



KOKUA KAILUA Vendor Frequently Asked Questions:

1. Can anyone participate in Kokua Kailua?
 - a. There are strict qualifications to participate in the event. You can either be a Merchant within the Kailua Village Business Improvement District (see map at www.historickailuavillage.com), a restaurant within the KVBD, or an artist that creates all their art here on Hawaii Island. We allow two coffee farmers per month maximum, on a first come first served basis. We allow two non-profit organizations free of charge per month if there are available spaces. Artist's applications are reviewed by a selection committee to determine if the art fits our event and its goals. Please go to the website to download complete Vendor Qualifications.
2. How do I apply for Kokua Kailua?
 - a. All applications are accepted online only. Go to www.historickailuavillage.com , click on Events and Celebrations tab, click on Kokua Kailua Applications. Scroll down and find the correct category to apply under and click to apply.
3. When will I hear if I am accepted?
 - a. We will email you the status of your application within 48 hours of applying for the event.
4. How do I know my booth space assignment?
 - a. Booth assignments are emailed the Friday before the event by 3pm. Please check your spam /junk folders as the email is a large file and occasionally will be sent to those folders. No particular booth space number is guaranteed. We will try to get you closest to your preference, but there is no guarantee and every month could be different. If you do not receive the application by email by Friday 3pm, it is your responsibility to contact the coordinator to have the email sent again.
5. How many months can I pay for at a time?
 - a. Applications are accepted quarterly; Jan-Mar, Apr-Jun, Jul-Sep, Oct-Dec. You are required to fill out a new application each quarter. You can only pay up to the quarter's end. You may pay 1 month at a time, however, booth spaces fill up quickly and if you do not make it in you will be put on a wait list in the order your application is received. All applications must be submitted a minimum of 10 days before the event.
6. When are the applications released?
 - a. Applications for the quarter are released at 8am online on the last month of every quarter on the Monday immediately following the Kokua Kailua event.

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- 6a. How does the wait list work?
 - a. If we are fully booked for the event, Merchants and Restaurants within KVBID will have first priority for booth space, selection, and waiting list; all other entries will be placed on a waiting list on a first come first serve basis. If you do not get in for that month, funds held for that particular month will be released. We will email or text message when a cancellation occurs all the way up until 11am the day of the event.

7. What may I sell at the stroll?
 - a. If you are a merchant within KVBID then you may sell anything that you sell in your store. If you are an artist, you may only sell your own art that you create here on island. If you are a restaurant, you are allowed to sell food so long as you have a temporary food license permit

8. What happens if it rains?
 - a. Kookaa Kailua goes on, rain or shine. We do not reschedule rain days. **NO** refunds are made to vendors due to inclement weather, including rain.

9. Are refunds given if we cannot participate?
 - a. There are no refunds given for any reason unless you do not clear the wait list.