

ALL SAINTS' CHURCH

SATURDAY MARKET & SWAP MEET

Thank you for your interest in participating in the All Saints' Saturday Market & Swap Meet, now held on the second Saturdays of every month except for November. It is our hope to provide the community with a regular monthly event featuring a wide variety of quality products from our local farmers, artisans and food vendors, and to also offer a separate area for swap meet activity. In order to have a balanced offering of quality products and for shoppers to have the best shopping experience, we reserve the right to refuse and/or cancel any vendor application/registration. There are a limited number of spaces reserved for non-profits at no charge.

General Information & Guidelines

- ✱ **BOOTH SPACE:** Space is a 10'x10' area located outdoors on the All Saints' lawn (see attached layout). All equipment and set-up/breakdown are the responsibility of the vendor. Vendors with larger tents will not be allowed to set up unless prior arrangements have been made, and could include additional charges.
- ✱ **HOURS:** Hours of the market are from 9:00 a.m. – 2:00 p.m. All vendors are required to stay for the full 5-hour time slot unless all stock has been sold. Exceptions are made for farmers who may choose to leave earlier.
- ✱ **VENDOR CLASSIFICATIONS:** There are four categories of vendors:
 - FARMER - Providing fresh produce and/or flowers only
 - CRAFTER/FOOD VENDOR - Crafters selling new (unused) crafted items made or assembled in Hawai'i, and Food Vendor with ready to eat food items.
 - SWAP MEET – Persons selling used/rummage items
 - NON-PROFIT – Organizations with a 501c3 classification, youth teams and school groups
- ✱ **PRICING:** There are three levels of pricing as follows:

Level 1 Single month participation – No space assignment

- FARMER: \$15
- CRAFTER/FOOD VENDOR: \$25
- SWAP MEET: \$20

Level 2 6 consecutive months prepaid (excluding November) – Reserved space and discounted pricing. (Non-transferable)

- FARMER: 20% discount (\$12 per month) - \$72 total
- CRAFTER/FOOD VENDOR: 10% discount (\$22.50 per month) - \$135 total
- SWAP MEET: 10% discount (\$18 per month) - \$108 total

Level 3 12 consecutive months prepaid (excluding November) – Reserved space and additional discounted pricing. (Non-transferable)

- FARMER: 33% discount (\$10 per month) - \$120 total
- CRAFTER/FOOD VENDOR: 20% discount (\$20 per month) - \$240 total
- SWAP MEET: 20% discount (\$16 per month) - \$192 total

All Saints' Church – Saturday Market & Swap Meet

General Information & Guidelines, Page 2

* PAYMENTS:

- Payments can be made by cash, check, cashier's check or money order. Checks should be made out to **All Saints' Church**, and mailed to P.O. Box 248, Kapa'a, HI 96746, Attention: Saturday Market. Please also write "Saturday Market" in the notes portion of the check.
- Level 2 & 3 vendors must pay in advance at least 72 hours prior to their first event date.
- Single month participants paying at least 72 hours prior to the event date will be allowed early set-up. (See SET-UPS & BREAKDOWNS below.)
- All other vendors may choose to pay upon arrival on the day of the fair in **cash only**. Space is limited and you must pay before setting up. (See SET-UPS & BREAKDOWNS below.)

* CANCELLATIONS & CREDITS:

- No monetary refunds are given. However, if cancellation is received at least 24 hours before the event date, a credit for a future date will be given.
- No credit will be given for no-shows.
- All Level 2 & 3 payments are non-refundable. In certain circumstances, credit towards a future date may be given and will be determined on a case-by-case basis.
- **Cancellations by All Saints'** – Should it be necessary to cancel an event due to inclement weather or other unforeseen circumstances, vendors will be given a credit for a future date.

* SET-UP & BREAKDOWN:

- Vendors with prepaid spaces (including those that paid ahead of time for a single month) will be able to set-up at 7:00 a.m. All other vendors must wait until the general set-up time of 7:30 a.m., and is on a first-come basis dependent on space availability.

At no time are unpaid vendors allowed to freely set-up. They MUST check in with the site coordinator first.

- If vendors with a reserved space do not show up by 8:30 a.m., that space will be released for that date only.
- During set-up, vehicles must be removed from the market area by 8:30 a.m.
- NO SALES ARE ALLOWED PRIOR TO 9:00 AM.
- All vendors must breakdown and vacate the premises no later than 4:30 p.m. All trash in your immediate area must be picked up and disposed of properly.

All Saints' Church – Saturday Market & Swap Meet

General Information & Guidelines, Page 3

(SET-UP & BREAKDOWN CONTINUED)

ELECTRICITY

- For vendors requiring electricity, it is highly recommended to bring your own generator. You must let us know ahead of time if you are bringing one. There are specific areas designated for generators so as not to interfere with other vendors.
- There are a few electrical outlets available in certain locations, but because of the low power capability of the church buildings, requests for electricity will be considered depending on the item being powered. **There is an additional fee of \$10 for use of an electrical outlet that must be prepaid in advance** along with the booth fee, once approved. No last-minute on-site electrical requests will be considered.
- No electricity is provided for food trucks. Food trucks must supply their own power (generator) if electricity is needed.

✱ **NON-PROFIT ORGANIZATIONS:** All Saints' is deeply committed to supporting our community, especially non-profit organizations and youth groups. There are several opportunities available during the Saturday Market:

- **Car Wash Fundraiser** – Popular with school groups and sports teams, the Sloggett area parking lot is available for car washes on the day of the Saturday Market. Requests are considered 30 days before the event date. (Earlier notice is reserved for church members.)
- **Informational Booth** – Organizations can set up a tent in a designated area or a table on the tree deck where no tent is necessary (with weather conditions at your own risk). Groups are also welcome to sell baked goods or other small items if fundraising for that organization. Spaces for non-profits are limited, so requests should be made well in advance.
- **Rummage Sale** – The Swap Meet area between the tree deck and Memorial Hall is designated for Swap Meet Vendors, and non-profits may utilize a space at no charge, if fundraising for that organization.

✱ **OTHER:**

- Food vendors are required to obtain and post required permits from the Department of Health. A copy of the permit must accompany the application, or in the case of a one-day only permit, a copy should be given to the Market Coordinator on site prior to the start of the market opening.
- All vendors will be required to sign a waiver of liability (indemnity, release, and hold harmless form) provided by the church.

If you would like to reserve a space, please register online by following the links on our website at www.allsaintskauai.org, or complete and return the accompanying form. If you do not hear back within two weeks after submitting your payment, please contact us to be sure we received it. You may call the Church Office at 808-822-4267, or e-mail: allsaintskauai@hawaiiantel.net.