



Vendor Checklist

Please review the following checklist before arriving at the Experience Volcano Hawaii Festival to ensure a smooth setup and successful event.

1. Before the Festival

- Confirm your vendor approval and assigned festival location
- Review festival rules, policies, and operating hours
- Verify your booth space requirements (10' x 10') (or nearest standard pop-up tent size)
- Ensure your products comply with festival guidelines
- Bring any required permits or licenses (if applicable)
- Prepare your payment system (cash, card reader, mobile payments)

2. Booth Setup

- Bring your tent, tables, chairs, and display materials
- Bring tent weights or securing equipment for outdoor conditions
- Bring signage and business branding materials
- Bring extension cords or a generator if power is needed (electricity is not provided)

3. Day of the Festival

- Arrive early enough to set up your booth before opening
- Check in with your Location Manager upon arrival
- Be ready to serve guests 10:00 AM – 4:00 PM
- Keep your booth area clean and organized throughout the event

4. End of the Festival

- Do not pack up early — booths must remain open until 4:00 PM
- Remove all trash, materials, and equipment from your booth area
- Leave your space clean and ready for breakdown

The Experience Volcano Festival encourages the use of biodegradable products whenever possible. Mahalo for your ko kua!