



HANA FARMERS MARKET VENDOR APPLICATION

Aloha,

Mahalo for your interest in becoming a vendor of the Hāna Farmers Market (HFM). The market provides our community with a sustainable outlet for locally-grown and produced goods, while directly connecting farmers to each other, local consumers and visitors of Hāna. We offer fresh organic produce, fish, meats, dairy, plant starts, bakery goods and other pantry essentials. As a project of the Hawaii Farmers Union United (HFUU)-Hana Chapter, we encourage our farmers and residents to make conscious decisions about the health and nutritional betterment of themselves, their ‘Ohana and East Maui.

Keep it Local,
The HFM Staff and HFUU Board of Directors

THE DETAILS



MARKET HOURS

Regular Season: February-October

Friday 3-5pm

Kupuna Shopping 2:30-3pm

Set Up 1-2 pm

Break Down 5-6pm

Winter Season: November -January

Friday 2:45pm-4:30pm

Kupuna Shopping 2:15-2:45 pm

Set Up 1-2 pm

Break Down 4:30- 5:30 pm



VENDOR FEES

HFUU Members \$15

HFUU Non-Members \$25

Pay monthly & Get 20% Off!

This is a rain-or-shine event, all vendor fees are non-refundable unless the market is canceled.



HFUU ANNUAL MEMBERSHIP

Individual \$50

‘Ohana \$100 (up to 4 members)

Join Online! Don't forget to select Hāna Chapter
<https://hfuuhi.org/members/membership-benefits/>



WAITLIST

Availability based on needs of the market

If no booth space is available under the appropriate category, a vendor may be asked to participate in a single Friday market in the absence of a regular vendor.

All vendors will be reviewed and approved by the HFUU-Hana Chapter Board of Directors and Staff.

APPLICATION DOCUMENTS

- Vendor Application
- Vendor Card
- Product List Sheet
- Vendor Guidelines
- Food Handlers Safety Certification*
- Food Establishment Permit**

Once accepted as a market vendor, any new additions to your booth must be added to your product list sheet and submitted for approval before selling. Vendors are subject to a farm/business visit to verify the source, production or growing methods of products offered for sale at the HFM.

CERTIFICATIONS

**Food Handlers Safety Certification

This certification is required by all vendors with items other than whole fruits, vegetables and or herbs. Certifications are completed online, and range from \$8-\$20. If required, please include a copy of your current certification with your vendor application.

For a directory of accredited certificate programs, please visit:

<https://anabpd.ansi.org/Accreditation/credentialing/certificateissuers/AllDirectoryListing?prgID=237,238&statusID=4>

**Food Establishment Permits

These permits are required for all vendors with items other than whole fruits, vegetables and or herbs. If items are not approved for a **Homemade Food Operation (HFO)*****, permits will require the use of a support kitchen and additional permit fees at a maximum of \$155 for 31 markets (\$5 per market).

Permits may be downloaded by visiting:

<https://health.hawaii.gov/san/files/2018/09/SPECIAL-EVENT-PERMIT-APPLICATION-revised-8.30.2018-MAUI.pdf>

***Homemade Food Operations (HFO)

may prepare foods which are not potentially hazardous in a home kitchen. These prepared foods must be sold directly to consumers through the farmers market, and approved by the Department of Health via your Food Establishment Permit. HFO are exempt from Food Establishment Permit fees.

For more information visit:

<https://health.hawaii.gov/san/files/2019/09/HMF-HANDOUT.pdf>

THE APPLICATION

Your Name: _____

Farm/Business Name: _____

Total producing farm acreage: _____

List any agricultural certifications: _____

Please circle yes or no on the following questions:

Do you carry farm/product liability insurance? **YES** **NO**

Are you a Homemade Food Operation* (HFO)? **YES** **NO**

Do you have your current food safety certification? **YES** **NO**

Are you a member of the Hawaii Farmers Union United (HFUU)? **YES** **NO**

Vendor Categories:

Please check all that apply

- A Farmer
- B Plant Nurseries
- C Value Added/Pre-Prepared foods
- D Fisherman/Rancher
- E Florist
- F Body Care/Herbal
- G Wellness/Botanicals
- H Local Artisan

