

# Kāne'ohē Elementary School Craft Fair

**Saturday May 2, 2020**

**11 am - 4:00 pm**

## Craft Fair Vendor A

The Kāne'ohē Elementary School Ohana (KES Ohana) is hosting its first Craft Fair! Thank you for your interest in participating. Proceeds from our sale will be used to fund classroom technology and supplies. Please fill out the form attached if you would like to participate at our show. Also feel free to post on social media and share with other craft creators.

### Company Info:

Company Name: \_\_\_\_\_

DBA: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website or Social Media: \_\_\_\_\_

### Individual Contact Info:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Type of product(s):

Handmade

Decor

Jewelry

Pottery

Craft

Fabric Art

Clothing

Woodworking

Other \_\_\_\_\_

Direct Sales (company name): \_\_\_\_\_

List of items to be sold: \_\_\_\_\_

\_\_\_\_\_

## Registration Form cont'd

### Kāne'ohe Elementary School Ohana Craft Fair

Exhibitor requests the following booth size and agrees to pay the following booth rental fee (check one):

6' x 8' space outside cafeteria     \$45.00 \_\_\_\_\_

10' x 4' space in cafeteria             \$65.00 \_\_\_\_\_

Deposit check for all spaces \$25 refundable after the fair is over and area is clean. If you are picking outside and inside spaces, please write separate checks for the amounts and the one you get will be kept with the other check returned to you.

Please list the preferences of where you'd like to be placed.

Space 1 \_\_\_\_\_

Space 2 \_\_\_\_\_

Space 3 \_\_\_\_\_

Tables and chairs will not be provided, please arrange to bring your own.

TOTAL: (add up all above) \_\_\_\_\_

For the application to be considered, the following must be included:

- Please complete the Vendor Application Form
- Please make your deposit check separate from your booth fee.
- Please sign the Terms and Conditions document
- Email images or web link of your products.
- Payment: Method of Payment:     Check     Cash

Please make checks payable to the Kāne'ohe Elementary School Ohana

Total Payment Enclosed: \_\_\_\_\_

Mail or email all forms by **April 22** to:

Kāne'ohe Elementary School Ohana

45-495 Kamehameha Hwy

Kaneohe, HI 96744

Or email at [info@kesohana.com](mailto:info@kesohana.com)

\*If paperwork is emailed, the application will not be active until the fees are received.

Registration Form cont'd

Kāne'ohe Elementary School Ohana Craft Fair

By completing the Kāne'ohe Elementary School Craft Fair registration form, you are certifying that you have read the Terms and Conditions, and will adhere to all rules and policies herein.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*Thank you for your interest in the Kāne'ohe Elementary School Craft Fair. Your registration will be confirmed by email within two weeks of the time we receive it. Please contact us if you have not received notification. For more information, please email [info@kesohana.com](mailto:info@kesohana.com)*

*Thank you for being a part of the Kāne'ohe Elementary School Ohana community!*

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**\*\*Office use only below this line\*\***

Date Registration Received: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Payment Method: \_\_\_\_\_

Check #: \_\_\_\_\_ Date Confirmation Emailed: \_\_\_\_\_

Space Assignment: \_\_\_\_\_

# Kāne'ohe Elementary School Craft Fair

## Terms and Conditions

1. Setup/ Break Down: All Exhibitors must be set up and ready to sell by 9:00 am the day of the Craft Fair. Exhibitors may begin setting up at 9:45 am the day of the Fair. Break down can start no sooner than 4:00 pm on Saturday and must be completed by 4:45 pm. No vendor is to close before the official closing time. Sellers are responsible for their selling spaces. \*Before leaving, be sure your area is clean and trash-free to get your deposit check back.
2. Staffing: Exhibitor tables/ booths must be manned at all times and intact until show closes at 4 p.m. Kāne'ohe Elementary and KES Ohana are not responsible for merchandise or display materials.
3. Exhibitor Items: Each Exhibitor must submit a few photographs of his or her craft(s) or wares. KES Ohana reserves the right to have items removed that are considered not appropriate. No open flames, selling of food, profanity, tobacco or alcoholic items/references, or suggestive material are permitted.
4. Exhibitor Responsibility: Exhibitor will be fully responsible for any loss or damage to his or her property by theft, fire or casualty. Kāne'ohe Elementary and KES Ohana expressly disclaims any responsibility for same. Exhibitors shall be responsible for any damage which may be incurred to the facilities as a result of or in connection with its operation. Each exhibitor is responsible for the conduct of his employees and/or representatives, and activities must not detract from the image or welfare of the fair.
5. Exhibitor Spaces: Exhibitor spaces will be assigned. Placement, flow and competition will be taken into consideration to provide the best experience for fair attendees. If you have special space needs, please include your request with your application and we will make every effort to accommodate you. Spaces are reserved on a first-come first-served basis. Vendors must ensure that none of their display equipment extends beyond the space they have booked; this includes any rails, stands or additional equipment.
6. Direct Sales: Only one vendor from each direct sales company will be allowed. Spaces are reserved on a first-come first-served basis.
7. Acceptance: KES Ohana reserves the right to decline any application for space if it deems such action to be in the best interest of the Craft Fair.
8. Payment: The full payment is a non-refundable registration fee for the selected space and is due with the submission of this agreement.

## Terms and Conditions cont'd

### Kāne'ohe Elementary School Craft Fair

9. Electricity: Electricity will be available as a first-come, first-served basis as electricity is not available at all areas. Electrical service requires an additional fee.
  - a. Outlets are NOT guaranteed.
  - b. Extension cords are not included in the fee and must be provided by the Exhibitor.
10. Music: Music will be provided throughout the space.
11. Tables & Chairs: Each Exhibitor must furnish his or her own chairs, tables, or stands depending on the booth space.
12. Cancellation of space: Application fees are not refundable. KES Ohana is not liable if weather or other conditions prevent the Exhibitor from attending and fulfilling the contractual obligation as an Exhibitor. No refunds will be made for weather, accident, health or other causes for non-participation.
13. Indemnification: Exhibitor agrees to indemnify and hold harmless KES Ohana and Kāne'ohe Elementary from and against any loss, expense, claims, damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Exhibitors at the Kāne'ohe Elementary School Craft Fair.

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