

2022 Day at Hānaiakamalama

the Queen Emma's Summer Palace

Mahalo for your interest in being a vendor!

Festival Details:

Saturday, September 10th, 2022

9am-2pm

Location: Queen Emma's Summer Palace - 2913 Pali Hwy, Honolulu, HI 96817

Vendor Fee Structure:

- 10X10 Booth Space - \$150
- 10X10 Shared Booth Space/Food Truck - \$225
- 10x20 Double Booth Space - \$275

Space is limited for vending. We wish we could accept everyone who applies, but we will have to carefully curate who vends. **We will select a few vendors from each category in order to provide a well-rounded selection for attendees.**

We are specifically seeking local artisans and services, handmade items, and food vendors whose products and services celebrate Hawai'i's heritage.

If you are selected, we will email you a payment link based on your booth preference in your application. You will be given a 3-day deadline from that date to sign up. If you do not register in that time frame, your spot cannot be guaranteed.

Set up: Tents, tables, chairs and large equipment may be left overnight and dropped off to your booth space one day prior to the festival during the designated drop-off time. Daughters of Hawai'i will not be responsible for any items left overnight, anything left is at your own risk.

On the morning of the festival, set up begins as early as 6am. Vendors must be fully set up to receive patrons by 8:30am when protocol begins. Vendor check-in times may be staggered to ensure smooth drop off/set up. A vendor set-up letter with details will be sent prior to the day of the festival.

Vehicles will be able to drive onto the grounds during designated times, for unloading and loading. All vehicles, with the exception of food trucks, must exit the grounds during the festival. There will be a designated off-site parking lot for vendor parking. Vendors are not allowed to park their vehicles at Nu'uuanu Valley Park during the festival, which is strictly reserved for festival attendees.

Website - DaughtersofHawaii.org/2022-Day

Vendor Requirements/

- All vendors (food included) must be approved by the Festival Committee, in order to participate. General Excise license must be provided during registration.
- Vendors are limited to their assigned, designated booth space.
- Vendors are allowed one additional person/helper in their booth. All vendors must wear a wristband. If vendor has more than one additional person needed to run their booth, each additional person will need to pay the admission fee at check-in and will receive a different colored wristband.
- Tents, tables, chairs and other equipment needed are the responsibility of the vendor.
- Only white tents are permitted, no exceptions will be made.
- Electric power is available on a limited basis.
- Food vendors are responsible for acquiring a Special Event Food Handling Permit from the Department of Health.
 - A copy of the permit must be remitted to the Daughters and posted at the booth throughout the festival.
 - Vendors are responsible for complying with all Dept. of Health and the City & County Fire Marshall standards and requirements.
- Vendors must promote the Day at Hānaiakamalama, the Queen Emma's Summer Palace on their social pages/websites and invite their local friends and followers to the festival.
- As a reminder, Queen Emma's Summer Palace is a historic site and must be treated with utmost respect. All helpers and workers assisting vendors must have a pleasant attitude, be flexible and cooperative. Please have aloha with your neighbors, festival staff, and volunteers. If you do not show up this way, you will not be welcomed back to vend at the palace.
- Vendors are responsible for clean-up of their assigned area at the end of the day.
- Early breakdown is not allowed. Vendors are required to remain open until the end of the festival.

Refund Policy

- This is a rain or shine festival. No refunds will be issued for weather cancellation.
- Booth fees are non-refundable.