



2343 Rose St. • Honolulu HI 96819

Phone: 848-2074 • Fax: 848-1921

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FARMERS' MARKETS VENDOR INFORMATION

The Hawaii Farm Bureau Federation is the sponsor of farmers' markets for Hawaii grown and produced food products. There are currently five markets in operation on Oahu:

- **The Saturday Farmers' Market at KCC**, Saturdays, 7:30 -11:00 a.m. at Parking Lot C, Kapiolani Community College, 4303 Diamond Head Road. This market is co-sponsored by the Culinary Institute of the Pacific at Kapiolani Community College.
- **The Kailua Thursday Night Farmers' Market**, Thursdays, 5:00 - 7:30 p.m. at the Kailua Town Center Parking Garage, 609 Kailua Road. This market is co-sponsored by Kaneohe Ranch Company Ltd.
- **The Mililani Farmers' Market**, Sundays, 8 a.m. – 11 a.m. at the Mililani High School Gym Parking Lot, 95-1200 Meheula Parkway. This market is co-sponsored by Mililani High School and the Hawaii State Department of Agriculture
- **The Waianae Farmers' Market**, Saturdays, 8:30 a.m. – 12 p.m. at Waianae Coast Comprehensive Health Center's mid-campus parking lot, 86-260 Farrington Highway, Waianae, HI 96792. This market is co-sponsored by the Hawaii State Department of Agriculture and Waianae Coast Comprehensive Health Center.
- **The Honolulu Farmers' Market**, Wednesday, 4 – 7 p.m. at the Neal Blaisdell Center, 777 Ward Ave., parking lot facing Ward Avenue and Kapiolani Boulevard. This market is co-sponsored by the City and County of Honolulu.

FARMERS' MARKET POLICY

The principal goal of HFBF Farmers' Markets is to support agriculture in Hawaii by providing a venue for farmers in the state of Hawaii to sell Hawaii grown food products and flowers. The following rules will guide the operation of the markets:

The owner of the business is herein referred to as the vendor.

- A vendor will support the goals and purposes of HFBF and not act in a manner that is injurious to such goals and purposes and the best interest of HFBF.
- Absolutely no mainland produce or flowers will be allowed for sale.
- A vendor who sells products from other farmers should have documentation (invoice, bill of sale) that these items were bought from another Hawaii farmer. The vendor should also be familiar with the name, location, farm practices and other information pertinent to the farmers they represent. Proof of Hawaii origin should be available to market management upon request.
- Farmers, the actual growers, will always be given preference over other vendors in the market. This preference will apply to participation in the markets as well as positioning in the markets.
- All ready to eat, processed and value added food products must be made in Hawaii in a certified commercial kitchen. As the goal of the market is to promote Hawaii agriculture, Hawaii grown ingredients should be incorporated into the product whenever possible; the greater the percentage of Hawaii grown ingredients used in ready to eat food products may determine a vendor's participation in the markets. Non-edible products based on locally grown agricultural products are permitted for sale as long as it is not the primary item sold by a vendor. For example, goat's milk soap, wreaths or decorated gourds. Edible products will always have priority.
- A vendor may sell items with their company logo (t-shirts, aprons, caps) as long as these are not the primary items for sale in a vendor's booth. All other non edible products are not allowed in the market for sale.
- All beverages sold and need to be bottled or made in Hawaii. This applies to soft drinks, bottled water, tea, coffee and other items sold in the market.
- A vendor providing prepared foods in the farmers' market should, whenever possible, use locally grown products--eggs, meats, fruits, juices, vegetables--in menus.
- When space in the markets is at a premium, priority will always be given to farmers.

- Competitive vendors will be allowed into the market at the discretion of the market manager and on a space available basis.

