

## **Addendum 1**

### **Farmers' Market Handbook**

#### **Kauai County Farm Bureau**

Rules and policies specific to the following market and venue:

<b>Name of Market</b>	Kaua`i Community Market
<b>Venue Partner</b>	Kaua`i Community College
<b>Location</b>	Kaua`i Community College parking lot, Puhi
<b>Days/Times</b>	Saturdays, 9:30a.m. - 1:00 p.m

#### **Booths**

1. A regular "booth" or "space" is defined as one and a half parking stalls, 8.5' x 14' or a dimension of 12' x 14' in sales area. Some flexibility with space may be possible to allow for larger vehicles.
2. Each vendor must provide their own tent, with proper weights and tie downs to ensure safety.
3. Floor length table coverings shall be used.
4. Food grade containers shall be used in to present a hygienic and high quality appearance. Cardboard boxes with food labels are discouraged.
5. All tents shall be clean.

#### **Set-up**

1. Vehicles and tents are not permitted on property prior to arrival of Market operations staff at 7:30 am.
2. Setup begins at 8:00 am, 1.5 hour before the opening of the Market.
3. A Vendor may either unload in front of their assigned space and then park the vehicle in the parking area, or park within the Vendor's assigned space.
4. Vehicles parked in a Vendor's assigned space shall fit within the allotted space and shall be parked parallel to the curb in the rear of the stall.

#### **Safety**

1. The Market area shall close to vehicles 30 minutes before Market opening. If a Vendor arrives after this, the Vendor must carry items into the Market to set up.
2. Stay alert and be observant when entering the market grounds, parking vehicles, and exiting the market.
3. If there are vendors in place around you, please make sure that they are aware of your presence before pulling in to your assigned space.
4. Ask for assistance as needed.

#### **Market Close and Departure**

1. No vehicle can enter or leave the Market area until it is cleared of customers, up to 15 minutes following market close.

#### **Items for Sale**

Submit a basic description of your business and items carried to the market manager for inclusion on the Kauai Community Market website: [www.kauaicommunitymarket.org](http://www.kauaicommunitymarket.org).

#### **Other Restrictions**

1. Dogs, except for service animals, are not allowed on the property.
2. Food containers are requested to be compostable. No Styrofoam may be used.

#### **Must be listed as additional insured**

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