Select your style of farm management:

- USDA Organic
- Organically Managed
- Conventional Managed

VENDOR CATEGORY DETAILS

Category A - Farm/ Gardener

1. Produce must be freshly harvested and thoroughly washed.
2. You must grow and or aggregate 100% of your booth's produce from East Maui growers. All produce must be documented with the farm's name, location and price on your HFM product list. Exemptions may be made by market staff for items grown/produced outside of East Maui (within Hawaii) based on market needs.
3. You must clearly post the farm, product and price for all items at your booth.

Category B - Plant Nurseries

1. Plants must be in healthy condition, no insects or disease.
2. No invasive plants permitted.
3. You must grow and or aggregate 100% of your booth's plants from East Maui growers. All plants must be documented with the farm's name, location and price on your HFM product list. No Exemptions will be made for potted plants grown outside of Hāna.
4. You must clearly post the farm, product and price for all items at your booth.

Category C - Value Added or Pre-Prepared foods

1. You must have a Food Establishment Permit from the Department of Health (DOH).
2. You must have a certified kitchen or commissary. Exemptions are available for non-hazardous foods produced in a Homemade Food Operation (HFO).
3. You must have a current Food Handlers Safety certification.
4. Priority goes to local and or organic products using Hawaii grown ingredients.
5. No on-site food preparation permitted.
6. Food must be stored in accordance with DOH food safety guidelines.
7. You must clearly post the farm/business name, product and price for all items at your booth.

Category D - Fisherman/Rancher

1. Seafood must be fresh caught in Maui by the vendor, family or staff. No exceptions.
2. Meat must be pasture raised or sustainably harvested by the vendor, family or staff. No exceptions.
3. You must clearly post the farm/business name, product and price for all items at your booth.

VENDOR CATEGORY DETAILS

Category E - Florist

1. Flowers must be freshly harvested and thoroughly washed, no insects.
2. You must grow 50% of the flowers you are selling. 50% may be supplemented with other Hana growers/producers as approved by market staff. All supplements must be documented with the farm's name and location on your HFM product list. Exemptions may be made by market staff for flowers grown/produced outside of Hana, based on market needs.
3. You must clearly post the farm, product and price for all items at your booth.

Category F - Body Care/Herbal Wellness/Botanicals

1. Products must be locally produced in Hāna with an emphasis on Hawaii grown ingredients. Exemptions may be made by market staff for products grown/produced outside of Hana, based on market needs.
2. You must clearly post the farm/business name, product and price for all items at your booth.

Category G - Local Artisans

1. Products must be locally produced in East Maui. Priority will be given to those artisans using local and or renewable/sustainable materials.
2. Items must be kitchen focused (i.e. cutting boards, dishes, utensils, aprons, grocery bags)
3. Market vendors may sell T-shirts, hats, bags, stickers and other items which promote their farm/business and spread awareness.
4. You must clearly post the farm/business name, product and price for all items at your booth.

Nonprofits and Other Vendors:

Nonprofit organizations are permitted for booths on a limited and space available basis.

Not fitting in the above categories?

Contact the market manager at info@hanafarmersmarket.org

VENDOR GUIDELINES

All vendors shall meet the following requirements. Failure will result in removal from the market.

1. Vendors shall maintain a courteous and professional manner at the market. No alcohol or tobacco may be consumed at the market. Refrain from profanity. Vendors are expected to treat each other, customers and HFM staff with respect.
2. Products may not be sold from vehicles located outside designated market areas. The market manager will assign spaces accordingly. "Regular" vendors may maintain their weekly spot. However, spots are not permanent and may be changed at the discretion of the market manager.
3. Vendors must provide their own tables, chairs, display arrangements, signs and weather protection. All tents must be secure and stable during rain and windy conditions
4. It is each vendor's kuleana to keep their booth space clean during and after market hours. Please leave no trace and pack out any recycling and rubbish (including organic materials).
5. Vendors must respect the designated times for set-up and break-down during each market. Vehicles are not Permitted in the farmers market area during operating hours. Vendors must park in the designated parking area located in the upper half of the "Hāna Fairgrounds" lot below The Ranch Store. No Exceptions.
6. All market fees are non-refundable. The market is a rain or shine event. In the event of a market cancellation, a credit will be applied to a future market.
7. Monthly market vendors must notify the market manager of a cancellation by the Monday prior to Friday Market. Weekly members must confirm participation to the market manager by the Monday prior to Friday Market. By providing sufficient notice, you are able to allow other vendors the opportunity to participate.

