

**PEARL CITY HIGH SCHOOL PTSA
CHRISTMAS CRAFT FAIR APPLICATION FORM
Sunday, December 14, 2025 / 9 AM TO 2 PM**

Make checks payable to: Pearl City High School PTSA and in the memo line indicate "PTSA Craft Fair"

**** PLEASE PRINT CLEARLY ****

Mail application, payment, and copy of GE Tax License OR Clearance form from the State of Hawaii to:
Luane Higuchi / PCHS PTSA Craft Fair
1541 Hoohulu Street / Pearl City, Hawaii 96782 (**Or email application and GE to: pchsptsacraftfairs@gmail.com)

NAME _____

BUSINESS NAME: _____

If you do not have a business name, you may use your Instagram handle. If using your IG name, precede with @ symbol

MAILING ADDRESS _____

CITY/STATE _____ ZIP _____

PHONE: Cell _____ Home/Business _____

Email address _____

Please print clearly for email address; Craft Fair communication will be primarily by email!

ITEMS TO BE SOLD: _____

BOOTH SELECTION: Fill in with booth number (3 booth choices)

(If all spaces are taken, vendor will be placed as close to requested area as possible)

Inside Cafeteria (1/2 cafeteria table)	# 1 _____	#2 _____	#3 _____
Inside Cafeteria (No table needed; bringing own tables)	# 1 _____	#2 _____	#3 _____
Outside – Walkway	# 1 _____	#2 _____	#3 _____
Outside – Tent	# 1 _____	#2 _____	#3 _____

_____ # of Booth Spaces @ \$85.00 = \$ _____

Inside Cafeteria (1 full cafeteria table) # 1 _____ #2 _____ #3 _____

_____ # of Booth Spaces @ \$130.00 = \$ _____

Food Vendors will be in an outside tent: _____ # of Booth Spaces @ \$175.00 = \$ _____

PEARL CITY HIGH SCHOOL PTSA CRAFT FAIR REGISTRATION FORM/CONTRACT

LIABILITY

THE PEARL CITY HIGH SCHOOL PTSA CRAFT FAIR OR PEARL CITY HIGH SCHOOL WILL NOT ASSUME LIABILITY FOR PERSONAL INJURY, DAMAGED, LOST, OR STOLEN GOODS, INCLUDING BUT NOT LIMITED TO REASONS OF WEATHER, THEFT, OR CARELESSNESS.

SIGNING BELOW INDICATES THAT YOU HAVE READ THE ALL INSTRUCTIONS ON PRECEDING PAGES AND EXPRESSES YOUR ACCEPTANCE. I agree to abide by all of the stipulations as stated in the PEARL CITY HIGH SCHOOL PTSA CRAFT FAIR REGISTRATION FORM/CONTRACT.

Print Name

Signature

Date

(FOR PCHS PTSA USE ONLY) Postmark _____ Amount _____ Check # _____ Tax clearance _____
Food vendors: Cert. of liability insurance _____ Special Event Food Permit _____

PEARL CITY HIGH SCHOOL PTSA CHRISTMAS CRAFT FAIR REGISTRATION FORM/CONTRACT 2025

These conditions have been established to promote the safety, health, and welfare of the public and promote the interests of the craft fair participants. **PLEASE READ AGREEMENT THOROUGHLY.**

AGREEMENT

The vendor is a person who has rented booth space at the Pearl City High School PTSA Christmas Craft Fair. The vendor agrees to read and abide by the following conditions governing this Craft Fair.

HOW TO APPLY

- Complete, sign, and mail application/contract form, payment, and copy of GE Tax License OR Clearance form from the State of Hawaii to:
Luane Higuchi / PCHS PTSA Craft Fair / 1541 Hoohulu Street / Pearl City, Hawaii 96782
 - THERE WILL BE NO REFUND OF REGISTRATION FEE FOR CANCELLATIONS.
 - **Your booth will not be confirmed until the completed application and payment has been received.**
- Make check for registration fee payable to: **Pearl City High School PTSA** and in the memo line **"PTSA Craft Fair"**
* Note: There is a service charge of \$30 for returned checks
- **Provide a valid email address on your registration form.** Craft fair communication is sent primarily by email.
- **CRAFTERS MUST SUBMIT A COPY OF THEIR TAX CLEARANCE CERTIFICATE FROM THE STATE OF HAWAII OR A GENERAL EXCISE TAX LICENSE**
- Vendors may email application and GE license copy to: pchspgcraftfairs@gmail.com if paying via Venmo.

