



Makiki Farmers' Market Vendor Application

Business: _____

Contact: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____

Check One (Please do NOT send in a payment with this application)

_____ * Produce Vendor - \$25.00 for a 10 x 10 ft. space, per week.

_____ * Prepared Food Vendor - \$35.00 for a 10 x 10 ft. space, per week.

*Cost per booth may be subject to change.

- Each booth includes a 10x10 foot space and limited electricity. Limited overhead lighting throughout The Makiki Farmers Market (The Market) area will be provided by the Parish of St. Clement (POSC). Vendors must provide their own generators if they have greater electricity needs. Vendors are required to provide, as needed, their own tent, equipment and furniture (i.e., tables, chairs, equipment, utensils, displays, generators, etc.) for their booths.
- All Vendors shall indemnify, defend, and forever hold harmless The Parish of St. Clement, its officers and volunteers from and against all claims and actions for personal injury, death, property damage, or other legal claims which may be sustained by any and all Vendors as a result of and in conjunction with other Vendors involved in the above referenced activity, together with any loss, cost, or expense, including and without limitations, court costs and attorney fees which The Parish of St. Clement may sustain as a result of the activity, including limitations and claims by the Vendor's own employees or other parties against The Parish of St. Clement.
- Consistency and customer service is essential for the success of The Market. A vendor who participates in The Market must make a 6-month commitment and be present at The Market each week, or a minimum of 2 Thursdays a month, of that 6-month period. Vendors must understand that The Market exists to not only sell Hawaii grown and made produce and products, but to promote The Market as a friendly neighborhood gathering place where residents and visitors may buy fresh produce, gather, and eat.
- If the Vendor is unable to be at The Market on a particular Thursday, they should notify POSC at (808) 955-7745 at least 48 hours in advance. Three consecutive, unexcused absences may result in the Vendor losing their right to participate in The Market.
- I have read and will abide by all guidelines listed on attached sheets.

Vendor's Signature

Date

Listing of Vendor Products

Please list and briefly describe all products and menu items that you propose to sell, as well as average prices for each. The Market is dedicated to helping local farmers bring fresh produce and prepared foods to our patrons. Non-Hawai'i grown or made products should not be sold at The Market without prior approval from The Market Management. The Market Management reserves the right to restrict the sale of certain products/menu items to maintain a fair, competitive balance in The Market.

The Market Manager is Pam Fern. She can be contacted through the POSC office.

Contact information:
The Parish of St. Clement
1515 Wilder Ave.
Honolulu, Hawai'i 96822
Tel. 955-7745
Fax: 944-9325
info@stclem.org

Farmer/Vendor Name: _____

Address: _____

Phone: _____ Alt. Number: _____

Email: _____

Please describe product(s) to be sold and list prices below:

Required Information for Prepared Food Vendors

Department of Health Form

Department of Health Temporary Food Establishment Permit

1. ALL prepared food vendors are required to fill out the State Department of Health Temporary Food Establishment Permit. Please be sure to include the kitchen permit number issued by the State Department of Health for the kitchen that will be used to prepare your foods. You need to go to the Department of Health (808 586-8000) to obtain the permit and pay the required fee.
2. Completed application forms are to be sent to:

The Parish of St. Clement
1515 Wilder Ave.
Honolulu, Hawai'i 96822

Required Information for ALL Vendors

Public Liability Insurance Requirement

(Pursuant to Section 28-3.3, Revised Ordinance Honolulu, 1990, as amended)

1. An **original** Certificate of Comprehensive General Liability insurance including product liability in the following amounts:

Bodily Injury	\$300,000	per occurrence
Property Damage	\$ 10,000	per occurrence

2. The above certificate of insurance shall name the following as additional insured:

The Parish of St. Clement
1515 Wilder Ave.
Honolulu, Hawai'i 96822

For Official Use Only

Date Received: _____

By: _____

Approval Date: _____

Booth Number: _____

Makiki Farmers Market Guidelines

All Market vendors & participants will comply with State and City & County COVID regulations & requirement i.e., the appropriate use of masks and physical distancing.

Booth Spaces: 10x10 ft. space is being provided. As needed, tent(s) and all equipment and furnishings (i.e., tables, chairs, equipment, utensils, displays, generators, etc.) are to be provided, set up and removed from the property by the Vendor. These items cannot restrict the flow of traffic, intrude into another booth space, or become a safety hazard.

1. **NO** stakes are to be driven into the driveway or planters of The Parish of St. Clement's (POSC) property.
2. **Electricity:** There is limited access to electricity. Limited overhead lighting throughout the market area will be provided by POSC. Vendors are encouraged to bring their own portable electric lanterns (such as Coleman camp lanterns) for their own booths. If Vendors have greater electricity needs, they must bring their own generators.
3. **Parking Spaces:** Vendors should expect to drive onto POSC grounds **no earlier than 4:15 pm** and park in the area designated by The Market Supervisor. Due to limited parking facilities, POSC can only guarantee one vehicle per 10 x 10 space. Additional parking for workers will be provided as space becomes available.

On-street parking is the nearest available public parking. Note: Wilder Avenue on-street parking is available after 5:30 pm on both sides of the street.
4. **Unloading and Loading:** Only in designated market area. Please bring carts, hand trucks, and volunteers to help you load and unload. Please do not block the flow of traffic.

Set up time: 4:15 pm. After-market closing and loading times: 7:30 to 8:00 pm. Vendors must be off campus no later than 8:30 pm.
5. **Booth Assignments:** Locations will be determined by The Market Managers.
6. **Conformance with the Laws:** Produce vendors and prepared food vendors are required to observe, comply, and perform within requirements of all applicable laws, rules, regulations, guidelines, and procedures established by the city, state, and federal governments regarding the sale of their products. Non-compliance with this rule will result in expulsion from The Market and possible penalties.
7. **Unattended Items:** The Parish of St. Clement will not be responsible for any items left and/or unattended.
8. **Cleaning and Trash Removal:** **All vendors are responsible for cleaning up their booth areas, and must take all their trash including, but not limited to, oil, food stuffs, charcoal, paper & plastic goods, etc., off POSC property when they leave. Non-compliance with this rule may result in expulsion from The Market.**
9. **Excise Tax:** All vendors are personally responsible for all taxes—excise, income, or any other levy— relating to their income for this event.
10. **NO** alcoholic beverages may be sold or provided on POSC property.
11. **NO SMOKING is allowed on POSC property.**
12. The Market managers reserve the right to limit the number of vendors selling similar items.
13. During the school year POSC School parents **may be** picking up their pre-school children from 3:00 pm to 5:30 pm, depending upon State and City & County CoVid Regulations. Please use caution, patience, and aloha when driving on campus.

** Market Management reserves the right to amend Market Guidelines at any time.**