COVID-19 SUPPLEMENTAL GUIDELINES

1. Masks are required during market hours
2. No shopper may touch the produce and product on your table for any reason.
3. Please have a barrier of two feet in front of your table to prevent touching and to create social distance. We recommend tying a piece of twine or line between your front two tent legs.
4. Remind your shoppers to respect social distancing while waiting to be assisted.
5. Please clearly display your No Touch signs distributed to you by HFM staff.
6. If offering samples - please provide a rubbish receptacle on the customer side of your booth, keep sample size to one small bite per customer and ask each customer to replace their mask immediately after taking the sample.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND ACCURATE. I HAVE READ, UNDERSTAND AND AGREE TO ABIDE BY THE MARKET VISION, APPLICATION AND GUIDELINES WHILE ACKNOWLEDGING MY FULL RESPONSIBILITY FOR ALL ACTIVITIES IN THE MARKET AS WELL AS FOR THOSE ASSISTING ME.

BUSINESS NAME: _____

VENDOR NAME: _____

VENDOR SIGNATURE: _____ **DATE:** _____



Hāna Farmers Market - Vendor Information Card

Vendor Name: _____

Company/Farm Name: _____

Mailing Address: _____

Email: _____ Cell Phone: (____) _____

Secondary Contact Name: _____

Secondary Email: _____ Secondary Cell Phone: (____) _____

PERSONAL CHECK _____ Please indicate (X) your preferred payment method

1. Checks will be issued bi-weekly.
2. Checks will only be released with a signed confirmation of receipt. If you are not able to be reached, your check will be mailed to the above mailing address.
3. Lost check payments (as deemed as "fault of vendor") will be re-issued *minus* a **\$30.00 administrative fee** to defray the costs of a "stopped check" charge at our banking institution.
4. Please indicate below the name on the checkline (check will be made out to this person/company).

"PAY TO THE ORDER OF": _____

Please note: If the payment due to you does not reach the minimum threshold amount of \$20.00 for a personal check, your balance will roll over to the next payment period until the threshold is reached or the month has ended.

VENMO APP: _____

1. Venmo payments will be issued on a weekly basis, with the payment date being the Tuesday following a Friday market. Payments will be issued with market dates and details in the "notes" section for your accounting.
2. To ensure accuracy, please indicate your *username* on Venmo account: @_____

For first-time payment security, please list the last 4 digits of your phone number on file with Venmo: _____

PLEASE SIGN BELOW TO INDICATE THAT ALL INFORMATION ENTERED ABOVE IS CORRECT.
ANY AND ALL CHANGES TO THIS FORM, EITHER BY IN-PERSON OR EMAIL/PHONE CONFIRMATION,
WILL NOT BE HONORED UNLESS A NEW VENDOR CARD IS COMPLETED. NO EXCEPTIONS!

Vendor Signature: _____ Date: ____/____/____

Hāna Farmers Market - Product Sheet

Vendor Booth Name	
Farm Name <small>(if vendor is acting as an aggregator)</small>	

NAME OF PRODUCT	PRICE PER LB.	PRICE EACH	HFM ADMIN USE ONLY

As signed below, you (the VENDOR) have agreed to the products and prices [including aggregated items] that will be listed on all future invoices to HFUU and/or their participating sponsors. Any and all future updates to your products and/or pricing MUST be approved by the HFM coordinator, with no exceptions. If you fail to update your product listing or pricing, any discrepancies on future invoice(s) will be rejected (prior to submittal for reimbursement).

VENDOR SIGNATURE: _____

DATE: _____