



HĀMĀKUA HARVEST

Supporting Farmers - Enriching Community

Annual Farm Festival at Hāmākua Harvest Vendor Information and Guidelines May 2020

These Guidelines are set forth to ensure a supportive and smoothly running Farm Festival founded on equitable policies and mutual respect.

Location and Hours:

The Festival will be held at the Hāmākua Harvest site which is located at the intersection of Māmalahoa Highway and Māmane Street in Honoka'a.

Festival hours will be from 9:00 am until 3:00 pm on Sunday, May 17th 2020.

Vendor set-up may begin as early as 6 am and **MUST** be completed by 8:30 am.

Selling prior to opening is not permitted. Vendors may not leave or commence break-down prior to Festival closure at 3:00 pm.

Please note, under no circumstance are vehicles allowed in the vending area **prior** to Festival closure.

Application Process and Admissions Criteria

Vendor selection will be based on all applications received prior to the date of the Festival and space availability.

Ongoing submission of applications will be accepted and will be considered complete only when all documents listed below have been received:

- Signed and completed Vendor Application
- Copy of any required food permits, proof of certifications, or other documentation relevant to your product/farm
- Booth fee

In evaluating Vendors, Festival staff will give first preference to those that offer fresh, local high quality food products grown, raised, foraged or caught in the Hāmākua region.

Non-farmers or value-added producers will be considered based on their usage and quantity of local materials or resources and based on the uniqueness or diversity of their product.

Agricultural re-sellers will be admitted on a case by case basis depending on product and production methods. 75% of resold products MUST be from Hawai'i Island, and priority will be given to producers of the Hāmākua coast practicing sustainable and ecological responsibility.

All participating Vendors must abide by all applicable federal, state and local health regulations pertaining to temporary Vendor establishments as outlined in the *"Permitting and Scales"* section below.

Any vendor selling live plants will be required to sign a statement that the plants are free of Little Fire Ants and Coqui Frogs, and will be required to have peanut-butter test sticks in at least one of every ten plants and/or separate grouping of plants on the day of the Festival. Plant vendors are invited to contact Michael Gibson ([808 640-2506](tel:8086402506)) if you need more information on this requirement.

Vendors are encouraged to cross-promote their business activities and offerings with Farm Festival and Hamakua Harvest. Hamakua Harvest will be promoting all vendors with social media through our Instagram (@hamakuaharvest) and Facebook (Hamakua Harvest) and using the hashtag **#hamakuaharvest**. Please include this information on your application.

Booth Space

Each Vendor will have space for a 10'x10' pop-up tent, or the equivalent. Vendors desiring more space should discuss their needs with the Vendor Coordinator, Elizabeth Mallion.

All displays should be neat, tasteful and professional. A clear walkway in and around a booth must be maintained for the safety of all. Tents must be weighted or very well staked (we strongly recommend 3' stakes) so as to withstand the lifting forces of sudden gusts of wind.

Space may not be sub-leased or transferred from one Vendor to another Vendor without prior approval of management.

The goal of the Festival is to minimize waste creation and disposal, moving towards the concept of a "Zero Waste" event. Any disposal item must be made from recyclable or compostable materials.

Any vendors cooking food will be required to have a fire extinguisher at their booth.

Facilities

Potable water is provided as needed for all Vendors.

Bathroom facilities are furnished by temporary bathrooms in a clearly marked location and with an adjacent hand-washing station.

Festival Fee Schedule:

Hot Food Vendor	\$100
Other Vendors (10x10 space)	\$50

Checks should be sent to: Hāmākua Harvest P.O. Box 621 Honoka'a, HI 96727 or delivered to Elizabeth Mallion at the Information booth on a Sunday before May 12th..

Products

Items offered for sale must be locally grown or produced, and reflect freshness and quality. Management reserves the right to approve all products to be sold at the Festival.

Permitting and Scales

A. All Vendors selling processed food items (including, but not limited to, baked, cooked, chopped, smoked, dried, preserved, and pickled) described as potentially hazardous foods (PHF) must have a current Temporary Food Establishment Permit (TFEP), available from the Hawai'i State Department of Health. All food items must be properly protected against contamination at all times.

B. A copy of the current Mobile Food Establishment Permit, a Temporary Food Establishment Permit, or Commercial Kitchen Permit must be displayed in the Vendor's booth at all times and a copy should be submitted to the Vendor Coordinator.

C. It is the responsibility of each Vendor using scales to ensure that his/her scales are accurate and in working order for protection of fair pricing for both themselves and the customer.

D. Each Vendor regardless of type will need to obtain a General Excise Tax certificate and to abide by HRS 231, governing collection and payment of the General Excise Tax.

Signage and Display

All Vendors must display signs that show their farm or business name in a prominent manner. Please take great care to weigh down and/or securely affix any signage.

Farmers are encouraged to discuss their production methods with Festival customers (sustainably raised, ecological grown, Korean natural farming, etc.). However, it is not allowable to use the word "Organic" in marketing unless the farm possesses an organic

certification certificate by a recognized agency OR has obtained a small farm exemption permit based on annual sales of less than \$5,000.

Festival Safety and Insurance

It is the responsibility of each Vendor to establish and maintain safe conditions in and around his/her booth. Care should be taken to avoid sharp corners, tripping hazards, leaving items on the ground, and other potentially dangerous situations.

While the decision to obtain liability insurance, both for the Vendor's booth space and product(s), is one that is left to each individual Vendor, Hāmākua Harvest, Inc., strongly recommends that all Vendors, and especially Vendors of food items, carry this kind of insurance.

Supplemental Nutrition Assistance Program (SNAP) and Electronic Benefits Transfer (EBT) Program

Agricultural Vendors are asked to participate in the SNAP/EBT program for all eligible items. The SNAP program is run by the United States Department of Agriculture (USDA) and "offers nutrition assistance to millions of eligible, low-income individuals and families throughout the US while providing economic benefits to communities." An EBT card acts much like a debit card and allows its holder to purchase fresh fruits, vegetables and food items.

Our Festival can offer these families and individuals direct access to local, nutrient dense fruits and vegetables. Training for accepting SNAP/EBT from customers will be provided to all interested Vendors free of charge. We strongly encourage every eligible Vendor to take advantage of this additional market.