy of GET license

FOOD VENDORS: Please provide a copy of your Health Certificate

Participation: One-time      Re-occurring

**\*\*\*You must provide trashcans & recycling bins AND haul it all away\*\*\***

- FEES:**  Craft Vendors \$25  
 Food Trucks (or Food Booths bigger than 8-foot table) \$75  
 Food Vendors \$40  
 Not-for-Profit Organizations \$15  
 Entertainment – NO FEE – This category is for bands, musicians, and performers not receiving payment

Sponsor Business Name \_\_\_\_\_ Sponsor Signature \_\_\_\_\_

Disclaimer Waiver:

Applicants will be reviewed by the KBA 1st Saturday Committee. Approval is based on space availability as well as product /services provided. The KBA 1<sup>st</sup> Saturday Committee, its directors, or agents has the right to determine what goods or services may be sold by a Registrant, with-out liability to the KBA, the KBA 1<sup>st</sup> Saturday Committee, its directors, agents or sponsors. The KBA 1<sup>st</sup> Saturday Committee, its directors, or agents has the right to exclude a Registrant from participation in the event, for any reason, without liability to the KBA, the KBA 1<sup>st</sup> Saturday Committee its directors, agents or sponsors. Registrant in consideration of participation in 1st Saturday in Old Kapa'a Town event co-sponsored by KBA, individually, jointly and in any representative or legal capacity, on behalf of Registrant, Registrant's heirs, executors, and/or administrators, does hereby waive, release, discharge and agree to hold harmless and indemnify the KBA, the KBA 1<sup>st</sup> Saturday Committee, it's officers, agents and sponsors from liability or loss of any claim for death, injury, or damage to property resulting directly or indirectly from the Registrants participation in the event.

Vendor Signature: \_\_\_\_\_ Print \_\_\_\_\_

**First Saturday in Old Kapaa Town is a monthly not-for-profit event organized by the KAPAA BUSINESS ASSOCIATION. The KBA supports the East Side Community through cultural and community events, advocacy, business networking, and education. All participating businesses, vendors, non-profit groups, and individuals are encouraged to join the KBA.  YES! I would like to become a KBA MEMBER!  \$50.00 enclosed.**

## VENDOR GUIDELINES

- Vendors are expected to be at the event from 5:00pm to 9:00pm. Set up starts at 4:00pm and streets should be clear by 10:00pm.
- After unloading, it is requested that vendor vehicles not park on Kuhio Highway
- Must first be sponsored by an Old Kapaa Town Business to be considered for vendor status
- Pay fee to reserve your approved space and receive Approved Vendor Placard
- Have available your GET License, and Health Certificate (if applicable) at every 1<sup>st</sup> Saturday Event
- Must have permission from business before setting up on their property
- Vendor and any associates must remain in assigned space, not obstructing sidewalks for foot traffic
- Music volume level should be respectful to other musicians and nearby vendors. Volume Level shall not compete with music a block away. One Musical Group playing at a time within 1 block radius.
- Supply your own table, chairs, lighting, change and anything else you may need
- Each vendor is responsible for their trash disposal
- All vendors are requested to join the Kapaa Business Association (KBA), if you are not already a part of the organization. Information and online membership can be found at [kbakauai.org](http://kbakauai.org).
- All ready-to-eat, processed and value added food products must be made in a certified commercial kitchen. All food distributors (whether free or for sale) must have a valid temporary food establishment permit from the Sanitation branch of the State Department of Health displayed at their booth and abide by all rules and regulations as established by the State of Hawaii for safe distribution of food.
- Violators of this agreement will be asked to cease operating their booth and will forfeit their fee payment. They may also not be allowed to participate in any future 1<sup>st</sup> Saturday events.
- The KBA 1<sup>st</sup> Saturday Committee reserves the right to amend rules at the time deemed necessary.

Fees collected from Vendors help in the funding of this event including security, advertising, permits, cleaning, coordinators, and all other expenses accrued to maintain a safe community event for Kapaa, Kauai.

I understand the terms and agree to follow the OKT Vendor Guidelines in order to be considered for OKT Vendor Status

Vendor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Fundraising Guidelines

- Fundraisers agree to follow Vendor Guidelines.
- Fundraising is allowed by registered Not-for-Profits only and must follow rules for solicitation of donations.
- Organization must provide Federal EIN number.
- Solicitation is allowed in designated area only.
- Entering the street to solicit donations from passing cars is a hazard and **NOT** allowed. If this behavior is observed, the organization will be removed from the event and fees will be forfeited.
- If group has children under 18 in attendance, we ask a ratio of 1 adult per 5 children is observed and that the children be supervised at all times.
- If group is selling ready to eat, processed or value added food products, organization must have food prepared in a certified kitchen and have valid temporary food establishment permit from the Sanitation branch of the State Department of Health displayed at their booth and abide by all rules and regulations as established by the State of Hawaii for safe distribution of food.

Fees collected from Vendors help in the funding of this event including security, advertising, permits, cleaning, coordinators, and all other expenses accrued to maintain a safe community event for Kapaa, Kauai.

I understand the terms and agree to follow the OKT Fundraising Rules in order to be considered for OKT Vendor Status

Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_