ATTENDANCE: Consistency and customer service are essential for the success of the farmers’ market. A vendor who participates in the farmers’ market must make a 6-month commitment and be present at the market each week of that 6-month period. Vendors must understand that the farmers’ market exists to not only sell Hawaii grown food products and flowers, but to promote the Hawaii Farm Bureau Federation’s message to “buy locally grown.” If the vendor is unable to make this weekly commitment, it is required that a well-trained manager be available to talk to customers about the vendor’s farm, ranch and products. The vendor must be present a minimum of once a month.

With prior approval from market management, a vendor may modify the monthly schedule. For example, once a month, every other week, the first and third week of each month, etc. It is required that the vendor be present at the farmers’ market on their scheduled day. The vendor is required to be present a minimum of once a month.

An excused absence does not apply to these attendance requirements.

ABSENCES

Absences due to illness, injury, death, personal family matters that affect one’s ability to supply produce or product and manpower for the booth, equipment failure, lack of produce or product due to weather or other natural or manmade calamity need to be reported to the market manager with at least 24-hour notice to be considered an excused absence with no penalty. All other excused absences will be granted on the discretion of the market manager.

An unexcused absence occurs when a vendor does not show up for the market on the scheduled day and provides no prior notification to market management. This “no show” is very disruptive to market operations and has a negative impact on good customer relations. The penalty for an unexcused absence will be the forfeiture of or assessment of the fee for that day.

Should a vendor have two (2) unexcused absences, the vendor will be advised that upon the third unexcused absence, the vendor will forfeit the booth and must reapply to the Hawaii Farm Bureau Federation and be placed on the waiting list.

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 or a vendor on a trial basis.

Excused absences of extended periods severely compromise the farmers’ market’s ability to provide a year around showcase for locally grown and locally manufactured products. The Hawaii Farm Bureau Federation also recognizes that all current and former vendors are important to the continued success of the farmers’ market. Therefore, the following policy will be in effect:

Duration of Excused Absence	Return Rights to Current Booth	Return Rights to Farmers’ Market	Conditions
1 week	Yes	Yes	Will fill booth with a temporary vendor from the existing pool of vendors or a vendor on a trial basis
2 consecutive weeks	Yes	Yes	
3 consecutive weeks	Yes	Yes	Will fill booth with a temporary vendor from the existing pool of vendors or a vendor on a trial basis that has the ability to sell similar produce or product as that of the excused vendor
4 consecutive weeks	Yes	Yes	
5 consecutive weeks	No	Yes	<ul style="list-style-type: none"> • Will fill booth with a permanent vendor from (1) the existing pool of vendors, (2) the current temporary vendor or (3) a new vendor • The vendor with the excused absence may return to the farmers’ market if booth space is available. If no booth space is available, the vendor will be placed on a waiting list. All effort will be made to accommodate the vendor.

The farmers' market is no different than a traditional retail establishment. The holiday months of October, November and December are especially critical in meeting the needs of our customers; they have come to expect the produce and food products that they have purchased during the past nine months. Market management will not allow the credibility, consistency and quality of the farmers' market to be adversely affected. A vendor who chooses an excused absence during this 3-month period forfeits his return rights to the booth and to the farmers' market. The vendor must reapply to the Hawaii Farm Bureau Federation and be placed on a waiting list. The vendor can retain the booth space with an advance payment of 50% of the current weekly space fee over the duration of the absence. The market manager will make the final decision on all matters involving excused and unexcused absences.

START TIME: Setup begins 1 ½ hour before the opening of the market (6 a.m. at KCC, 6:30 a.m. at Mililani, 7 a.m. at Waianae, 2:30 p.m. at the Blaisdell and 3:30 p.m. at Kailua). All cars need to be out of the market at least 30 minutes before start of the market. A horn blast will signal the start of the market and all vendors are asked to observe the starting time.

VEHICLES AND TRAFFIC:

A vendor may leave a vehicle within the vendor space parked parallel to the curb or you may unload and park your vehicle in the assigned parking area, as directed by the market manager. All vehicles must be out of the market area 30 minutes before market opening. No vehicles are allowed in the market area from 30 minutes before market opening to market closing.

