



## Grove Farm Market Application - 2025

Vendor Information	
Business Name:	
Contact Name:	
Phone Number:	
Email Address:	
Website / Social Media:	
Place(s) you currently sell your product(s):	
Date you would like to start selling:	
Business Background – (e.g., When & why you started, where you source ingredients from, etc.):	

Product Information		
Please list the product(s) you would like to sell:		

Application Requirements
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To be considered for the market, please submit a completed Application AND a signed Vendor Rules to Marleen Duarte at [mduarte@grovefarm.com](mailto:mduarte@grovefarm.com). You may also mail/drop it off to our office.

*\*Applications are reviewed by a committee and will be reviewed in the order it is received. Only submit the application, no other documents are required until requested. (Certificate of insurance and DOH Special Events Permit required only on approved applications).*

*\*Applications approved will be on a trial basis for a three-month period. After the trial period a decision will be made if vendor meets the requirements to be a permanent market vendor.*



**Grove Farm Farmers Market Vendor Rules  
Effective January 1, 2025**

Welcome to the Grove Farm Market! As a premier farmers’ market on the island, we are proud to showcase locally grown produce, fresh caught fish, Kaua’i-produced goods, and local cuisine! Our goal is to provide an **authentic, cultural, and memorable experience for both local residents and visitors**, while stimulating the local economy! Each of you are a key part of this goal and we are **grateful for your continued participation**. Please review and familiarize yourself with the rules below.

**ALLOWED VENDORS AND PRODUCTS.** Only **approved** registered vendors are allowed to sell and display products, and vendors are **only permitted to sell approved items** noted on their approved application. As an authentic local farmers’ market, **only produce grown on Kaua’i is permitted** to be sold. Produce purchased from wholesalers, Costco, or other retailers is **strictly prohibited**. Please notify a Grove Farm representative of known violations – **we need everyone to alert us of possible violations**.

**\*Any additional items to sell at the market must be approved by Grove Farm.**

**FEES.** Market fees are based on two factors – 1) the category of products being sold, and 2) as the size of your tent space. **Fees are due before the 1<sup>st</sup> Saturday of each month** (see the attached fee schedule due dates), fees are non-refundable, and do not carry over if you miss a Saturday. Cash or check payments may be made in-person or mailed to the Grove Farm office. We do not accept debit/credit card payments. For your convenience, there is also an after-hours drop box at the office for check or money order payments. Please do not place cash payments in the drop box.

Category	Tent Space	Fee
Farmers	10' x 10'	\$130 per month (\$30/week X 52 weeks / 12 months)
- Whole Produce		
- Honey	10' x 20'	\$175 per month (\$40/week X 52 weeks / 12 months)
- Plant Starters		
Fish Vendors	10' x 10'	\$175 per month (\$40/week X 52 weeks / 12 months)
- Whole Fish		
Value-Add Vendors	10' x 10'	\$220 per month (\$50/week X 52 weeks / 12 months)
- Cut Fish		
- Prepackaged Products	10' x 20'	\$280 per month (\$60/week X 52 weeks / 12 months)
Prepared Food Vendors	10' x 20'	\$325 per month (\$75/week X 52 weeks / 12 months)
- Food Trucks		
- Food prepared at the market		

**LATE FEES:** Vendors who do not pay before the 1<sup>st</sup> Saturday of the month will be assessed a \$40 late fee for the month and will not be permitted to sell until fees are paid.

**RETURNED CHECK FEE:** There will be a \$35 fee for any returned checks.

**COMMITMENT:** Once the vendor has completed the trial period, the vendor is now a permanent vendor of Grove Farm Farmer’s Market with a permanent vendor spot. The vendor agrees to pay the monthly vendor fee by the due date. In the event the vendor has to take off for other reasons the vendor is still responsible to pay the monthly vendor fee in order to keep their vendor spot.

**HEALTH AND SAFETY REGULATIONS.** Each vendor who sells food items are required to obtain a Special Event Permit (SEP) from the Department of Health (DOH). Both a copy of your application listing the items covered by the permit and a copy of your actual DOH permit must be submitted at least one week prior to selling and must always be renewed to continue selling at Grove Farm Farmers Market.

