

# “KE AU HAWAI‘I – YEAR OF THE HAWAIIAN FESTIVAL”

## VENDOR APPLICATION

**EVENT DATE: AUGUST 4, 2018 (SATURDAY)**

**5:00PM – 10:00PM**

Kaiwi Entertainment welcomes you to celebrate with us at the Year of the Hawaiian Festival on August 4th. Enjoy a relaxing evening of traditional and contemporary music with our featured live music bands along with guest speakers, food booths and a marketplace to showcase our local talents. **RESERVE YOUR SPACE, TODAY!**

Vendor Name: \_\_\_\_\_

\*If you are sharing a space, both companies must complete an application and pay the shared vendor cost.

Point of Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ GE TAX ID #: \_\_\_\_\_

Summarize what you will be displaying/selling/distributing here, the price and any other pertinent information:

**ALL Food sales/samples will require a Dept. of Health Temporary Food Permit and prior approval – No exceptions!!**

**DRINKS ARE NOT ALLOWED TO BE SOLD (The event will be the exclusive seller of all beverages)**

**Tabletop Vendor Space:** \$200.00 if paid in full by July 1<sup>st</sup> / \$250.00 if paid after July 1st  
Includes: (1) covered 8'x8' space, (1) 8'x30" table \*no linen, (2) chairs, (2) event admission tickets

### **MY ORDER:**

<input type="checkbox"/>	8'x8' Tabletop Vendor Space	x	\$200.00 each =	Total: _____
<input type="checkbox"/>	Shared Vendor Space	x	\$50.00 add'l =	Total: _____
<input type="checkbox"/>	Additional Chair	x	\$5.00 each =	Total: _____
<input type="checkbox"/>	Additional 8'x30" Table (no linen)	x	\$20.00 each =	Total: _____
<input type="checkbox"/>	Additional Event Admission Tickets	x	\$15.00 each =	Total: _____
<input type="checkbox"/>	Commemorative Event T-Shirt (S-6X)	x	\$25.00 each =	Total: _____

**My Total Amount Due: \$**

**Location:** Aloha Stadium - Lower parking lot \*Plan for asphalt ground, possibly uneven & outdoor elements

Set Up Time: 12:00pm – 5:00pm on day of event 8/4/18

Ready and Open: **5:00pm – 10:00pm**

Move Out: 10:00pm – 11:00pm on day of event 8/4/18 \*Nothing can be left behind

Attendance: Estimated at 3,000 - 5,000

## Rules & Regulations

Once application is approved, applicant will be notified of confirmation. Locations will be assigned on a first-come, first-serve, basis. No location will be confirmed unless payment is received in full. No switching or relocating is allowed without prior approval by the event organizer.

Upon approval, vendor is authorized to display and sell items which the vendor has specified on this application only. KE has the right to ask for the removal of unauthorized items if compliance is not adhered to, without refund. Vendors are responsible to operate in a safe, professional and courteous manner at all times.

Only KE can authorize the moving, changing, swapping or other deviation to vendor space. Vendors shall decorate in their assigned area only (including empties, access to product, storage, etc.) without infringing on any other surrounding areas. Each space is designed with at least an 8'x8' area. If more space is needed, please advise.

Vendor must be ready by 5:00pm. No shows, late arrival or early departures will result in forfeiture of vendor fee.

Vendor shall furnish a valid certificate of insurance for general liability coverage and name as additionally insurance and defend, indemnify and hold harmless Kaiwi Entertainment, Office of Hawaiian Affairs, The State of Hawai'i and it's employees, officers, agents, from and against any and all claims and actions of personal injury, death or property damage or loss arising from or resulting from or in any way connected with the operation while on property and/or at this event. Kaiwi Entertainment will not be responsible for theft, damage or lack of sales or protection from weather. The seller is fully responsible for and will provide all change funds.

Vendor is solely responsible and liable for all taxes, whether excise, income or any other levy related to the income Vendor may derive from this event. The seller is fully responsible to maintain proper and current licenses and permits to conduct business in the State of Hawai'i.

Vendor agrees to abide by the event rules and regulations, paying special attention to safety guidelines and restrictions.

No solicitation of vendors for other events are allowed. Distribution of flyers, handouts or free promotional items are prohibited unless prior approval from KE is received in writing. The use of drones is strictly prohibited. No Drinks will be allowed to be sold or sampled. Vendor must load and unload in specified marked areas only and are responsible for their belongings at all times.

No use of open flame, No consumption of outside alcoholic beverages, No coolers unless noted and approved in advance with a DOH Food Permit, No possession of illegal substances, No horseplay, No use of flammable gases. No loud noise. Exceptions may be granted in writing only and provided only after written requests has been received and discussed.

Vendors are expected to keep their work area clean and in the same condition they were given. A clean up fee may be assessed due to non-compliance. Please bring table linen to cover your tables provided by KE. Bring your own generator, power cords of sufficient gauge (OUTDOOR RATED). SAFETY is the #1 PRIORITY!

KE reserves the right to revoke the privilege of admission to the event of any vendor, whereupon the space fee will not be returned. KE reserves the right to refuse any application for admission for any reason.

I have read, understand and agree to the above stated terms and conditions:

\_\_\_\_\_  
Vendor Name – RESPONSIBLE PARTY

\_\_\_\_\_  
Vendor Name – Signature

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Date

Submit Completed Form along with Payment to and allow up to 5 business days for processing and confirmation:

\*Your space is not considered confirmed, unless you receive an email back from me approving this application.

**Scotty Reis-Moniz, Vendor Organizer**  
**KAIWI Entertainment**  
**808 852-7910**

GE Tax License       DOH Permit       Signed Contract       Payment       Certificate of Insurance