

**Koloa Plantation Days Celebration  
at Anne Knudsen Ball Park in Koloa  
Annually held Last Saturday in July  
10:00 AM – 5:00 PM**

**Complete application and make checks payable to Koloa Plantation Days and mail to: Food Coordinator 2424 Kipuka Street, Koloa, Hi 96756**

**FOOD BOOTH APPLICATION Deadline May 30<sup>th</sup>. Vendors menu must represent food from the different immigrant groups in celebration of the sugar plantation camp life, e.g., Hawaiian, Chinese, Korean, Japanese, Filipinos, Portuguese, European, Americans, etc. Absolutely no duplications of the same type of food will be allowed. KPDC Food Coordinator reserves the right to make final decisions. List a detailed description of each food item you propose to serve.**

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Mandatory vendors use compostable paper goods/ products for all food servicing and sampling use at KPDC event. Vendors must have a working Fire Extinguisher easily accessible in their booth.

FEE(S): Booth fee \$400 includes booth space 10' wide x 20' deep, three 8' tables, two vehicle parking passes, ten gate entry wristbands per vendor. Plus additional \$25 fee for electricity if needed. List each appliance, voltage 110/220, amps or watts it uses.

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**Disclaimer Waiver: All participants must read and sign disclaimer waiver for participation. 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.**

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

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

**Address** \_\_\_\_\_

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

**Email Address** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Home Phone** \_\_\_\_\_ **Work** \_\_\_\_\_ **Cell** \_\_\_\_\_

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

## CONDITIONS AND TERMS

Booth space is limited and priority is first given to Koloa community, non-profit organizations and businesses. Food vendors may be asked to change or adjust proposed menu to avoid duplications. Duplications of the same type of food items will not be allowed. Any deviation from your approved menu is not allowed. Food Coordinator reserves the right to make final decision.

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.

Mandatory vendors use compostable paper goods/products for all food servicing and sampling use at KPDC event. Absolutely no Styrofoam, plastic, goods/ products are allowed at KPDC event. **NO EXCEPTIONS!**

Booth fee is \$400 includes booth space of approx. 10' across x 20' deep, shared use of the following; hand-washing sink, three 8' tables to be covered with cloth or appropriate table covering, two vehicle placard parking passes, ten gate entry admittance wristbands per vendor. Payments due in advance with application and must be received by May 30<sup>th</sup>. Vendors will be charge a \$25 fee if a check is returned for any reason. Refunds will not be allowed in the event of an "Act of God", conditions leading to the cancellation or early closure of the event.

KPDC will have a generator available for vendors requiring electricity for a fee of \$25. Vendors must provide their own UL approved cords to reach service. No personal generators are allowed.

Cleaning deposit of \$25. Send a separate check made payable to Koloa Plantation Days. Cleaning deposit fee may be refunded if the condition of assigned booth space area is thoroughly clean, all trash, decorations removed and there is no damage to vendor booth space inside and outside areas. Vendor or a representative must check with Food Coordinator before leaving the conclusion of the event.

Food vendor or a representative must attend a brief pre event meeting on Friday afternoon the day before the event, at 6:00 p.m. Please be considerate of others and be on time. Meet at the food tent area. Introductions of Event Coordinator, new vendors, returning vendors, booth location, issue of gate entry admittance wristbands, vehicle placard parking passes, and to finalize any last minute details.

KPDC will provide security overnight and throughout the event and set-up hours. Vendors are solely responsible for the safety and security of their cash, coupons, equipment, goods, inventory, supplies or any other property throughout the event. Set-up will begin on Saturday at 7:00 a.m. Vendor vehicles must enter through the vendor gate for set-up. Vehicles must be removed from the food tent area on Saturday by 9:00 a.m. Vendors must operate from 10:00 a.m. until 5:00 p.m. No early breakdown of booths is permitted. For the safety of everyone in attendance at KPDC event, no vehicles are permitted to enter the food tent area while the event is in progress.

Vendors are required to stay within the boundaries of contracted booth space as well as confine operations to their assigned booth space. Intrusion into the uncovered roped staked area will not be allowed.

Each vendor to provide their own signs. Display vendor name, menu and price and hang signs onto stringed cord provided by KPDC above vendors assigned booth space. Signs are not permitted outside of vendors assigned booth space.

Vendor must provide their own trash receptacles, liners, hand soap, towels and any other items appropriate for the needs of vendors operation. KPDC will provide receptacles at events site which will be clearly marked for specific items only. Vendors must breakdown all cardboard, boxes and place it in appropriate receptacles at the event site.

KPDC will provide and set up five (5) portable sinks for washing hands only! Sinks are to be shared with neighboring vendors. Absolutely no washing or rinsing of utensils, dishes, pots, pans, dumping of liquids of any kind are allowed in portable sinks and on the parks ground at the events site.

Two portable propane grills per booth is allowed. Please be considerate of your neighbors in regards to smoke from grilling food. Vendors must have a working Fire Extinguisher and easily accessible in their booths.

Vendors must provide their own containers for oil, grease, liquids and must remove their containers of oil, grease and liquids at the conclusion of the event. It is not to be disposed into receptacles at KPDC event site or the parks grounds at KPDC event. Vendors are not allowed to empty unused ice or ash from grills on park grounds.

Meal coupons will be given to KPDC entertainers and volunteers to be redeem at food booths of their choice. Maximum coupon face value is \$8.00. Meal coupons are not redeemable for cash or change due back if purchase is less than face value. Food vendors are solely responsible to collect meal coupons, write vendors name on back of coupons, total amount of your meal coupons collected and redeem meal coupons after the event is over at the Silent Auction booth for reimbursement.

Reference current years Koloa Plantation Days Vendor Admittance Policy online.

Violators of the Conditions and Terms of this Agreement will be asked to cease operating their booth and will forfeit their fee payment. Vendor 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.