

11TH ANNUAL HAWAIIAN AIRLINES MADE IN MAUI COUNTY FESTIVAL

MAUI ARTS & CULTURAL CENTER • NOVEMBER 1 & 2, 2024

FOOD TRUCK INFORMATION PACKET



- SUBMISSION CHECKLIST
- FOOD TRUCK VENDOR INFO.
- MENU SUBMISSION



SUBMISSION CHECKLIST

Mahalo for your interest in submitting a 2024 Hawaiian Airlines Made in Maui County Festival (MIMCF) Food Truck Application. Below are step-by-step instructions to assist you with this application process.

The Hawaiian Airlines Made in Maui County Festival is the premier Maui platform to showcase Made in Maui County products to wholesale buyers and distributors and national and statewide attendees.

The application deadline is **June 28, 2024 by 4:30pm HST**. Even at full capacity, event space is limited.

1. Please read **ALL MIMCF Food Truck Vendor Information** carefully.
2. Complete the **Menu Submission Form**.
3. Complete the online MIMCF Food Truck application no later than **June 28, 2024** with the attachments noted below. Please keep a copy of your completed application for reference. Payment is only collected after approval.
4. Include with your online application: menu, pictures of your food, food truck, videos, and your company logo. If you have trouble uploading in the online application, photos and videos can be emailed to **Office@MauiChamber.com**
5. If you did **not** receive a confirmation email that your application was received within ten (10) business days of submitting it, please email **Office@MauiChamber.com** or call the Maui Chamber of Commerce at (808) 244-0081. Please first check your email junk box.

For Food Truck Vendor Application questions, please email **Office@MauiChamber.com** or call (808) 244-0081

MADE IN MAUI COUNTY FESTIVAL FOOD TRUCK INFO.

The 11th Annual Hawaiian Airlines Made in Maui County Festival (MIMCF) will be held at the Maui Arts & Cultural Center on November 1 and 2, 2024. Presented by the Maui Chamber of Commerce, this two-day event is the largest products show in Maui County.

In 2024, as part of the festivities, a select number of local food trucks will have an opportunity to showcase their menu items to thousands of visitors and residents in the food court area of the MACC during the **Big Festival Day!**

WHERE:

Maui Arts & Cultural Center
1 Cameron Way, Kahului, Maui

WHEN:

Saturday, November 2, 2024
8am-4:30pm

APPLICATION PROCESS

ALL APPLICATIONS MUST BE RECEIVED NO LATER **THAN JUNE 28, 2024 BY 4:30PM**. All applicants will be notified of the MIMCF Selection Committee's decision on or before July 26, 2024. Food trucks will be approved based on food truck selection criteria, menu selection and diversity.

PAYMENT DEADLINE / REFUND POLICY

Once approved, the fee to participate is \$350 per food truck vendor. If selected to participate in the 2024 MIMCF event, your food truck vendor payment is due **within 10 working days upon receipt of your acceptance email. Failure to submit payment within 10 working days will forfeit your spot and it will be offered to another vendor.** Payment can be made via credit card or by check payable to "Maui Chamber of Commerce." Checks returned (i.e. insufficient funds, closed account, etc.) will be assessed a processing fee of \$30 in addition to monies overdue on booth space. No cash payments or post-dated checks will be accepted. Your cancelled check shall serve as your record of payment.

Food Truck Vendor fees are refundable up to September 9, 2024. No refunds after this date.

FESTIVAL HOURS / VENDOR SCHEDULE

Food Vendors will be required to participate throughout the Festival hours on Saturday, November 2.

7:00am	Set-up in Food Court
8am – 4:30pm	Festival open to the public (<i>You are required to have someone in your food truck at all times.</i>)
4:30pm—6pm	Clean up & breakdown

MENU SUBMISSION

Please list the items you plan to sell to attendees on the Menu Submission Form. Be specific and use extra sheets if needed. The 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.

IMPORTANT: Food Truck Vendors may NOT sell beverages or bottled water. The MACC will be selling sodas and water throughout the event and in the Food Court and Pavilion Areas.

LOCATION / SET-UP REQUIREMENTS / SUPPLIES

Food trucks will be located in the Food Court area at the Maui Arts & Cultural Center. All Food Truck Vendors must be fully self-contained, including power/generator. There will be no electricity available.

All food trailers must be detached from the truck while the festival is open to the public and must be able to turn right into the food truck area. Tents & non-metal awnings are not allowed in the food court.

IMPORTANT: Vendors are responsible for meeting the requirements of the County of Maui 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 seating for attendees in the Food Court area, 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.

DEPARTMENT OF HEALTH REQUIREMENTS

Approved food trucks must provide proof of a **valid Food Establishment Permit and Green Placard issued by the Hawaii State Department of Health no later than Friday, October 4, 2024.** Please email vendorsupport@MadeInMauiCountyFestival.com.

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). **If you plan on serving outside your truck via a tent setup, tables, or other structure outside of your mobile unit, you will need to secure a Hawaii Department of Health “Special Event Food Establishment Permit.”**

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

HEALTH AND SAFETY RULES / INSURANCE

All areas are subject to change and the MIMCF will abide by all State and County rules and regulations. Should any additional health and safety rules be required, food truck vendors will be notified and will be required to follow all rules and regulations.

Participating food vendors will be required to have a per occurrence \$1 million liability insurance policy and \$2 million aggregate and to name the Made in Maui County Festival, County of Maui, Maui Chamber of Commerce, and Maui Arts & Cultural Center as additional insured for the event. **Certificate of insurance must be received no later than Friday, October 4, 2024.**

ADVERTISING, PROMOTIONS, AND PUBLIC RELATIONS

Vendors have an opportunity to increase their visibility during the Festival via sponsorship and/or advertising in the 2024 Festival Directory Program Booklet. If interested, please indicate this on your online application. We also encourage all vendors to promote your participation in the event and tag the festival on social media, if approved.