Saturday, October 2, 2010 – 9 a.m. to 8 p.m.
Windward Community College Campus – Great Lawn

ART & CRAFT VENDOR APPLICATION
(Application also available at: http://windward.hawaii.edu/hoolaulea)

Fee: $120, received by Sept. 24, 2010
for one 10’x10’ tent space with lights

Contact: Kalehua Mueller, co-chair
E-mail: mmueller@hawaii.edu
Phone: 235-7466

☐ Enclosed is my application fee for $120.
☐ Enclosed is a separate refundable deposit check for $50 for cleaning and damages.

Contact Person: ___________________________ Title: ___________________________

Company Name: ____________________________________________________________________________

Mailing Address: ___________________________ Zip: __________________________

Phone: _______________ Cell: _______________ Fax: _______________ E-mail: __________________________

List the product(s) you are selling:
__________________________________________________________________________________________

• This is an alcohol-free event.
• On a first-to-sign-up basis, vendors will be chosen by the type of product(s) sold. This is to limit duplication. Your merchandise will be screened by the Windward Ho’olaule’a Committee. You will be sent a confirmation letter once you are accepted.
• You are responsible for damages to your assigned work area at set-up, during the event, and at time of take down.
• The refundable deposit check for cleaning and damages will not be cashed. It will be returned to you within 14 days after the event providing there is no evidence of damage to your work area.
• Children, age 10 and under, are not allowed in the booth area for liability reasons.
• We are seeking craft donations for our Silent Auction to benefit WCC students. If you are interested, check here ☐

Submit with the application form the following:
1. Check for booth, one 10’x10’ tent space with lights.
   ☐ $120 (received by 9/24/10)
   ☐ $25 (optional electrical outlet fee)
2. Signed Vendor Agreement (page 2)
3. Separate check for cleaning and damages. ☐ $50
4. Copy of G.E.T. License

Stampede, self-addressed, legal-size envelope to return your $50 refundable check.

Checks are payable to: WINDWARD HO’OLAULE’A
Mail to: Kalehua Mueller, Windward Ho’olaule’a Crafts Co-Chair
Windward Community College
45-720 Keahala Rd.
Kaneohe, Hawaii 96744

MAHALO FOR YOUR SUPPORT TOWARD MAKING THIS EVENT SUCCESSFUL. WINDWARD HO’OLAULE’A 2010 STEERING COMMITTEE
Windward Hoʻolauleʻa Art & Craft Vendor Agreement

1. You are granted the privilege to sell merchandise within a 10-ft x 10-ft space at an assigned area and must conduct business from within the enclosure of your designated area. It is your responsibility to insure that your booth is set up with the safety of others in mind. You will only sell merchandise described and agreed upon on your application. You acknowledge this is not a joint venture or partnership between you and the Windward Hoʻolauleʻa Committee (hereinafter known as the Committee).

2. Prior to the opening of business and during the specified event times, you agree, at your cost and expense, to comply promptly with all laws and ordinances and rules and regulations as required by Federal, State and City governing agencies affecting the operation of your vending area, including but not limited to the generality of the foregoing and a Hawaii State General Excise Tax License. You agree to provide the Committee with a copy of your Hawaii State General Excise Tax License.

3. Booth Set-up: You may set up backdrops, tables, etc., beginning on Friday, October 1, 2010 starting at 4 p.m. You provide your own equipment, tables and supplies. Windward Hoʻolauleʻa Committee will provide lighted tent space. If you require an electrical outlet for your booth, please indicate this on your application form. Ample parking is available in designated areas. You are responsible for items set-up overnight. Please do not deface school property with nails, staples, tape or tacks. Neither the Committee nor University of Hawai‘i – Windward Community College is liable for items lost, stolen or damaged. Any signs or graphic materials to be posted in your area must be approved by the Committee prior to the event. Submit a copy to the Art & Craft Chair along with your application form.

4. Booth Start-up: All vendors must be ready to sell by 8:30 a.m. on Saturday, October 2, 2010. The event will open at 9 a.m. and close by 8 p.m. You will maintain your booth and its operations in strict safety condition at all times.

5. Booth Tear-down: You may begin taking your booth down at 8 p.m. and no sooner. You are responsible for the clean up of your area, as well as the litter and refuse. All trash must be removed from your area by 9 p.m. If your area is not clean your $50 cleaning fee will not be refunded to you.

6. You are responsible for paying Hawaii State general excise tax relating to income from the Hoʻolauleʻa.

7. The Hoʻolauleʻa will proceed regardless of weather conditions. Refunds will not be issued because of inclement weather.

8. You will release the Windward Hoʻolauleʻa, Windward Community College, its agents, officers and directors of any and all liability and claims that may arise from any injuries, damages or losses suffered or incurred by you or to your property in connection with this event. You shall defend, indemnify and hold harmless the Organizers from and against all actions for personal injury, property damage or death arising or resulting from or in connection with the operation of your concession, including claims by your employees. Further, you agree that this release is binding on your heirs, executors and assigns.

9. Failure to comply with the above rules is considered a breach of contract agreement and shall result in the termination of this contract, removal from the premises and forfeiture of security deposit monies.

I have read all the rules and regulations and fully understand and agree with the guidelines. I accept full financial responsibility for any damages done on my part, my associates and my booth area. I will be professional, respectable and conduct good business to the customers and associate vendors according to these regulations. I indemnify and hold harmless the Windward Hoʻolauleʻa, Windward Community College, its agents, officers and employees, the State of Hawaii, the promoters and organizers against all claims for personal injuries, death, merchandise and personal damages, cost and expenses including attorney fees caused by or against myself, associates and business. ALL SALES ARE FINAL. ALL FEES ARE NON-REFUNDABLE EXCEPT AS STATED IN THIS AGREEMENT.

_________________________________________  ______________________________________  ______________________
DBA                                           Print Business Name

_________________________________________  ___________________________  ______________________
Signature                                    Title                                    Date

Acknowledged by: _____________________________ Date ________________

Hoʻolauleʻa Committee Chair