SPACE, SETUP AND EQUIPMENT:

Vendors must provide their own tables, tents and equipment. Tents should fit within the space allotted and should be set up with weights on each post to keep tents stable in the wind. Restaurants and others serving food will be responsible for their own equipment. Please have your own cash box with appropriate change, scales if necessary and any other equipment you may require.

KCC, Kailua and Honolulu Markets

A regular "booth" or "space" is defined as one parking stall, 8 ½ feet by 14 feet. In the case of tents that have a width of 10 feet and exceed the width of the parking stall, it is expected that neighboring vendors be tolerant, flexible and accommodating whenever possible. The market manager will make allowances for one stall vendors using a 10x10 tent. However, any vendor with larger space requirements will be required to pay for more space. Additionally, cars parked behind their booths will only be allowed to do so if they can fit within the allotted space. Cars also may only be parked parallel to the curb in the rear of the stall.

While we will still be making allowances for using a 10' tent in a single rented stall, we will not be making those allowances for more than one rented stall (e.g. 2 rented stalls will not accommodate 2-10' tents, 3 rented stalls will not accommodate 3-10' tents). Additionally, single stalls with 10' tents should expect to be touching your neighbor. At no time should any vendor have to give up paid space to accommodate another.

Mililani and Waianae Markets

A regular "booth" or "space" is defined as one 10 feet by 10 feet tent.

SPACE ASSIGNMENTS: Spaces are assigned by the market manager and determined by the type of products being sold. A regular vendor is generally assigned the same space each week, however, this is subject to change at the discretion of the market manager.

SPACE FEE: Determined by classification in one of three categories based on the type of products sold. HFBF and the market manager will determine the classification of vendors.

Tier 1: Farmers selling farm products only. These farmers must represent the farm and can only sell Hawaii grown farm products. To qualify for this group, vendors cannot be selling any value added food products.

Tier 2: Farmers selling farm products and value added products. These farmers must represent the farm and can sell Hawaii grown products and value added products. Value added products include prepared food.

Tier 3: Basically, any non-farmers at the market will be classified in this group. Vendors included in this group include all non-farmer prepared food vendors and non-farmers who are selling farm products.

Weekly fees are as follows:

Weekly fees	KCC Market	Kailua Market	Waianae Market	Honolulu Market	Mililani Market	
1 Regular space (8.5'x14')	\$35 (Tier 1) \$45 (Tier 2) \$55 (Tier 3)	\$30 (Tier 1) \$35 (Tier 2) \$40 (Tier 3)	\$25 (all tiers)	\$30 (Tier 1) \$35 (Tier 2) \$40 (Tier 3)	\$35 (all tiers)	10'x10' tent
2 Regular spaces (17'x14')	\$70 (Tier 1) \$90 (Tier 2) \$110 (Tier 3)	\$60 (Tier 1) \$70 (Tier 2) \$80 (Tier 3)	\$50 (all tiers)	\$60 (Tier 1) \$70 (Tier 2) \$80 (Tier 3)	\$55 (all tiers)	Any space larger than 10'x10'
3 Regular spaces (25.5'x14')	\$105 (Tier 1) \$135 (Tier 2) \$165 (Tier 3)	\$90 (Tier 1) \$105 (Tier 2) \$120 (Tier 3)	\$75 (all tiers)	\$90 (Tier 1) \$105 (Tier 2) \$120 (Tier 3)		

Monthly prepayments are required. Payments must be made by the first Saturday of each month. The fee covers the cost of the site and administration of the market by the Hawaii Farm Bureau. Receipt of the fee secures your space at the market.

HFBF MEMBERSHIP: All vendors must become a full voting member of the Hawaii Farm Bureau Federation. A full voting member has voting rights within their county organizations. Full voting members--including vendors--are not involved in the operations of the Hawaii Farm Bureau Federation and the farmers' markets. Membership fees are renewed each September and are prorated throughout the year. The current membership fee is \$90 per year. Please ask for a membership application.

