Trade Show Application
(Application also available at: http://windward.hawaii.edu/hoolaulea)

Fee: $120 for Tent Space with one 6’ x 2.5’ table with 2 chairs  
Application deadline September 15, 2012

Contact: Laurie Rodriguez  
Phone: 808-372-9525  
E-mail: laurier@hawaii.rr.com

☐ Enclosed is my application fee of $120.

Contact Person: ____________________________ Title: ____________________________

Company Name: ____________________________

Mailing Address: ____________________________ Zip: ______________

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

We strongly encourage that you have an exciting interactive display. What is your business that you will be featuring? (please be specific):

__________________________________________________________________________

__________________________________________________________________________

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 business. This is to limit duplication. Your business will be screened by the Windward Ho’olaule’a Committee. You will be sent a confirmation letter once you are accepted.
• Trade Show Participants may not sell any food, including snacks, sandwiches, salad or drinks.
• You are responsible for damages to your assigned work area at set-up, during the event, and at time of take-down. Set up time is at 7:30am to 8:45am. Please bring your own table top covering.
• The Tradeshow is from 9am to 4pm and you are required to stay the entire time. There will be no breaking down of your displays or leaving the Tradeshow prior to 4pm.
• Children, age 10 and under, are not allowed in the booth area for liability reasons.
• We are seeking donations for the Silent Auction to benefit students at WCC.  
☐ Check here if you are interested in donating. Thank you.

Submit with the application form the following: Checks are payable to: WINDWARD HO’OLAULE’A

1. Check (non-refundable)  
☐ $120 (priority is on a first come basis)  
☐ $25 (optional electrical outlet fee)

2. Copy of G.E.T. License (if you plan on selling items)

Mail to: Mary Renfer  
Windward Ho’olaule’a Crafts Co-Chair  
P. O. Box 793  
Kaneohe, Hawaii 96744

You release the Committee and all other organizers or promoters of the event, the Windward Ho’olaule’a, the University of Hawai’i – Windward Community College, the Kaneohe Business Group, the University of Hawai’i, the State of Hawai’i, and their respective officers, directors, agents, employees or any person acting on their behalf (the “Releasees”) from 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 defend, indemnify and hold harmless the Releasees 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 any claims by your employees. You agree to reimburse the Releasees for all attorneys’ fees, costs, and expenses incurred in connection with the defense of any such claims and actions. Further, you agree that this release and indemnification is binding on your successors, heirs, personal representatives, and assigns.

I have read, fully understand, and accept the foregoing Agreement. I accept full financial responsibility for any damages done by me, my associates, or others within my booth area. I will comply with this Agreement and be professional and respectful to all participants and customers at the event.

Signature: ____________________________ Date: ____________________________

MAHALO FOR YOUR SUPPORT TOWARDS MAKING THIS EVENT SUCCESSFUL. WINDWARD HO’OLAULE’A 2012 STEERING COMMITTEE