



# Food Booth Vendor Contract

Deadline May 30<sup>th</sup>, 2023

Vendor Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Primary Phone \_\_\_\_\_

Secondary \_\_\_\_\_

Phone \_\_\_\_\_

Disclaimer Waiver: All participants must read & sign to participate.

***In accordance with the terms of this agreement, the undersigned vendor contracts for booth space offered by Koloa Plantation Days Committee (KPDC) I \_\_\_\_\_, the duly authorized representative of the undersigned organization, on the organization's behalf do subscribe and agree to all the terms and conditions contained in this contract. I hereby indemnify and hold harmless the Koloa Plantation Day Celebration, Board of Directors and Committee Members for any loss or injury that may occur during the event.***

**Proposed Food List:**

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Food Booth Criteria

- I. **Vendors menu must represent food from the different immigrant groups in celebration of the sugar plantation camp life.**
  - a. Hawaiian, Chinese, Korean, Japanese, Filipinos, Portuguese, European, Americans, etc.
- II. **Booth Facts/Perks**
  - a. \$400 per booth (non-refundable)
  - b. Hand-washing Sink
    - i. Shared with neighbor.
  - c. 20' x 40' Tent
  - d. (3) 8' Tables
  - e. (2) Vehicle Parking Passes
  - f. (10) gate entry wristbands
    - i. All others must pay the \$5 gate entry fee
    - ii. 12 years and older must pay for a wrist band
  - g. Add \$25 for electricity (if needed)

### Social Media

To stimulate booth attendance and maximize draw to the tent, we will be spotlighting vendors in social media. Please put a description of your social media featured dish, and a photo of that dish to [info@koloaplantationdays.com](mailto:info@koloaplantationdays.com) with the subject "Social Media Food Booth"

### Terms & Conditions

- I. **Booth**
  - a. **Limited to 4 Vendors**
  - b. **First Come, First Serve Basis**
    - i. Priority given to Koloa Community, non-profit organizations, and businesses.
  - c. **Boundaries**
    - i. Must stay within the boundaries of contracted booth space.
    - ii. Intrusion into the uncovered roped staked area will not be allowed.
  - d. **Signage**
    - i. Must provide your own signage.
    - ii. Must Display
      - 1. Vendor Name
      - 2. Menu
      - 3. Prices
    - iii. Signs are not permitted outside of vendors assigned booth space.
  - e. **Fees**
    - i. \$400 Booth Fee
      - 1. Due with application
    - ii. Must be received by May 30<sup>th</sup>
    - iii. Make checks payable to "Koloa Plantation Days"



## Food Booth Vendor Contract

*Deadline May 30<sup>th</sup>, 2023*

- iv. \$35 fee if a check is returned for any reason.

**f. Refunds**

- i. NO refunds in the event of an “Act of God”, conditions leading to the cancellation or early closure of the event.

**g. Grills**

- i. 2 propane grills per booth
- ii. Please be considerate of your neighbor regarding smoke from grilling food.

**h. Meal Coupons**

- i. Given to entertainers and volunteers to be redeemed at food booths of their choice.
- ii. Maximum coupon face value is \$10.00.
- iii. Meal coupons are not redeemable for cash or change due back if purchase is less than face value.
- iv. Food vendors are solely responsible to collect meal coupons, write vendors name on back of coupons, total amount of your meal.
- v. Meal coupons redeemed after the event is over at the Silent Auction Booth

**i. Meetings**

- i. Pre-Event
  - 1. Must attend a brief pre-event meeting on Friday afternoon, the day before the event, at 5:00 p.m.
- ii. Post Event
  - 1. Must check in with Food Coordinator before leaving the conclusion of the event.

**j. Set Up**

- i. Begins on Saturday at 7:00 a.m.
- ii. Vendor vehicles must enter through the vendor gate for set-up.
- iii. Vehicles must be removed from the food tent area on Saturday by 9:00 a.m.
- iv. Vendors must operate from 10:00 a.m. until 3:00 p.m.
- v. No early breakdown of booths is permitted.
- vi. No vehicles are permitted to enter the food tent area while the event is in progress.

**II. Dish Selection**

- a. Food vendors may be asked to change or adjust proposed menu to avoid duplications.
- b. Duplications of the same type of food items will not be allowed

- c. Any deviation from your approved menu is not allowed.
- d. Food Coordinator reserves the right to make final decision.

**III. Permitting**

- a. Food vendors must apply for a temporary food sale permit for a fee and a sketch of a detailed drawing outlining the inside of your booth space set up to the Department Of Health Office Sanitation Branch in Lihue ten days prior to KPDC event.

**IV. Tableware**

- a. **Mandatory** vendors use compostable paper goods/products for all food servicing and sampling use at KPDC event.
- b. Absolutely **NO** Styrofoam, plastic, goods/products are allowed at KPDC event. **NO EXCEPTIONS!**
- c. No plastic bottle water to be sold at KPDC event per Kauai County Ordinance.

**V. Electric (not required)**

- a. NO personal generators allowed.
- b. KPDC will have a generator available.
  - i. \$25 Fee (Non-Refundable)
- c. Vendors must provide their own UL approved cords to reach service.
- d. List appliances in provided area.
  - i. Appliance Type
  - ii. Voltage (110/220)
  - iii. Rating and wattage

**Appliance List**

1	
2	
3	
4	
5	

**VI. Cleaning**

- a. Condition of assigned booth space area is thoroughly clean, all trash, decorations removed.
- b. No damage to vendor booth space inside and outside areas.
- c. Vendor or a representative must check with Food Coordinator before leaving the conclusion of the event. Must provide your own trash receptacles, liners, hand soap, towels, and any other items appropriate for the needs of vendors operations.
- d. KPDC will provide receptacles at the events site which will be clearly marked for specific items only.



## Food Booth Vendor Contract

*Deadline May 30<sup>th</sup>, 2023*

- e. Must break down all cardboard and boxes and place in appropriate receptacles at the event site.
- f. Not allowed to empty oil, ash from grill, or unused ice on parks ground.

### VII. Security

- a. KPDC will provide security overnight and throughout the event and set-up hours.
- b. Vendors are solely responsible for the safety and security of their cash, coupons, equipment, goods, inventory, supplies or any other property throughout the event.

Violators of the Conditions and Terms of this Agreement will be asked to cease operating their booth and will forfeit their fee payment. Vendors will not be allowed to participate in any future KPDC events. The KPDC committee reserves the right to make rule changes as needed that are in the best interest of the KPDC event.

Your complying with the above items will help ensure a safe and successful event for everyone.

Signature \_\_\_\_\_ Date \_\_\_\_\_