REGISTRATION

Applications are accepted on a first come (by postmark or email) first confirmed basis. Applications not accepted will be returned immediately. Crafters that have been **accepted** will be emailed a confirmation letter with the number and location of their booth. There will be a service charge of \$30 on returned checks. **There are no refunds or credits.**

PRODUCTS FOR SALE

All vendors must submit a detailed description of all merchandise to be sold. You may submit pictures if necessary. Resale items are allowed.

PCHS PTSA reserves the right to deny the selling of any and all items deemed inappropriate or questionable without cause or reason.

BOOTH ASSIGNMENTS

Will be on a "first come, first serve" basis (based on postmark). Pearl City High School PTSA reserves the right to reassign booths at any time without notice. We are not responsible for lost or misdirected applications.

BOOTH SIZE & FEE

Inside Cafeteria (#1 to #104)	\$85.00 (6' x 4', ½ cafeteria table**)
Inside Cafeteria	\$130.00 (12'x4' full cafeteria table**)
Outside Covered Lanai (#125 to #134)	\$85.00 (6' x 4', own table**)
Tent Space (#153-164)	\$85.00 (10' x 10' on lawn. Own tent & table)
Food Vendors (outside tent space #135-146)	\$170.00 (10' x 10' on lawn. Own tent & table)

***** See additional requirements for FOOD VENDORS**

**** ALLOWABLE SETUP FOR INSIDE BOOTH SPACE - 1 or ½ cafeteria table (supplied) or own table and/or racks (must stay within the marked booth space (6' x 4')). VENDORS WHO EXCEED BOOTH SPACE WILL BE ASSESSED \$50.00.**

CANCELLATIONS AND REFUNDS

Booth fees are non-refundable. No shows will lose booth fees.

FOOD SALES

Only vendors who receive authorization may sell food.

No canned or bottled water, soft drinks (juice cans and soda). These items are reserved for **Project Grad fundraising**.

Approved vendors are allowed to sell pre-packaged foods and foods included in handcrafted gift baskets and gift-wrapped gift sets.

EQUIPMENT

Your display is very important. Please provide an attractive display including all the equipment you need. You must bring your own table, chairs, etc. to fit your space. Measure your merchandise before the Craft Fair and adjust accordingly.

VENDORS WHO EXCEED BOOTH SPACE WILL BE ASSESSED \$50.00.

TENTS

You must fit in the space you purchased with no part of your setup (including tarp, guide wires, chairs, tables, merchandise, etc.) extending beyond your boundaries. Please secure all tents with sandbags or weights (no stakes) to avoid tents flying away. You will be financially responsible for any damage your tent may cause to other vendors, shoppers, and/or property of Pearl City High School.

SETUP

You may arrive as early as 7:00 am and should be set up by 8:30 am. **Please do not come before 7:00 am as we will not have staff available to check you in until that time.** No nails or other items may be driven into the floors, walls, sidewalks, benches, tables, or trees. Only blue/green painter's tape can be used and must be removed at the end of the Craft Fair.

UNLOADING

Please display/show vendor pass when approaching the cafeteria access road. IF available, student help for unloading will be available at 7:00 AM - 8:30 AM. Student help will not be available after 8:30 AM. After unloading, the vendor is required to **immediately** move the vehicle to the designated vendor parking area which is the gym parking lot.

PARKING

Vendors are required to park their vehicle in the designated vendor parking area fronting the **school gym**. Parking in the parking lot above the cafeteria and along the roadway fronting the school buildings are reserved for your patrons. Cafeteria parking stalls and grass areas surrounding the portable classrooms will be reserved for buyers with special needs and Craft Fair Staff.

SELLING TIME 9:00 AM to 2:00 PM.

Vendors must operate throughout the Craft Fair hours and are responsible for having sufficient merchandise available to operate during Craft Fair hours. Setup should be completed by 8:30 AM.

POWER

Power is not provided. To ensure the comfort and safety of our vendors and shoppers, generators are only allowed in designated areas. Contact Jennifer if you require use of a generator.

CHILDREN

If your children are accompanying you, they must stay in your booth and not wander the property unattended.

ANIMALS

Pets are not allowed unless certified as a guide or service animal.

ILLNESS

For the safety of our vendors, volunteers, and shoppers, if you are experiencing any COVID-like symptoms which include (fever higher than 100°F, chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea), please **DO NOT ATTEND** this event. Please find a replacement to work your booth. Be safe and stay home.

