

Addendum 2

Farmers' Market Handbook

Kaua`i County Farm Bureau

Rules and policies specific to the following market and venue:

Name of Market	Kaua`i Culinary Market
Venue Partner	The Shops at Kukui`ula
Location	The Shops at Kukui`ula concourse, Poipu
Days/Times	Wednesday, 3:30 pm – 6:00 pm

Booths Space

1. A regular “booth space” is defined as one 6 ft table with tablecloth. A “double” space is defined as two 6 foot tables with tablecloth.
2. Placement of booth space to be determined by venue and market manager, and may change based on foot traffic and the needs of the venue.
3. The Shops at Kukui`ula venue will provide for each vendor:
 - a. One 6’ table with tablecloth
 - b. One or two folding chairs (as needed)
 - c. Up to one umbrella, based on need and availability
 - d. For vendors with an approved second table, a second tablecloth will be provided. Note: approval of a second table must first be obtained from the market manager, and the venue.

Booth Presentation

1. A clean, and nicely presented booth is essential. Please avoid Styrofoam, plastic bags, old cardboard boxes with other product logos, and dress appropriately.
2. Booth setup must conform to the table space and the 4 feet directly behind the table. Vendors are requested to keep boxes and “sprawl” to a minimum. Absolutely no containers shall be placed in the landscaping.
3. Please do not place items that stain or stick directly on the tablecloths.
4. Vendors are encouraged to display a tabletop sign with their Farm or business name. Standing A-frame signs may be utilized with advance permission from the venue and placed immediately next to table. No signage may be hung from landscaping or umbrellas.
5. Booth setup to comply with all Farm Bureau rules and Department of Health requirements at all times, including display of temporary food establishment permits, handwashing stations, GE tax licenses, pricing and any other requirements to be in compliance with market standards.

Set-up & Breakdown

1. **Vendor setup begins at 2:30 pm.** No setup is permitted prior to 2:30pm. Setup must be completed by 3:20pm. NO SALES are permitted until after the start time of 3:30pm.
2. Late arrival is not permitted. Tables may be removed for any vendor arriving after 3:20pm.
3. A limited number of carts are available for vendor use. All carts must be returned to the loading zone and vehicles parked PRIOR to table setup and sales. There shall be no hoarding of carts.
4. Vendors are permitted to bring their own portable dolly and store it under your table or in vehicle.
5. **Close of market is at 6:00pm.** No vendor shall be permitted to breakdown prior to that time.
6. Vendor is responsible for proper disposal of all waste generated – and return booth area clean:
 - a. Public trash receptacles are for customer use only and not for produce, green-waste or boxes. Those items to be carried out by vendor.
 - b. Vendors who serve samples should have a small container at their table for waste.
 - c. All wastewater and any ice must be properly disposed of by vendor. No ice in planters.
 - d. Please see market manager or venue contact for any questions on waste disposal.
7. Please leave tablecloth and chairs in place for janitorial staff to remove.

Parking and Safety

1. Space at the Kaua`i Culinary Market is limited so take special care to avoid creating trip hazards at all times.
2. Please use designated loading zones and parking areas only. Absolutely no parking in loading zones.
3. All vehicles should be unloaded and parked prior to setting up individual vendor booths.
4. Please kokua our guests and utilize designated vendor parking areas only.
5. In the case of any issues involving safety or security, or lost items please contact The Shops at Kukui`ula office immediately (742-9545) as well as the market manager.

Items for Sale

1. In addition to meeting Kaua`i County Farm Bureau market standards, all items for sale must be approved by the venue prior to sale. This applies not only to all new vendors, but to all current vendors introducing new products.
2. The Kaua`i Culinary Market focuses exclusively on culinary items, with exceptions for a limited number of floral and plant products as well as products sold in tenant stores.
3. No branded logo products (t-shirts, etc.) shall be offered for sale other than by the Kaua`i County Farm Bureau.

Venue Insurance Requirements

All vendors at the Kaua`i Culinary Market must carry insurance as required by the KCFB Market Policy, listing the venue as additional insured as follows:

Location: The Shops at Kukui`ula
2829 Ala Kalanikaumaka
Koloa, Kauai, State of Hawaii 96756

The policy shall contain an endorsement naming the following entities and their respective officers, directors and employees as primary additional insured:

Additional Insured(s):

1. **Kukui`ula Village LLC**, and their respective direct and indirect owners, the respective successors and assigns of each of the foregoing and the respective directors, officers, managers, trustees and trust beneficiaries (Owner).
2. **CBRE, Inc.**, (Owner's Managing Agent)
3. **A&B Properties, Inc.**
4. **KKV Management LLC**
5. **DMB Associates (Hawaii), Inc.**

Certificate Holder:

CBRE, Inc., Managing Agent for:
Kukui`ula Village LLC (Owner)
2829 Ala Kalanikaumaka, Suite B-115, #1
Koloa, HI 96756