

Street Eats: A Kailua Village Food Truck Festival

Presented by Kailua Village Business Improvement District

FOOD TRUCK INFORMATION PACKET

SUBMISSION CHECKLIST

Mahalo for your interest in submitting a Food Vendor and Food Truck Application. Below are step-by-step instructions to assist you with this application process.

APPLICATION PROCESS

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN two weeks prior to events, 4:30pm HST. All applicants will be notified of street location selection on or before the Friday prior to each event in 2024.

Food trucks will be approved based on food truck selection criteria, menu selection and diversity.

All vendors MUST comply with all health requirements with respect to serving food outside their premises and carry the necessary insurance for your business. ANY permits necessary must be displayed in full view of public. You must apply for the Special Event Food Establishment Permit if you plan to sell food at the event. A copy of this permit is required with your application.

Restaurants within Historic Kailua Village are free to participate and will be assigned a 10×10 space.

1. Please read ALL Vendor Information carefully.
2. Complete the Menu or Food Product Submission Form.
3. ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN two weeks prior to events, 4:30pm HST. All applicants will be notified of street location selection on or before the Friday prior to each event in 2024.

Please keep a copy of your completed application for reference. Payment is collected at the time you submit your application, if you are wait listed and do not get into the event you will be issued a refund.

4. Include with your online application: menu, 2 photos and company logo. If you have trouble uploading in the online application, photos and videos can be emailed to kailuavillage@gmail.com

For Food Vendors and Food Truck Application questions, please email hkvevents@gmail.com

Street Eats: A Kailua Village Food Truck Festival

Held in Historic Kailua Village, Street Eats: A Kailua Village Food Truck Festival features food trucks and local food vendors from around the island. This mega-sized event takes over Historic Kailua Village and fills the village with wafting aromas of savory goodness, local entertainment and hula as we close down Alii Drive, put up some tables and invite residents and visitors to come to Historic Kailua Village.

WHERE:

Historic Kailua Village, on Ali'i Drive from Hualalai Road to Palani Road across from Kailua Pier

ESTIMATED ATTENDANCE:

2,000

WHEN:

Saturday, June 8	noon – 6 pm (together with Kamehameha Day events)
Sunday, September 8	1 pm – 6 pm
Saturday, October 19	noon – 6 pm (weekend before IRONMAN)
Sunday, November 10	1 pm – 6 pm (together with Kona Coffee Cultural Festival events)

APPLICATION PROCESS

ALL APPLICATIONS MUST BE RECEIVED NO LATER THAN two weeks prior to events, 4:30pm HST. All applicants will be notified of street location selection on or before the Friday prior to each event in 2024.

Food trucks will be approved based on food truck selection criteria, menu selection and diversity.

All vendors MUST comply with all health requirements with respect to serving food outside their premises and carry the necessary insurance for your business. ANY permits, etc. necessary must be displayed in full view of public. You must apply for the [Temporary Food Establishment Permit](#) if you plan to sell food at the event, a copy of this permit is required with your application.

Restaurants within Kailua Village are free to participate, and will be assigned a 10x10 space.

PAYMENT DEADLINE / REFUND POLICY

Food Vendors with a 10x10 booth	\$75
Food Vendors with a 10x10 booth	\$125
Food trucks	\$150

Vendor payment is due **with application**. Payment can be made via credit card online ONLY. No cash payments or checks will be accepted. Event will go Rain or Shine and refunds will only be issued for just causes (i.e. COVID, death, emergencies, etc.).

FESTIVAL HOURS / VENDOR SCHEDULE

All Food Vendors will be required to participate throughout the Festival hours.

Set-up one hour prior to event start

Clean up & breakdown done after 6 pm

MENU SUBMISSION

Please list the items you plan to sell to attendees. Be specific and use extra sheets if needed. The Street Eats Festival reserves the right to ask you to adjust your menu items and reduce duplication at the event. Approved vendors are encouraged to come prepared with enough supplies/products to avoid running out of food. We anticipate 2,000 people per event.

Food vendors and trucks will be located throughout Ali'i Drive, from Hualalai Road to Palani Road, across from the Kailua Pier. All Food Truck/Food Vendors must be fully self-contained, including power/generator. There will be no electricity available.

Food trucks that would like to bring a tent for food service, storage, etc. must indicate that on the application and get approval from event management.

IMPORTANT: Vendors are responsible for meeting the requirements of the County of Hawaii Fire Department and the State of Hawaii Department of Health, including but not limited to proper fire extinguisher for your type of cooking, proper temperature controls, proper food handling, and food storage.

Food Truck Vendors are responsible for their own food service tables, equipment, serving supplies, and paper goods for attendees (plates, napkins, utensils, etc.). The Festival will provide limited seating for attendees, along with trash bags and trash cans. Vendors are responsible for off-site disposal of their own food waste, recyclables, and post-event clean-up. Grease cannot be disposed on site.

Approved food trucks must provide proof of a **valid Food Establishment Permit and Green Placard issued by the Hawaii State Department of Health. Upload the permit on event website**

Food trucks with a current Food Establishment Permit and a Green Placard will not need to apply for a Special Event Food Establishment Permit from the State of Hawaii Department of Health, provided you are only serving food from your truck (no tents, canopies, or exterior tables).

All food trucks will also need to have a State of Hawaii Department of Health Food Handlers certification card.