



Craft & Gift Fair

Sunday, Dec. 4, 2022 from 9:00 a.m.-2pm at James B. Castle High School

A fundraiser for Families & Friends of Castle & Project Graduation

VENDOR FIRST NAME	VENDOR LAST NAME	NAME OF BUSINESS
PHONE NUMBER:		ALTERNATE NUMBER(s):

MAILING ADDRESS:

Number & Street, City, State, Zip Code

EMAIL ADDRESS:

TYPE OF PRODUCTS: (see page 2, item #14 for restrictions) List All or attach additional page.

VENDOR FEE/BOOTH DESCRIPTIONS: SEE BOOTH LETTER for detailed description/restrictions of booth spaces

- \$65.00 per booth Outdoors-10'x10' space-provide own tent*/tables/chairs/etc. (*No spikes)
- \$70.00 per booth Covered Lanai-see Booth Letter for descriptions-provide own table/chairs/etc.
- \$75.00 per booth Cafeteria-See New Cafeteria Map. Text if questions.

PLEASE SUBMIT : 1) CHECK FOR BOOTH FEES \$ _____ CHECK# _____
 2) CHECK FOR DEPOSIT PER BOOTH SPACE \$ _____ CHECK# _____
Make checks payable to: Families & Friends of Castle

Will try to fill your space request the best we can.

PRIZE DONATIONS: We would appreciate any donations for LUCKY DRAWING PRIZES. Drawings will be announced during the fair to publicize booths that donate prize items. **Yes, I will donate a prize _____**

VENDOR AGREEMENT FORM: Complete both pages of this form, SIGN IT AND MAIL TO:
“FAMILIES & FRIENDS OF CASTLE -Windward Holiday Craft & Gift Fair”
 46-228 Koaena Street, Kaneohe, HI 96744
 ATTN: Teri Lynn Sato

Any questions, please text, call or email:
Teri Lynn Sato at 808-554-9620,
WindwardHolidayCraftFair@gmail.com

For FFC Use Only:

Name imprinted on check(s) _____

Confirmation sent on _____ via mail() email() **BOOTH NUMBER RESERVED** _____

VENDOR REQUIREMENTS-READ CAREFULLY PLEASE!

1. Vendors shall provide their own display equipment and **MUST NOT** exceed space allotted.
2. All merchandise for sale by vendors must be in good taste. This craft fair is to benefit Families & Friends of Castle & Project Graduation. Do not sell items which may be construed as "in bad taste". Families & Friends of Castle reserves the right to refuse a vendor. This is a tobacco free, alcohol and drug free event. All are prohibited by law.
3. Set up of booths is available between 5:30 - 9:00 a.m. on the day of the event. If vendor has not arrived by 8:30 a.m., their booth assignment may be given to another vendor. THERE ARE NO REFUNDS.
4. SET UP/BREAK DOWN TIMES: All booths must be set up and ready to sell by 9:00 am. and stay open until 2:00pm.
5. **UNLOADING/LOADING:** Please use the **DESIGNATED** loading zones to unload your merchandise. Your vehicle **MUST** be moved to the designated vendor parking areas after unloading. Place Parking Passes at loading zone-on dashboard. This helps us contact you, if need to, regarding your vehicle during the event.
6. **VENDOR PARKING:** Vendor parking is available on a first come, in the student parking lot off Namoku Street adjacent to the baseball and football fields and at the auditorium parking **IN FRONT OF AUDITORIUM**. Street parking is also an alternative. **NO PARKING BEHIND CAFETERIA, IN FRONT BANDROOM ON BASKETBALL COURTS, AND PARKING LOT IN FRONT OF LIBRARY. THEY ARE RESERVED FOR YOUR CUSTOMERS!**
7. Windward Holiday Craft Fair and Gift Fair, Families & Friends of Castle and its organizers and J.B. Castle High School & administration/faculty, do not assume liability for any damage, lost or stolen items or merchandise, including, but not limited to, reasons of weather, accident, vandalism, or theft.
8. Vendor will be held responsible for any property damage or harm, personal injuries, and/or fatalities that may arise or result from the operation of the Vendor's booth. Recommend you have your own liability insurance since you are doing business.
9. Vendor will be personally liable for excise tax, income, and any other levy relating to your income generated from the fair.
10. ****Vendor shall keep their area/booth space clean at all times during & after the fair. Trash receptacles will be available for SMALL ITEMS ONLY. You are responsible for removal/disposal of all large items/trash bags. _____ Initial*****
11. Families & Friends of Castle **reserves the right** to refuse/evict any vendor not complying with any and/or all of the Windward Holiday Craft & Gift Fair, Castle Project Graduation & J.B. Castle High School policies & regulations. Failure to comply makes vendor ineligible for future participation in the Windward Holiday Craft Fair.
12. There will be no refunds due to inclement weather.
13. **NO ON-SITE HOT CONSUMABLE FOODS SUCH AS SPAM MUSUBI, NOODLES, OR ANY OTHER FOODS (HOT OR COLD) THAT COULD BE CONSIDERED A "LUNCH" ITEM, NO MATTER WHAT SIZE IS ALLOWED. Only packaged items, such as "Chex Mix", baked goods, etc. that are PACKAGED TO GO are allowed- State in your application. FFC reserves the right to ask vendors to remove items that are deemed as on-site consumable foods or any food not allowed by our committee.**
14. **DEPOSIT CHECKS:** Can be picked up AFTER CLEANUP OF YOUR BOOTH SPACE AT END OF CRAFT FAIR. Any unclaimed deposit checks will be considered a donation. We thank you for your participation in our annual fundraiser!

I have read and understand these Vendor Requirements and initialed #10. I agree and will comply with these requirements and terms.

Signed: _____ Date: _____

Tax license number: _____

State law requires that each vendor own a gross income tax license. Have a receipt book available in the event you are asked for a receipt.