Saturday, September 28, 2013 – 10 a.m. to 9 p.m.***
Windward Community College Campus – Great Lawn

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

Application deadline: September 7, 2013

***IMPORTANT: Selling hours for Art & Craft Vendors are 10 a.m. to 8 p.m.
Vendors may begin taking booths down at 8:00 p.m. (NOT EARLIER).
Booth items may be carried or carted to vehicles after 8:00 p.m.
Due to safety regulations, vehicles are not allowed on the Ho‘olaule‘a grounds until after 9:00 p.m.***

Fee: $125 for one booth - 10’x10’ covered area
(Tent and lighting are provided)
Contact: Mary Renfer, co-chair
E-mail: mar@hawaii.rr.com; Phone: 235-7990

Contact Person: ____________________________ Title: ____________________________
Company Name: ____________________________
Mailing Address: ____________________________ Zip: ____________________________
Phone: ___________ Cell: ___________ Fax: ___________ E-mail: ____________________________

List the specific product(s) you will be selling:
________________________________________
________________________________________
________________________________________

List any special requests (will try to accommodate requests, but not guaranteed):
________________________________________

• 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.
• Vendors may not sell food items without prior approval. Approval may be given to vendors whose main products are specialty items such as Made-in-Hawai‘i jams and jellies, breads, dip mixes, etc., but vendors may not sell any food, including snacks, sandwiches, salads, etc. to supplement their art & craft sales.
• You are responsible for damages to your assigned work area at set-up, during the event, and at time of take-down.
• 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 ☐

The Silent Auction chairperson will contact you.

Submit the following 4 items (application is NOT complete unless ALL 4 items are received):
1. Completed Art & Craft Vendor Application
2. Check for booth, one 10’x10’ covered area; tent and lighting are provided
   ☐ $125 (priority for booth assignment will be based on a first-to-sign-up basis.)
   ☐ $25 (optional electrical outlet fee in addition to $125 booth fee)
   Make check payable to: WINDWARD HO’OLAULE’A
3. Signed Art & Craft Vendor Agreement
4. Copy of Hawai‘i State General Excise Tax License

Mail 4 items to: Mary Renfer
Windward Ho‘olaule‘a Art & Craft Co-Chair
P.O. Box 793
Kaneohe, HI 96744

MAHALO FOR YOUR SUPPORT TOWARDS MAKING THIS EVENT SUCCESSFUL. WINDWARD HO’OLAULE’A 2013 STEERING COMMITTEE