WEATHER

The Craft Fair will operate rain or shine. Crafters outside and under walkway should come prepared with adequate protection from the weather

CLEANUP

Vendors are expected to leave their booth area clean during and at the end of the Craft Fair. Vendors are responsible for disposing of any and all rubbish in an appropriate rubbish receptacle.

IMPORTANT: FOOD VENDORS

No canned or bottled water or soft drinks are allowed as the school will be doing a drink booth to fundraise.

If you are cooking with an open fire or propane, you must have a fire extinguisher in your space.

All food samples must be individually packaged and covered (i.e., sample cups with lid), no toothpicks. If offering samples, you must also provide a trash receptacle for sample waste.

Food vendors must provide a **Certificate of Liability Insurance** naming the following as additionally insured:

- Hawaii Department of Education, Pearl City High School, 2100 Hookiekie St, Pearl City, HI 96782

A **Special Event Food Permit** must be provided unless your products fall under the exemptions as stated below. A copy of the permit must be provided to the Craft Fair Coordinator no later than 3:30 pm on December 12, 2025. Failure to comply will result in loss of booth fees and inability to participate.

EXEMPTIONS TO SPECIAL EVENT FOOD PERMIT:

Vendors who distribute or sell prepackaged foods that are also non-potentially hazardous, or vendors who distribute or sell "homemade food products*" or "hand-pounded poi" directly to the consumer, are not required to obtain a Special Event Food Establishment permit. "Homemade food products" means not potentially hazardous food produced or packaged by the vendor in their home kitchen. Some common examples of "homemade food products" are baked goods, chex mix, popcorn, but DOES NOT include cream filled pastries, baked goods with meat, pickled food items, homemade salsas, jerky or smoked meats/fish, low acid canned foods and garlic in oil. (ref. Hawaii State Department of Health)

*Special Instructions for Vendors Selling "Homemade Food Products"

Vendors selling homemade food products made in a home kitchen must comply with the Hawaii State Department of Health food safety code for Homemade Food Operations. Visit the Dept. of Health website at <http://health.hawaii.gov>.

Examples of Homemade Food Products include, but not limited to:

- Breads, rolls, mochi
- Cakes, cookies, and pastries
- Candies and confections
- Jams, jellies, and preserves
- Cereals, trail mixes, and granola
- Popcorn

Cheesecakes, custard pies, cream puffs & pies and similar food items that require refrigeration will not qualify as an HMF.

All HMF products require specific labeling with the following information (see example above):

1. A statement that reads "Made in a home kitchen not routinely inspected by the Department of Health."
2. Common name of the product or descriptive name.
3. Ingredient list if made from 2+ ingredients, listed in descending order of predominance by weight.
4. Name and contact information of the homemade food product operator.

FOODS NOT ALLOWED AS "HOMEMADE FOOD PRODUCT" AND REQUIRE A SPECIAL EVENT FOOD PERMIT:

Fermented foods, acidified foods, canned or bottled foods, dried meats or seafood, low acid canned foods, and garlic in oil. Examples of these foods include: kimchee, pickles, beef jerky, and the like.

INDEMNIFICATION STATEMENT

It is understood and agreed that the individual(s), group, and/or organization, his or their heirs, personal representative and assigns, or its officers, members, agents, employees, successors and assigns, for and in consideration of the State of Hawaii Department of Education permitting and allowing the use of the designated school rooms, building, and/or facilities jointly and severally agree(s) to indemnify and save harmless the State of Hawaii Department of Education, Pearl City High School, and/or the individual organizers of the Craft Fair against any and all losses, liability, demands, claims, suits, action or proceedings of every name, character, and description which may be suffered or incurred by or brought against the State of Hawaii Department of Education, Pearl City High School, and/or the individual organizers of the Craft Fair for or an account of any inquiries or damages to any person or property received or sustained by any person, directly or indirectly, by or in consequence of the use of facilities by the undersigned individuals, groups, and/or organization. Pearl City High School will not be held liable for any damages, lost, or stolen items brought onto the premises by the vendor.

DEADLINE

Application deadline: November 23, 2025.

*** Applications will be accepted after this date if booth spaces are available.

CONTACT PERSON

If there are any questions, call or leave a message for Luane Higuchi at (808) 386-0629

Coordinators of the PCHS PTSA Craft Fair reserve the right to refuse participation to any vendor without cause or reason.