Some “value-add” items may be exempt from the Department of Health however we “Grove Farm” as the host do require the approved vendor to obtain a Special Events Permit from the Department of Health. The items listed on your approved application must match the items listed on the DOH SEP.

**\*Any additional items to sell at the market must (1) be approved by Grove Farm and (2) be listed on your Department of Health Special Events Permit (SEP).**



**INSURANCE:** Vendors need to also provide a certificate of insurance showing proof of **general liability insurance for at least \$1 million** naming Grove Farm Company, Inc. as additionally insured.

Grove Farm Company, Inc.  
3-1850 Kaumualii Hwy  
Lihue, HI 96766

**VENDOR SPACE.** Each vendor is **permitted to drive and park one vehicle in the park.** Vendors are to provide their own tents, tables, chairs, and any other supplies needed. Tents must be set up according to the market setup instructions and tent areas are to be kept clean. Each vendor is responsible for providing a trash receptacle.

**ATTENDANCE.** Vendors must provide advance notice no later than the **Friday before by 12 PM (noon).** if they will not attend by emailing [mduarte@grovefarm.com](mailto:mduarte@grovefarm.com). Excessive uncommunicated and/or late notifications of absences may result in relocation or forfeiture of their space.

**ENTRY & EXIT.** Vendors must enter and exit through the Kikowaena Street gate which will be open no later than 8:30 a.m. For safety purposes, vendors arriving after 9:15 a.m. may not be allowed to drive into the park. The gate will be locked promptly at 1:00 p.m. and anyone who remains in the park **past the 1:00 p.m. lock time will be subject to a \$50 charge for the additional time staff is required to await their departure.**

**MARKET HOURS.** A horn will sound at 9:30 a.m. to signal the opening of the market. **Vendors are not to sell prior to market opening.** There is specific market close time. Some vendors will stop after they sell out all products. However, all vendors must be packed up and out no later than 1:00 p.m.

**RESTROOMS.** Portable toilets are located under the tree behind Harley Davidson **and** next to the Puhi Rd Gate. The toilets will be open during market hours for everyone's use.

**MARKET MANAGEMENT.** Grove Farm employees will be on site each week and **have complete authority to monitor, interpret, and implement market rules.**

**INDEMNIFICATION.** Each vendor shall indemnify, defend, and hold and save Grove Farm and their respective officers, directors, agents and employees (together, the "Indemnified Parties"), harmless from all claims, suits, demands, debts, undertakings or proceedings of any kind or nature, whether meritorious or frivolous, in any way arising out of the Vendor's use the space, including liability caused in whole or in part by the Indemnified Parties. Each vendor shall, at its own expense, appear, defend and pay all attorneys' fees and all costs and other expenses arising therefrom or incurred in connection therewith; and, if any judgment shall be rendered against the Indemnified Parties in any such action, Vendor shall, at its own expense, satisfy and discharge same.

**Violations of any of the rules noted above may result in forfeiture of your space at the market.**

**ACKNOWLEDGEMENT:**

Signature of Vendor:		Date:
Name of Vendor: (print)		



## 2025 Farmer's Market Vendor Fees Schedule

### Due by 1PM on the following dates:

\*Vendor fees not paid by deadline will result in not being able to set up and sell at the Farmer's Market

- January fees due by – Friday, January 3rd
- February fees due by – Friday, January 31st
- March fees due by – Friday, February 28th
- April fees due by – Friday, April 4th
- May fees due by – Friday, May 2nd
- June fees due by – Friday, June 6th
- July fees due by – Thursday, July 3<sup>rd</sup> (Grove Farm office closed on July 4)
- August fees due by – Friday, August 1st
- September fees due by – Friday, September 5th
- October fees due by – Friday, October 3rd
- November fees due by – Friday, October 31st
- December fees due by – Friday, December 5th

\*Market fees not paid by the dates listed will be charged a \$40 late fee. Any unpaid fees will result in vendor not being able to set up and sell at the market until all fees are paid.

\*Market fees will not be collected at the market; payments are only accepted at the office during normal business hours or for your convenience, there is a drop box at the office. Please do not place cash in the drop box.