
Ho'oulu Community Farmers Market Vendor Application

Farm / Company Name _____

Postal Address _____

Phone _____ Fax _____

E-mail _____ Web Site _____

Name of person working booth _____ Phone Number _____

(Product list for application on page 3)

Please describe the layout of your booth: (Design/display of 10x10 booth layout will be visually pleasing, Posted signs must be neat and professional)

How many spaces do you require? _____

Please describe your operation: (Including: what you produce, where is it produced? farm location and size, produce grown, livestock raised, farming full or part time, other retail ventures)

Vendor application fees are as follows: \$25 yearly application fee, \$20 per day booth fee. Cash or check accepted at this time. The fees will be used for such things as advertising and market day entertainment.

NO SALE ITEMS

Sandwich and Wraps:

*French Dip Sandwich
Pastrami Sandwich
Turkey BLT Wrap
Grill Cheese and Tomato Sandwich
Hot Dog
Battered Catch of the Day Wrap
Vegetarian Wrap*

Burgers:

*Kahalu'u Burger
Paniolo Burger (BBQ sauce)
Catch of the Day
Cajun Chicken
Garden Burger*

Salads:

*Hummus
Caesar Salad
Mixed Greens
Ginger-Soy Chicken
Turkey and Bacon*

This is a partial list...for more details please refer to the Keahou Beach Resort Restaurant Menu

Ho'oulu Community Farmer's Market November 2010

THE MISSION

The Ho'oulu Community Farmer's Market (HCFM) is organized under the Ho'oulu Hawai'i - Na Wai Iwi Ola Foundation & the Sanctuary of Mana Ke'a Gardens, both non-profit organization whose mission is to provide a means of getting locally produced agricultural products, prepared foods, and crafts to the customer for the benefit of both the consumer and the producer. All involve believes that small family farms and artisans are essential to the sustainable agricultural economy and is committed to making economic and educational connections between the farmers and artists and the community. The purpose of the following rules is to govern the operation, administration and management of the HCFM under the auspices of all participating. In issuing rules, it is not the intent to burden participants but to ensure the smooth operation of the market. The Market Manager will implement and enforce all rules and regulation pertaining to the operation of the HCFM in a fair and equitable manner.

HCFM is held at Keauhou Beach Resort, Royal Lu'au Grounds. Market is held every Wednesday from 12:30 am until 5:30 pm.

The goals of Ho'oulu Community Farmer's Market are:

- To provide the community with a place to purchase fresh local produce and artistic goods direct from Hawaii producers in a congenial atmosphere and to provide producers with a direct market for their products;*
- To promote the sale of Hawaii commodities;*
- To provide an educational forum for consumers to learn the uses and benefits of quality, locally grown or prepared food products;*
- To provide educational opportunities for the community to learn about sustainable farming practices in order to meet the needs of current and future generations on the island in a manner that is environmentally sound, economically viable, and socially just;*
- To enhance the quality of life in the West Hawai'i area by providing a community activity which fosters social gathering and interaction and;*
- To preserve Hawaii's agricultural heritage.*

GENERAL RULES FOR VENDING MEMBERS

- 1. All approved vendors selling at the HCFM must be members of the Ho'oulu Hawai'i (Na Wai Iwi Ola Foundation).*
- 2. Goods offered for sale are to be produced from Hawaii's land or created by hand on the island of Hawaii. If in the opinion of the market manager, an item seems to not match with the above criteria, he or she will ask the vendor to withdraw the item.*
- 3. The vendor at HCFM must be the owner / producer of the product(s) for sale or the immediate family member of the owner who are directly involved in the production of the product(s) for sale, or the employees of the owner involved in the pre-market production of the product(s) for sale. Exceptions may be made with prior permission from the Market Manager.*
- 4. A vendor member must pay, in full, annual membership dues and monthly space fees.*
- 5. All persons desiring to sell items at HCFM will submit a completed HCFM Application / Inventory List provided by the Market and each person must sign a statement indicating that they have read, understand, and agree to abide by the rules of the Market. The submitted List will be examined at*

- the time of application review and an approved List will be issued by the Market Manager.*
6. *Persons approved to sell at the Market (vendors) may only sell items from their approved Application List. In the event that a Vendor would like to modify his or her Inventory List, an amended Inventory List must be submitted to the Market Manager for approval. New items identified on the amended Inventory List may not be sold prior to the Market Manager's approval.*
 7. *Vendors shall comply with all HCFM's rules and regulations, as well as all rules and regulations of the State and County of Hawaii, relating to the products they sell (including but not limited to: State ID Tax #, sales tax, labeling and processing laws, etc.)*
 8. *All vendors are responsible for carrying their own individual liability insurance.*
 9. *All vendors are expected to bring copies of their respective licenses on market day and give a copy to the market manager.*
 10. *When space in the market is at a premium, priority will be given to farmers and vendors in a position to provide a unique product.*
 11. *A vendor that produces ready to eat food products is encouraged to incorporate locally grown ingredients into the product whenever possible.*
 12. *If a Vendor cannot attend the Market, the Market Manager must be notified at least 24 hours in advance either by telephone or by email. If a vendor fails to notify the Market Manager, this will be considered an unexcused absence. Should a vendor have two (2) unexcused absences, the vendor will be advised that upon the third (3) unexcused absence, the vendor will forfeit their booth space and will be placed on the waiting list.*
 13. *In the event of an excused or unexcused absence, the Market Manager may fill the vacant booth with a temporary vendor from the current pool of vendors on the waiting list or a vendor on a trial basis.*
 14. *Vendors shall arrive by 11:30 for Market hours beginning at 12:30 am on Market days.*
 15. *Vendors must agree to sell for the entire Market day unless previous arrangements have been made with the Market Manager.*
 16. *No vehicles are allowed on the Royal Lu'au Grounds.*
 17. *Vendors must be courteous to other Vendors and to the public at all times.*
 18. *No vendor shall smoke tobacco, drink alcohol and or possess or use any controlled substance while at the Market.*
 19. *Dogs are not allowed at the Market.*
 20. *Vendors are encouraged to bring their non-recyclable, non-biodegradable waste home with them.*
 21. *All booth displays and structures must be safe and well-secured, and are subject to the approval of the Market Manager.*
 22. *Members will avoid boards or other building materials that obstruct views to neighboring booths.*
 23. *A local non-profit organization may operate a fundraising or information booth at no charge, by pre-arrangement and at the discretion of the Market Manager.*
 24. *The board may give special permission for the sale of "educational material" on "Special Days", or for the sale of specialized accessories for specific agricultural or product sold at market.*
 25. *No soliciting by political, religious or other "special" cause groups or individuals is permitted at the market.*
 26. *Separate member vendors may cooperate by vending together. Each cooperating vendor must pay a separate membership fee.*
 27. *The Ho'oulu Hawai'i board expects vendors to follow the highest business and ethical standards at market. Fraudulent or dishonest practices are prohibited.*
 28. *Failure to follow any of the rules or guidelines of HCFM may result in dismissal from the market or membership rejection for the following year. Any concerns should be brought to the attention of the Market Manager.*
 29. *In the event of a dispute regarding any aspect of the Market, the Market Manager shall make a decision. Any failure to abide by the Market Manager's decision may be sufficient grounds for excluding the vendor from the Market.*