PAYMENTS: Cash, check or credit card payments are acceptable for all fees. Checks should be made payable to the Hawaii Farm Bureau Federation. All prepayments must be for the upcoming month and received by the first market day of the month. HFBF has the right to terminate or cancel a vendor's farmers' market application/agreement if vendor fails to pay HFBF within one (1) month after the first market day of the month, or upon consistent late payments.

CANCELLATIONS:

- **Vendor Cancellation**

If you have prepaid for your space and decide to cancel, there will be no penalty if 48 hours notification is given. Cancellations with less notification may involve a fee at the discretion of the Market Manager.

- **Farmers' Market Cancellation**

If a circumstance arises where the market needs to be cancelled, market management will announce a scheduled cancellation. Vendors will be given the information as soon as it is available.

In the event of a Civil Defense, State or Federal alert for tsunami, hurricane, terrorist attack, war or a major life-threatening or property damaging disaster, the farmers' markets will be cancelled. There will be no cancellation announcement from market management.

Rainy Weather Cancellation

Vendors are expected to participate in the markets regardless of the potential for rain. Weather forecasting is not always accurate. Therefore, market management will assess the weather conditions on that day and cancel the market if it is deemed hazardous to the vendors and customers, damaging to merchandise and equipment or impacting business in a negative manner.

BUSINESS DOCUMENTS

All vendors must have the following documents on file with the Hawaii Farm Bureau at least 10 days prior to attendance at the market:

- Copy of State general excise tax license.
- Copy of Application-Agreement Form
- Signed waiver releasing the Hawaii Farm Bureau Federation of any liability (form provided)
- Copy of business liability insurance policy naming the following as additional insured:

ADDITIONAL INSURED

For KCC Market:

Hawaii Farm Bureau Federation, organizer of the event
2343 Rose St.
Honolulu HI 96819

University of Hawaii/Kapiolani Community College
4303 Diamond Head Road
Honolulu HI 96816

For Kailua Market:

Hawaii Farm Bureau Federation, organizer of the event
2343 Rose St.
Honolulu HI 96819

Kaneohe Ranch Company Ltd., manager
1199 Auloa Road
Kailua HI 96734

Harold K. L. Castle Foundation, land owner
146 Hekili St.
Kailua HI 96734

For Mililani Market:

Hawaii Farm Bureau Federation, organizer of the event
2343 Rose St.
Honolulu, HI 96819

Mililani High School
95-1200 Meheula Parkway
Mililani, HI 96789

For Waianae Market:

Hawaii Farm Bureau Federation, organizer of the event
2343 Rose St.
Honolulu, Hawaii 96819

Waianae Coast Comprehensive Health Center
86-260 Farrington Highway
Waianae, HI 96792

For Honolulu Market:

Hawaii Farm Bureau Federation, organizer of the event

2343 Rose St.
Honolulu, Hawaii 96819

City and County of Honolulu
Department of Enterprise Services
Neal S. Blaisdell Center
777 Ward Avenue
Honolulu, HI 96814

Diamond Parking
439 Kamani St.
Honolulu, HI 96813

FOOD VENDORS

In addition to the Business Documents listed above, vendors cooking and serving food, including farmers who are sampling their products to customers, must adhere to all health rules and prepare their foods in a certified commercial kitchen. Food vendors must also have the following:

- Temporary Food Establishment Permit obtained from the Sanitation Branch of the State Department of Health. Every vendor selling a food item should apply and let the department determine the waivers. Applications are available from the Farm Bureau office or at the Sanitation Branch. There is a \$10 fee per quarter for permits issued. The applications are submitted to the Farm Bureau for processing. Please have a copy of your permit or waiver with you at the market, as periodic inspections by the Sanitation Branch will ask to see permit.
- Food vendors are required to have their own hand washing coolers within their booth. It should consist of a cooler with a hands free spigot, bucket for catching water, paper towels and soap. The Hawaii Farm Bureau will supply a cooler for a \$5 fee each week; payment may be made with space fees.
- Food vendors cooking on premise must have a fire extinguisher with them. It should be a dry chemical extinguisher with a 40BC rating.
- Food vendors must use propane fired grills and cooking equipment. Charcoal grills are not allowed.

