

Waimea Community Market

Rules and Requirements

Adopted: July 1, 2026

The Market Rules are to be followed by all those who participate in the Waimea Community Market at Parker School.

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1. Market Governance, Board Authority, and Communication

Governance

- Waimea Community Market at Parker School is a Hawai'i organization currently in the process of obtaining nonprofit 501(c)3 status.
- The WCM is governed by a seven-member Board of Directors. Board members serve in a volunteer-based capacity and are not compensated.
- The WCM Board holds primary authority over all market operations, including vendor acceptance, enforcement of Market Rules, and development and amendment of bylaws, policies, and procedures.
- The Board may modify rules and operational procedures as needed to support safe, effective, and sustainable market operations.
- Under the lease agreement with Parker School, the WCM Board serves as Market Manager.

- Parker School, as landlord, may recommend changes to Market Rules where they affect school operations.
 - These Rules, and any future amendments, form part of the binding agreement between WCM and all admitted vendors. Vendor participation constitutes agreement to comply with all current and future Market Rules.
 - The market operates on leased private property. Parker School grounds, including lawns, parking areas, porches, and restrooms, are not public space during market operations.
 - The WCM Board determines all permitted uses of the property during market hours.
 - The name “Waimea Community Market” belongs to WCM and “Parker School” belongs to Parker School. These names may be used by approved vendors for promotional purposes.
 - The term “Parker School Market” is not an official entity and may not be used to refer to the market.
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Board Authority and Communication

- The WCM Board may designate committees, staff, Safety Leads, or Board representatives to assist with implementation and enforcement of Market Rules.
 - Official market communication will primarily occur via email. Vendors are responsible for maintaining current contact information and reviewing communications in a timely manner.
 - Vendors may submit questions, concerns, or requests in writing or through the designated feedback system.
 - The Board may review operational concerns, disputes, or appeals at its discretion.
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2. Vendor Admission and Space Assignments

To continue as a stable entity and increase its appeal to new and repeat customers, WCM admits only vendors committed to regular participation in the Saturday market.

Vendor categories include:

Full-Time Vendors

- Full-time vendors are expected to participate year-round.
- Allowed absences are governed by Section 3 (Absences).

Seasonal Vendors

- A limited number of seasonal vendors may be accepted at the discretion of the WCM Board, depending on space availability.

- Seasonal vendors commit to participating during specific seasons or months agreed upon with the WCM Board.
- Seasonal vendors wishing to retain a booth space during off-season periods are required to continue paying applicable monthly space fees.
- Attendance requirements during active participation periods are governed by Section 3 (Absences).
- Seasonal Vendors must apply in writing through info@WaimeaCommunityMarket.com and it is not a guarantee that you will be approved.

Substitute Vendors

- A limited number of substitute vendors may be approved by the WCM Board.
- Substitute vendors may either:
 - be maintained on a Board-approved substitute list; or
 - be proposed by an existing vendor for Board approval.
- Substitute vendors must be vetted and approved by the WCM Board prior to participation.
- Approved substitute vendors proposed by an existing vendor should generally offer products substantially similar to those of the absent vendor.
- Use of an approved substitute vendor does not count as an absence for the primary vendor.
- Substitute Vendors must apply in writing through info@WaimeaCommunityMarket.com and it is not a guarantee that you will be approved.

Vendor Exclusivity

- As a condition of participation, vendors may not regularly participate in other weekly markets in Waimea without prior approval from the WCM Board.
- Exception: those whose primary products are produce and highly perishable goods are exempt from this rule. Vendors who would like to propose an exception to this rule may submit their request to info@WaimeaCommunityMarket.com
- If the WCM Board determines that participation in another market conflicts with the operational goals, sustainability, vendor mix, or overall success of WCM, the Board may take corrective action, including review of vendor standing, booth assignments, suspension, or removal from the market.

Product Approval

- All products must be reviewed and approved by the WCM Board.
- Vendors must obtain prior written approval before adding or selling any new product categories.

