

Overview of Requirements, Rules, and Regulations for Town Party Booths

For Artisan, Crafter and Non Profit Booths:

- Booth fee is \$125.
- Booth space is 10x10.
- Booth spaces are located on Kailua Road (with some Artisans located on Central Triangle lawn).
- Note: Kailua Road will be closed to vehicular traffic from 9 a.m. to 5 p.m. During road closure, you are not allowed, UNDER ANY CIRCUMSTANCES, to bring your vehicle onto Kailua Road for unloading and loading, so please plan accordingly. Deliveries can begin from 6:30 a.m. – 8:30 a.m. to drop off your merchandise and shade canopy in the area. Do not block sidewalks or drop off any merchandise on the street itself. You must vacate the street by 4:50 p.m.
- **No food or edible items can be sold.**
- **No items that read “I Love Kailua” can be sold.**
- **Crafters** may sell T-shirts in addition to other items, but no T-Shirt-only vendors are allowed.
- **Artisans** must sell 2-D art but may have up to 25% of 3-D art as well.
- **Non profits** are **not allowed sales of any kind**, nor activities for which a fee is charged, but you may solicit memberships and donations.
- **All booths** must provide a **Certificate of Insurance** as described in the application.
- **All booths** must have a current tagged 2A:10BC rated fire extinguisher.
- Booth Applications are due between March 15 and March 25.

For Food Vendors:

- There is no booth fee; a portion of your food sales (35%) goes to support our mission.
- All food sales are done via scrip, **no cash sales**.
- All Food Vendors are sited on Kailua Road.
- You will be given a Vehicle Pass for access to Kailua Road for equipment delivery (from 9-11 a.m.) and pickup (4-5 p.m.).
- You must vacate the street by 4:50 p.m.
- Food Vendors must provide a **Special Event Food Establishment Permit** from the Department of Health and a **Certificate of Insurance**, as described in the application.
- Food Vendors must have a current tagged 2A:10BC rated fire extinguisher, (or an extinguisher with a minimum rating of 40B may be required if cooking).

For Plant Vendors:

- There is no booth fee; a portion of your plant sales (30%) goes to support our mission.
- All plant sales are done via cash or charge.
- Plant Vendors are located in a large Plant SalesTent on Hinano Way.
- Access to the Plant Sales Tent for setup is from the Longs and Whole Foods parking lots.
- You must vacate Hinano Way by 4:50 p.m.
- Plant Vendors must provide a **Certificate of Insurance** and **Right of Entry Permit**, as described in the application.

Full details regarding all requirements, rules and regulations, for each type of booth or vendor space, are given in the individual applications themselves.