SCALES: Vendors using scales must have them calibrated and registered with the state. Appropriate documentation should be with you at the market.

TRASH: Vendors are responsible for their own trash. Please take your trash with you and clean up your area at the end of the market.

RESTROOMS: At the KCC market, restrooms are available in the chapel building next to the market area and at the city facilities near the Diamond Head end of the market. At Kailua, restrooms are available in neighboring retail establishments. At Mililani, restrooms are available in the gym. At Waianae, restrooms are available at the Health Center and at the Blaisdell, restrooms are located near the box office and in the arena.

SIGNS: Please have a sign identifying your farm / company prominently displayed. Signs for products and prices should be legible and clearly displayed. All signs referencing farming practices and methods should support the Hawaii Farm Bureau's policies and shall be approved by the market manager.

COMMUNITY BOOTHS: Agriculture related informational booths that adhere to policies and objectives of the Hawaii Farm Bureau will be allowed to participate in the markets. We cannot accommodate other business, community and non-profit groups time.

COMMUNICATION: A map with space assignments and any information for the upcoming market is faxed or emailed to each vendor on Wednesdays for all markets. A hard copy tipsheet is handed out to KCC shoppers each week with a list of vendors, market highlights and other information. The tip sheet is also available for all markets on the HFBB website: www.hfbf.org.



Hawaii Farm Bureau
F E D E R A T I O N

2343 Rose Street • Honolulu, Hawaii 96819
Phone: (808) 848-2074 • Fax: (808) 848-1921

FARMERS' MARKET APPLICATION - AGREEMENT FORM

Thank you for your interest in the Hawaii Farm Bureau Federation's farmers' markets. Please read the enclosed information. If you would like to be a vendor, please fill out the following application. Once we have received your application, we will add your name to our waiting list of potential vendors. When we have an opening for your type of product, we will call you and then you can submit the other required documents. If you have any questions, please call 848-2074.

Please sign me up as a vendor for the HFBF Farmers' Market

- _____ Saturday Farmers' Market at KCC, Saturdays, 7:30-11:00 a.m.
- _____ Kailua Thursday Night Farmers' Market, Thursdays, 5 - 7:30 p.m.
- _____ Mililani Farmers' Market, Sundays, 8:00 – 11:00 a.m.
- _____ Waianae Farmers' Market, Saturdays, 8:30 a.m. – 12 p.m.
- _____ Honolulu Farmers' Market, Wednesdays, 4 – 7 p.m.

I will need the following space(s) for:

- KCC Farmers' Market: _____ space(s)
- Kailua Farmers' Market: _____ space(s)
- Mililani Farmers' Market: _____ space(s)
- Waianae Farmers' Market: _____ space(s)
- Honolulu Farmers' Market: _____ space(s)

Name _____

Company name _____

Address _____

City _____, Hawaii Zip Code _____

Best way to reach me is: _____ Phone _____ Cell _____ Fax _____ Email _____

Business Phone _____ Cell Phone _____

Fax _____ Email _____

I will be selling the following items. Give as much detail on use of **LOCAL PRODUCTS**. Please attach additional sheet if necessary:

AGREEMENT (Application is not complete unless signed below.):

I understand that the Hawaii Farm Bureau Federation reserves the right to cancel this application/agreement, with or without cause, at any time.

I have read the contents of "Farmers' Market Vendor Information," which is incorporated herein by reference, and agree to the terms set forth.