- Selling unapproved products will result in a written warning. Additional violations will result in suspension or expulsion under the WCM Board's three-strike policy.
 - Products must be high quality and, where applicable, fresh and properly handled.
 - Products should generally be made, grown, produced, or prepared by the Vendor in Hawai'i, preferably on Hawai'i Island.
 - The WCM Board may prohibit any product that is unsafe, misleading, inconsistent with market standards, overly duplicative, or incompatible with the market's mission.
 - Limited ancillary products may be approved by the WCM Board.
 - The term "organic" may only be used for certified organic products.
 - Health-related vendors may not make medical or therapeutic claims.
 - Vendors are responsible for ensuring compliance by all employees, volunteers, and representatives. Violations by associated persons are considered violations by the Vendor.
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Vendor Application and Selection

- Applications are accepted continuously but reviewed only when space is available.
 - New vendor selection will consider:
 - Market concept and mission alignment
 - Customer needs
 - Appropriateness for Parker School
 - Product diversity and market balance
 - Pedestrian flow
 - Safety considerations
 - Avoidance of oversaturation
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Booth Assignments

- Booth spaces are assigned by the WCM Board to support organization, customer flow, and market balance.
- Long-term booth assignments are based on:
 - Space availability
 - Vendor preference
 - Market needs
- No booth assignment is permanent.
- Vendors may be asked to relocate for a single Saturday to keep the market looking cohesive.

3. Absences

Vendors shall notify the WCM Board in writing at info@waimeacommunitymarket.com:

- At least 24 hours in advance of a planned absence.
- By 6:30 AM on the morning of the market for an unplanned absence.

Attendance

- Vendors are expected to maintain regular attendance.
- A full-time vendor may not miss:
 - More than two markets in a calendar quarter;
 - More than eight markets in a calendar year; or
 - More than three consecutive markets.

Failure to meet these attendance requirements may result in suspension.

Substitute Coverage

- Vendors with planned absences are encouraged to utilize an approved substitute vendor whenever possible.
- Operation of a booth by an approved substitute vendor shall not count as an absence for attendance purposes.

Extended Absences

- Requests for prolonged absences or alternative attendance arrangements must be submitted in writing and approved by the WCM Board.

Festivals and Special Events

- Vendors may participate in festivals, fairs, and special events occurring throughout the year in Waimea but must maintain booth presence at the market.

4. Booth Requirements, Facilities, and Safety

The market is held on the grounds of Parker School, including designated lawn and common-use areas as determined by the WCM Board.

Booth and Tent Requirements

A tent is required for all vendors unless otherwise approved by the WCM Board. All tents must be commercial-grade, including structural cross-bar supports and be in intact condition.

A standard booth size is 10-foot by 10-foot.

10-foot by 20-foot tent structures are not permitted. Vendors requiring a 20-foot booth footprint may utilize two compliant 10-foot by 10-foot tents and will be assessed fees for two booth spaces.

Safety Requirements

- Each vendor is responsible for maintaining safe conditions within and around their booth space.
- Tents / Booths cannot be left unattended for more than 15 minutes.
- Vendors are responsible for ensuring that tents, displays, equipment, merchandise, and signage are secured against wind and weather conditions.
- No vendor is allowed to drive on the septic tank or basketball court.
- Tents must be anchored at all times. Approved anchoring methods include:
 - Concrete form stakes at least 30" long
 - Tent weights with a minimum 40lbs per leg
 - Structural tie-down systems
- The WCM Board, Safety Lead, or designated market representative may require additional anchoring measures or prohibit the use of equipment deemed unsafe due to weather conditions, equipment condition, or site-specific concerns.
- Fire lanes, emergency access routes, and designated safety areas must remain unobstructed at all times.

Electrical Use

- Use of market electricity is limited and subject to approval by the WCM Board.
- Additional fees may apply for electrical service. Currently assessed at \$25 a month per booth requiring electricity.
- Vendors utilizing electricity are responsible for providing equipment that complies with applicable safety standards.
- All extension cords crossing pedestrian pathways must be secured with approved cord covers or otherwise protected to eliminate trip hazards.

