

# 2019

## HONOLULU

### PRINT & BOOK FAIR

# VENDOR INFO SHEET

#### DESCRIPTION

The Honolulu Print & Book Fair is a one-day event where local artists and publishers (and some mainland guests) will showcase their print-based multiples, products, and publications. Work that is appropriate for the Fair should meet one or more criteria such as *hand made, hand printed, hand bound, diy, self-published*, etc. Acceptable types of work include but are not limited to hand-pulled prints in any print media, hand-printed posters and ephemera, hand-bound books, self-produced artists' books, self-published zines, and hand-printed t-shirts or other soft goods. *The Fair is not for selling or re-selling work produced by others unless you are acting as the publisher.* The Honolulu Printmakers reserves the right to exclude work determined to not fit the spirit of this sale. Please get in touch if you have questions about this. We expect several hundred attendees over the course of the day, and the event will be accompanied by food and entertainment.

#### LOCATION

The Fair will be held in the new event space of Entrepreneurs Sandbox (sandboxhawaii.org) at 643 Ilalo Street, Honolulu HI 96813 in the Kaka'ako neighborhood of Honolulu.

#### DATE & TIME

November 2, 2019, noon - 9 pm

#### LOGISTICS

DELIVERY AND UNLOADING FOR VENDORS: Saturday, November 2, 10 - 11:30 am. You must be ready to go at noon.

SATURDAY NIGHT CLEAN UP: All merchandise and other items must be removed from the property by 10 pm.

PARKING: Vendors and visitors can park in numbered stalls in "Lot C" (makai of the venue, enter on Ilalo street) for a flat fee of \$6 per day; or in metered street parking (free after 6 pm).

#### VENDOR FEE

\$75 per table. Tables are 30"x72" and will be provided with at least 1 chair (additional chairs may be available but not guaranteed). Tables may be shared by a small group but please keep it reasonable, no more than 4 artists to a table.

#### GENERAL FAIR RULES

- You or your representatives are required to be present at the fair for its full duration. PLEASE DO NOT LEAVE EARLY.
- As a vendor the work you feature must be printed or produced by you as either the author or the publisher of the work. Commercially manufactured products that you did not have a significant role in producing are generally not allowed, but there are some grey areas; get in touch if you have questions about this.
- Tables must be clearly labeled with signage featuring vendor(s) names and must be presented in a professional manner and staged, prepared, or decorated in an aesthetically pleasing way (*no bare tables please!*). Table decorations or display apparatus must not impact adjoining tables or the venue in any appreciably negative way. Attaching things to walls is totally forbidden in this venue; no nails, tacks, pins, tape, etc. should come into contact with venue walls. Get in touch now if you have any questions about your set up.
- We must make every effort to be good guests and leave this venue as clean or cleaner than we found it. Do not bring anything to your table or engage in any activities at your table that will stain, mark or otherwise damage the venue. When you break down on Saturday night please take pains to leave no trace.
- Sales are solely the responsibility of the individual vendor, and neither the Honolulu Printmakers nor Entrepreneur's Sandbox will be held responsible for any sales or any claims or guarantees made by vendors. You are responsible for collecting and paying any applicable taxes.

#### TABLES AND DISPLAYS

Please review the table rules in the "FAIR RULES" section above, and in addition, note the following:

- Table layout and locations will not be completed until right before the fair, so don't ask before then. You'll receive directions to your table when you arrive.
- Whoever reserved the table is the point of contact for that table. We may use that name in our PR, so make sure you give us something you want used. If this changes for some reason make sure to let us know.

- In the case of group tables please provide a list of all artists represented by that table, and/or a group table “identity” or name which we can use in PR. (In the case of *publishers* with large inventories, no need to list all authors, artists, or contributors represented on your table, unless you feel it’s noteworthy).
- Note that you may only occupy the space taken up by a 30” x 72” table and the area immediately behind it where one would normally sit at such a table. All vendor set-ups must be safe and structurally sound, self-supporting, and should not impinge on neighboring vendor’s spaces or activities. No vendor display apparatus, fixtures, or materials should be attached to any part of the venue’s structure. No display apparatus whether on or off a table should exceed 6’ in height. Vendor set-ups are subject to alteration or veto if Honolulu Printmakers decides they are not safe or in the spirit of our Fair. If you have questions about this, ask now.

### **REQUESTS AND SPECIAL NEEDS**

If you have special requests about table placement or other conditions, you can ask, but there are no guarantees, and the earlier you ask the better. We will do our best to lay out the tables in a fair and reasonable manner that maintains a diverse mix of vendors throughout the space. *If you have any special accessibility needs please let us know immediately.*

### **WIFI AND UTILITIES**

Vendors will have access to a WIFI network; the password will be provided on the day of the event. Electrical outlets are not evenly distributed throughout the venue; be prepared to share them to charge devices. You may have to move away from your table to charge a device. Extension cords will not be allowed.

### **PR**

This event will be successful if everyone helps to promote the hell out of it. Please help promote the fair by reaching out to your buyers and contacts. Get your friends and family to attend. On social media, please tag @honoluluprintmakers and use #honoluluprintmakers and #hpbfb when possible. Honolulu Printmakers will do a targeted direct mailing, email blasts, social media, events calendars, and a press releases to local media. Please do your part to help publicize this event far and wide.