

# 7<sup>th</sup> Annual Palikū Arts Festival

Saturday, April 7, 2018

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



UNIVERSITY of HAWAII  
**WINDWARD**  
COMMUNITY COLLEGE

**So Jin Kimura**  
Palikū Arts Festival Chair  
808-236-9145  
sochong@hawaii.edu

## FOOD VENDOR APPLICATION

**Fee: \$400.00 by March 1, 2018**

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:

So Jin Kimura  
Windward Community College  
45-720 Kea'ahala Rd.  
Kaneohe, HI 96744

### Submit with the application form the following:

1. Check for permission to sell food: \$400.00 (postmarked by 3/1/18)
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 7, 2018, 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!**