The Hawaii Farm Bureau Federation has the right to terminate this application/agreement if I do not abide by the rules and requirements set forth in "Farmers' Market Vendor Information," or if I conduct myself in a manner that is injurious to the best interest of HFBF and its purposes.

FOR HFBF USE ONLY			
Based on reviewed products to be sold, vendor category is determined to be:	Tier 1	Tier 2	Tier 3

Signature of authorized individual representing vendor

Date _____

Print Name of authorized individual representing vendor

**Please mail to:
Hawaii Farm Bureau Federation
2343 Rose Street
Honolulu, HI 96819
or FAX to 848-1921.**



Hawaii Farm Bureau
F E D E R A T I O N

2343 Rose Street • Honolulu, Hawaii 96819
(808) 848-2074 • (808) 848-1921 Fax

FARMERS' MARKET WAIVER

THIS WAIVER made this _____ day of _____, 20____, by and between the HAWAII FARM BUREAU FEDERATION (hereinafter referred to as "FARMERS' MARKET"), and _____, (hereinafter referred to as "PARTICIPANT").

WHEREAS, Farmers' Market is engaged in the planning, promotion and production of:

___ Saturday Farmers' Market to be held at Kapiolani Community College on Saturdays from 7:30 a.m. to 11:00 a.m.

___ Kailua Thursday Night Farmers' Market to be held at the Kailua Parking Garage, 609 Kailua Road on Thursdays from 5:00 to 7:30 p.m.

___ Mililani Farmers' Market to be held at Mililani High School Parking Lot, 95-1200 Meheula Parkway on Sundays from 8:00 a.m. to 11 a.m.

___ Waianae Farmers' Market to be held every at the Waianae Coast Comprehensive Health Center on Saturdays from 8:30 a.m. to 12 p.m.

___ Honolulu Farmers' Market to be held at the Neal Blaisdell Center every Wednesday of the month from 4 – 7 p.m.

LIABILITY AND INDEMNITY. Farmers' Market assumes no risk; and by acceptance of this Waiver, Participant expressly releases Farmers' Market, its directors, officers, staff, employees and representatives of and from any and all liability for any damage, injury or loss to any person or property which may arise from the performance, by Participant, and agrees to hold and save Farmers' Market, its directors, officers, staff, employees and representatives harmless of and from any loss or damage by reason thereof. Farmers' Market, its directors, officers, staff, employees and representatives assume no responsibility whatsoever for any property brought onto the Market Grounds, and is hereby expressly released and discharged from any and all liability from any property loss.

Farmers' Market, any of its directors, officers, staff, employees and representative shall not be responsible for any loss, injury, or damage, which may occur to Participant or its property, arising from any cause whatsoever, prior to, during and subsequent to the Farmers' Markets.

Participant, by signing this Waiver, expressly understands that it releases Farmers' Market, its directors, officers, staff, employees and representatives and agrees to indemnify them against any and all claims and actions for personal injury, death and property damages arising from or resulting from or in any way connected with the performance, by Participant, of its rights, duties and obligations.

Participant shall, in addition, reimburse Farmers' Market for all its costs and expenses, including reasonable attorneys' fees, incurred or imposed in connection with the defense of any such claims.

1. AMENDMENTS. This Waiver shall not be amended or modified except by an instrument signed by all parties, hereto.
2. AUTHORITY OF UNDERSIGNED. The undersigned Participant acknowledges and understands this Waiver is being signed by Participant entering on the Market Grounds pursuant to the performance, by Participant of its right, duties and obligations under this Agreement, and that Participant understands and agrees to abide by the terms of this Waiver.

As the undersigned Participant is signing this Waiver, the undersigned warrants that he/she has the authority, power and legal capacity to execute this Waiver.

Print Name of Participant

By: _____
Signature

Date: _____

Mailing Address:

Day phone: _____

Evening phone: _____