

6th Annual Palikū Arts Festival

Saturday, April 2, 2016

10 a.m. – 4 p.m. at Windward Community College
Palikū Theatre Plaza and Hale Pālanakila Building



UNIVERSITY of HAWAII
WINDWARD
COMMUNITY COLLEGE

Ben Moffat
Palikū Arts Festival Chair
808-724-1808
ben517@hotmail.com

FOOD VENDOR APPLICATION

Fee: \$400.00 by March 1, 2016

Enclosed is my application fee of \$400.00. Enclosed is a separate refundable deposit check for \$50.00 for cleaning and damages, along with a self-addressed stamped envelope. Checks for "no shows" will not be refunded.

Contact Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Zip: _____

Phone: _____

Cell: _____

Email: _____

Signature: _____

Checks should be made payable to:

University of Hawai'i

Mail to:

Ben Moffat

51-636 Kamehameha Hwy., #517

Ka'a'awa, HI 96730

Submit with the application form the following:

1. Check for permission to sell food: \$400.00 (postmarked by 3/1/16)
2. Signed *Food Vendor Agreement* (above)
3. Separate check for cleaning and damages: \$50.00 (returned upon inspection)
4. Copy of G.E.T. License
5. Department of Health Temporary Food Booth Permit.
6. Certificate of Liability Insurance of no less than \$500,000 per occurrence and \$1 million in the aggregate, with the University of Hawai'i/Windward Community College named as additional insured for the Palikū Arts Festival event.
7. Stamped, self-addressed, legal size envelope to return \$50.00 refundable check.

Please Note:

- This is an alcohol-free event. Alcoholic beverages are not permitted on campus.
- The WCC campus prefers that if beverages are sold they be Pepsi products only.
- Electricity will be provided to the food booths.
- On a first-to-pay basis, vendors will be chosen on the type of food you plan to sell. This is to avoid duplication.
- You are responsible for damages to your assigned work area at set-up time, during the event, and at the 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 and your work area was restored to the condition it was in prior to set-up.
- Children, age 10 and under, are not allowed in the booth area for liability reasons.
- Booth Set-up: You may set up backdrops, tables, tents, etc., beginning on Saturday, April 2, 2016, starting at 8 a.m.
- Booth Tear-down: You may begin taking your booth down at 4 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 5 p.m. If your area is not clean your \$50 cleaning and damages fee will not be refunded to you.

Mahalo for your support in making the Palikū Arts Festival a success!

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ART & CRAFT VENDOR APPLICATION

Fee for one 10'x10' space under a large tent: \$75.00, received by March 1, 2016.

Enclosed is my application fee for \$75.00. Enclosed is a separate refundable deposit check for \$50.00 for cleaning and damages.

Contact Name: _____

Title: _____

Company Name: _____

Mailing Address: _____

Phone: _____

Cell: _____

Email: _____

List the product(s) you are selling: _____

Please Note:

- 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 Palikū Arts Festival Committee. You will be sent a confirmation 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.

Submit with the application form, the following:

1. Check for booth, one 10'x10' space. \$75.00 (received by 3/1/16)
2. Signed Vendor Agreement
3. Separate check for cleaning and damages: \$50.00 (returned upon inspection)
3. Copy of G.E.T. License
4. Stamped, self-addressed, legal size envelope to return your \$50.00 refundable check.

Checks are payable to: University of Hawai'i

Mail to:

Ben Moffat, Palikū Arts Festival Chair
51-636 Kamehameha Hwy., #517
Ka'a'awa, HI 96730

PALIKŪ ARTS FESTIVAL Art & Craft Vendor Agreement

1. You are granted the privilege to sell merchandise within a 10-ft x 10-ft space at an assigned tented 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 Palikū Arts Festival.
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 Hawai'i State General Excise Tax License. You agree to provide the Committee with a copy of your Hawai'i State General Excise Tax License.
3. Booth Set-up: You may set up backdrops, tables, etc., beginning on Saturday, April 2, 2016, starting at 8 a.m. Palikū Arts Festival will provide space under a large tent. You provide your own equipment, tables and supplies. Note: Electricity is not available. Ample

(Art & Craft Vendor application continued)

(Art & Craft Vendor application continued)

parking is available in designated areas. Please do not deface school property with nails, staples, tape or tacks. Neither the Palikū Arts Festival nor University of Hawai'i – Windward Community College is liable for items lost, stolen or damaged.

4. Any signs or graphic materials to be posted in your area must be approved by the Palikū Arts Festival prior to the event. Submit a copy along with your application form.
5. Booth Start-up: All vendors must be ready to sell by 10:00 a.m. on Saturday, April 2, 2016. The event will open at 10 a.m. and close by 4 p.m. You will maintain your booth and its operations in strict safety condition at all times.
6. Booth Tear-down: You may begin taking your booth down at 4 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 5 p.m. If your area is not clean your \$50 cleaning and damages fee will not be refunded to you.
7. You are responsible for paying Hawaii State general excise tax relating to income from the Palikū Arts Festival.
8. The Palikū Arts Festival will proceed regardless of weather conditions. Refunds will not be issued because of inclement weather.
9. You will release the Palikū Arts Festival, 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.
10. 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 Palikū Arts Festival, 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 Name: _____

Print Business Name: _____

Signature: _____

Title: _____

Date: _____

Acknowledged by: _____

Date: _____

Palikū Arts Festival Chair: _____

Mahalo for your support in making the Palikū Arts Festival a success!