Booth Presentation

- Required booth elements include:
 - A clearly visible business sign
 - Table coverings on all display tables
 - Easily accessible Hawai'i General Excise Tax License
 - A visible Hawai'i Department of Health permit, when applicable
- Displays should be neat, organized, and maintained in a manner consistent with the standards of the market.
- Plain cardboard boxes are discouraged. Boxes displaying another business's branding, trademarks, or logos shall not be visible to customers.

- Vendors must maintain clear pedestrian walkways and ensure their displays do not obstruct customer access, neighboring vendors, emergency routes, or common areas.

Market Facilities

The following facilities are available to vendors:

- Potable water
 - Restrooms
 - Waste and recycling receptacles
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5. Hours of Operation and Parking

- Setup begins at 6:00 AM.
- **All vehicles to be cleared from market and main parking areas by 7:15AM**
- Vendors should complete breakdown and vacate the property by 2:30 PM.
- Tents may not be removed before noon.
- The market operates:
 - Saturdays, 7:30 AM to 12:00 PM
 - Vendors must be fully set up by 7:30 AM.
 - Shopping is not permitted before the opening bell at 7:30 AM.
- No vendor vehicles may enter the market footprint before 12:20 PM unless specifically authorized by the WCM Board or Safety Lead. Vehicle access may be delayed further if pedestrian traffic creates a safety concern.
- The market reserves the right to cancel, delay, modify, or suspend operations due to weather, emergencies, government orders, facility issues, or other circumstances beyond the reasonable control of the WCM Board.
- In cases of inclement weather, a decision will be made to cancel the market for the safety of the vendors and community. An email will be sent out the Friday before the market. In extreme cases, we will send out an emergency text notification to all vendors.

Vendor Parking

- All vendors must park in the designated vendor parking area unless an accommodation is needed and granted by the Board. Vendors get one warning in writing and then will receive their first strike.
- Vendor parking is prohibited on Pu'uki Street, in the main parking lot, behind the Fraer Building, and on the main street.

Vendor Parking Location:

Parker School Lower Campus
65-1167 Kapiolani Road
Kamuela, Hawai'i

- Vendors are requested to minimize traffic on Pu'uki Street and exercise caution when driving on school property.
 - Trailers, oversized vehicles, and special equipment may only be brought onto school grounds with prior approval from the WCM Board.
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6. Fees

Monthly space rental fees and electricity fees are established by the WCM Board.

Vendor participation is based on monthly space commitments rather than weekly attendance. Missed market dates, temporary closures, weather events, or voluntary absences do not reduce monthly rental obligations.

Additional Details:

- Rent is due by the 1st of each month.
- A \$10 late fee will be assessed after the 10 day grace period
- Hawai'i GET is included in market space fees
- Fees are assessed per each 10x10' vending space. Booths requiring additional working space will incur an extra 25% fee per 10x10' tent space
- An email address is required for invoicing
- Automatic payment is standard
- All change in rent fees will be given at least 30 days' notice
- Vendors who miss more than two months of rent will be suspended until payment is made in full.

Use of Fees

- Vendor fees support the operation and sustainability of the Waimea Community Market.
 - A core purpose of the market is to generate supplemental support for Parker School, including extracurricular programs and student opportunities.
 - Fee revenue is also used to maintain safe and effective market operations, including site use, facilities, insurance, staffing, sanitation, and waste management.
 - Allocation of funds is determined by the WCM Board in coordination with Parker School.
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7. Insurance

- Each vendor must maintain general liability insurance with minimum coverage of:
 - \$1 million per occurrence / \$1 million aggregate

- Insurance documentation must remain current and on file with the WCM Board. Vendors operating without current insurance documentation may be suspended until compliance is restored.