30. A vendor may file an appeal from the Market Manager's decision, in writing, to the Board. Upon receipt of an appeal, the Board will take no more than ten (10) days from receipt of the appeal to make its decision. During this time, the vendor must adhere to the original decision of the Market Manager with no right to restitution for any losses.

DEFINITION OF AGRICULTURE PRODUCTS

1. An agriculture vendor grows, harvests, or raises agricultural products including produce, plants, or animal products on land that the producer owns or rents.
2. Agricultural vendors must produce everything they sell. If a vendor shares production of crops with another grower, both must be accepted members.
3. An agricultural vendor may apply to bring a value-added product to market but must receive approval from the Market Manager.
4. Valued-added products must be produced as close to home as possible and contain as much of the raw product from the farm or island.
5. Honest and obvious labeling required on the product and in the stall, showing what is in the product and from where it comes.

DEFINITION OF PREPARED FOODS

1. A prepared food is defined as a ready to eat product which has been significantly altered, reflecting the skill and creativity of the vendor. The major portion of the food must be made by the vendor. Vendors are encouraged to use local products whenever possible.
2. All food vendors must follow all Health Department rules for food vendors. Licensure is the full responsibility of the individual food vendor, not of Ho'oulu Community Farmer's Market & Ho'oulu Hawai'i.
3. Food Service Products that are used for on site consumption are strongly encouraged to be made of compostable products whenever possible.

DEFINITION OF ARTISAN ITEMS

1. All arts and crafts sold at HCFM must show high quality workmanship, designed and executed by the artisan member.
2. Artists and craft vendors are encouraged to use raw materials from local sources. Manufactured items may be incorporated into the craft work, such as: jewelry findings, furniture hardware, and basic notions, provided the majority of the product is handmade and reflects the skill of the craftsperson. All potential craft vendors must present samples of their work for acceptance by the Market Manager. The Market Manager can call upon the Board for additional feedback and clarification on an item.

LIMITS ON VENDOR CATAGORIES

Due to the HCFM's commitment to balancing fresh produce with original artwork, limits are set on the quantity of certain categories of vendors in order to maintain a diversity of products, to outline how new vendors are added to the market, and to ensure space availability for produce vendors.

The Market Manager seeks to achieve no more than 45% of the vendors at the HCFM are artisans. He or she can add potential vendors to a wait list if the Market already contains a number of vendors selling a

similar product. An example would be if there were already 7 permanent jewelry vendors at the Market, those wishing to sell their jewelry would be placed on a waiting list until an opening became available.

There are no limits on the number of produce vendors since home-grown food is a perishable and seasonal product, we want to give produce vendors opportunities to enter and leave the Market without having to wait long periods on a wait list. Farmers are given priority over other vendors on the waiting list for permanent spaces. Additional spaces that are designed as rotating spaces for produce only are available for farmers and gardeners who have a surplus of vegetables and want to participate in the Market without delay.

FEES

- 1. All vendors must be members of the Ho'oulu Hawai'i – Na Wai Iwi Ola Foundation. Non-refundable Membership Fees will become due in January of each year. Non-refundable space fees are due at the end of each Market day. Prepayment for the month is encouraged.*
- 2. Vendor Membership Fees for one year: \$25.00.*
- 3. Vending Space Fees: \$20.00 per market day.*
- 4. If canceling, vendors who have prepaid for space need to notify the Market Manager within 24 hours of the Market day. If cancellations are made after that time, or if no notification of absence is provided, the vendor will lose the fee paid for that Sunday. With notification, the Market Manager can try to rent the space to a vendor on the wait list and if rented, the vendor will be credited the space fee to apply to the following month.*
- 5. If circumstance arises where the market needs to be cancelled, such as inclement weather, the Market Manager will announce a scheduled cancellation as soon as the information is available. Vendors will be credited their space fee to apply to the following month.*

INITIAL BOARD MEMBERS – awaiting appointments

President:

Vice President:

Secretary: Pending

Treasurer:

Additional Members:

Current Market Manager: *Kumu Keala Ching, 324-2537 at Keauhou Beach Resort.*