Additional Insured Certificates must name:

Waimea Community Market

15A Kehaulani St.
Hilo, HI 96720

Parker School

65–1224 Lindsey Rd.
Kamuela, HI 96743

8. Applicable State and County Laws

- Vendors must obtain a General Excise Tax certificate and comply with Hawai'i tax law.
 - Vendors are responsible for complying with all applicable county and state laws.
 - All vendors must be in good standing with the State of Hawaii.
 - All food and drink vendors must acquire a Special Event Food Establishment Permit from the Hawai'i Department of Health. This must be displayed within the booth during operations.
 - A designated person with a Food Safety Handlers Certification card needs to be present in booths selling food.
 - Food vendors must follow and maintain handwashing and sanitation protocols required by the Hawai'i Department of Health throughout market operations. Vendors selling only prepackaged foods are exempt from needing a handwashing station.
 - Vendors using scales are responsible for ensuring accuracy.
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9. Conduct at the Market

- Vendors and associated persons must present themselves appropriately.
- Shirts and footwear are required.
- Vendors may not solicit outside assigned booth spaces.
- Vendor disputes should be communicated to the Board through email
- Harassment, intimidation, aggressive behavior, discriminatory conduct, or repeated disruption of market operations will not be tolerated and may result in suspension or removal at the discretion of the WCM Board.

- Parker School maintains a no-smoking policy including tobacco, e-cigarettes, and vaping.
 - No hawking or calling out to attract buyers is permitted.
 - Animals are prohibited at vendor booths unless approved by the WCM Board
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10. Zero Waste, Recycle and Clean-up

- The WCM operates under a Zero-Trace policy intended to minimize landfill waste and support sustainable market operations.
 - All food and beverage vendors must use compostable, reusable, or otherwise approved sustainable materials for all customer-facing service ware, including but not limited to:
 - Plates, bowls, trays, and serving containers
 - Forks, spoons, knives, chopsticks, and other utensils
 - Cups, lids, and drinkware
 - Takeout containers and food wrapping materials
 - Bags and packaging used for customer distribution
 - Single-use plastic, Styrofoam, and non-compostable disposable service items are prohibited unless otherwise approved by the WCM Board during a defined transition period (not to last more than six months).
 - Vendors must provide appropriate refuse containers for their own trash.
 - Food vendors serving meals must:
 - Provide visible 33-gallon garbage can with liner
 - All refuse, including grease and food residue, must be removed from campus.
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11. Maintenance of Grounds

- Vendors on grass areas should help maintain turf conditions.
- Vendors are responsible to move their booth around or use a cover of some sort to avoid damaging turf.
- Food vendors near the basketball court must clean food residue from the court surface.
- Food vendors next to railings or other infrastructure are required to clean all food residues. Use of protected coverings at these locations is highly recommended.
- Vendors are responsible for policing litter around their booths.
- Ice should not be dumped on grass.
- Recorded music should not disturb adjacent booths.
- WCM will be providing trash, recyclable, and food scrap containers throughout the market grounds to improve customer experience.

12. Community / Parker School Booth

A community booth space will be provided for:

- Parker School fundraising
- Community service organizations
- Nonprofits
- Uses benefiting the market, Parker School, or the community

Funds generated (if any) of these booths must benefit Parker School directly.

Political campaigning, commercial petitioning, and activities deemed disruptive to market operations are prohibited.

Temporary booth users must provide insurance documentation.

13. Violation of the Rules

- The WCM Board operates a three-strike system. Two documented warnings will be issued prior to removal from the market, except in cases involving immediate suspension. Each warning will be provided verbally, in writing, and by email.
- Failure to comply with Market Rules, safety requirements, operational policies, approved product rules, payment obligations, or applicable laws may result in warnings, fines, temporary suspension, loss of booth space, or permanent removal from the market.
- Suspension means a loss of vending privileges for a specified period or until conditions set by the Board are satisfied. During suspension, the vendor may not sell, set up, or occupy booth space. The Board will specify the duration and conditions for reinstatement in writing.
- Except in cases involving immediate safety concerns or gross misconduct, vendors will generally receive notice of violations and an opportunity to correct issues prior to further action.
- The WCM Board reserves the right to determine appropriate corrective action based on the nature, severity, frequency, and impact of any violation.
- Immediate suspension or removal may occur in cases involving safety hazards, aggressive or threatening conduct, fraud, repeated or willful noncompliance, lack of required insurance, or any action that places the market, vendors, customers, or Parker School at risk.
- A suspended Vendor must reapply for reinstatement, which shall be at the discretion of the WCM Board.

*The rules are subject to review by the WCM Board on a regular basis. Changes to the rules will be provided to the vendor community in writing as changes arise.