



Mail To:
MILILANI TOWN ASSOCIATION
ATTN. SPECIAL EVENTS
 95-303 Kaloapau Street
 Mililani, HI 96789

PLEASE READ ALL INFORMATION CAREFULLY.

Applications Due: Tuesday, 7/23/2024
Assignments: Around 7/31/2024
Cancellation without Fee before: 8/5/2024
Refund Request (\$20 Cancellation Fee) by: 9/6/2024
NO REFUNDS after: 9/6/2024

Mililani Town Association
2024 AUTUMN FESTIVAL CRAFT FAIR VENDOR AGREEMENT

SATURDAY, SEPTEMBER 21, 2024 | 4:00 p.m. - 9:00 p.m. | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

MAIL-IN ONLY REGISTRATION INSTRUCTIONS

DO NOT EMAIL APPLICATIONS. MAIL-IN ONLY. PLEASE READ THE VENDOR AGREEMENT BEFORE SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received by MTA (not postmarked) by Tuesday, JULY 23, 2024

STEP 1 | SUBMIT APPLICATION:

Please submit completed **VENDOR APPLICATION + PAYMENT** (see STEP 2 for options)

- **MAIL-IN ONLY (DO NOT EMAIL APPLICATIONS!):** Mililani Town Association | Attn. Special Events | 95-303 Kaloapau St. | Mililani, HI 96789
- **FOOD VENDORS (ACTIVELY COOKING AT THE EVENT):** Please submit a **FOOD ARENA VENDOR APPLICATION + PAYMENT.**

STEP 2 | PAYMENTS:

Check or credit card authorization form is required **with** the application.

- **Checks:** Make checks payable to **Mililani Town Association**.
 - **UPGRADE:** A separate check is required for a **\$35** optional upgrade (upgrade not guaranteed).
- **Credit Cards:** Make sure you SIGN the credit card authorization form.
 - Credit card payments will **NOT** be taken over the phone for craft fairs.
 - Be sure to include the upgrade cost in the authorized amount (upgrade not guaranteed).
- **NO cash, cashier's checks, or money orders, please.**
- Payments will **NOT** be processed by MTA until the vendor is assigned a space.
- Receipt Requests: Check box on PAYMENT & AGREEMENT section of the application. Email or mail (SASE required) options available.
- All uncashed checks and credit card authorization forms will be shredded once the event is complete.
- MTA is not responsible for lost applications/payments or emailed applications.

STEP 3 | VENDOR NOTIFICATION & PAYMENT:

An event coordinator will notify vendors once their applications are RECEIVED. If a confirmation email is not received within 3 working days, please email jsuzuki@mililantown.org. **Vendors will then be notified via email with space assignment & participation confirmation OR if they are on the wait list around July 31, 2024.** Payments for participating vendors will start being processed starting on **Monday, August 5, 2024.**

VENDOR FEES

- **Standard Vendor Fee:** \$100 per indoor, outdoor vendor space, food arena tent, or food arena truck.
- **MTA Member Vendor Fee (MTA Card # required to receive discounted price):** \$85 per indoor, outdoor vendor space, food arena tent, or food arena truck..
- **Optional Indoor Upgrade (Vendor's own fixtures - racks, small end tables, displays, etc.). Limited to 1 per vendor.**
 - **\$35** for an additional 2'x2.5' (space only)
 - **IF PAYING BY CHECK, PLEASE WRITE A SEPARATE CHECK FOR \$35 FOR UPGRADE.**
 - **Subject to availability and all requests are not guaranteed.**
 - **Upgrade Options:** Vendor must supply their own fixture. The upgrade fixture must not exceed the 2'x2.5' space. If larger fixtures or clothing racks are required, vendors have the option to use their own table(s) to stay within the allotted space or to purchase an additional space.

Indoor Space includes (1) 6'x2.5' Table & (2) Chairs per space | Outdoor Space & Food Arena is SPACE ONLY (See VENDOR DETAILS for more information).

CANCELLATION/RETURNED CHECK FEE POLICY: There is a \$20 processing fee for ALL CANCELATIONS & RETURNED CHECKS. Vendors with returned checks must immediately make payment to cover their booth cost and returned check fee or will forfeit their space. Please be sure you have sufficient funds.

REFUND REQUESTS (Deadline: September 6, 2024): No processing fee for applications canceled before **Monday, August 5, 2024**. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililantown.org) **before 4:00 p.m. on Friday, September 6, 2024**. No refunds **after Friday, September 6, 2024** or due to inclement weather.

FYI: Vendors selection is based on product type and other criteria. **VENDOR SELECTION IS NOT FIRST-COME-FIRST-SERVED** or based on prior participation. However, it is best to turn in applications asap or before the deadline if possible. Vendors are not selected until all applications are received (by the deadline).

SET UP, BREAKDOWN & VENDOR PARKING – FINAL SET-UP & PARKING INFORMATION WILL BE EMAILED PRIOR TO THE EVENT

- **SETUP:** Craft fair set up is from noon – 3:30 p.m. on the day of the event. **Vendor display areas must be completely set up by 3:30 p.m. or the table space may be assigned to another vendor.** There are no refunds for late check-in or inclement weather. Please email jsuzuki@mililanitown.org if you are not going to attend (see REFUND REQUESTS) or will be late. Vendors will also be emailed additional information regarding set up prior to the event.
- **BREAKDOWN:** Breakdown is at 9:00 p.m. As a courtesy to other vendors, please actively sell and do not start clearing your space any earlier than 9:00 p.m. Vendor vehicles may enter recreation center parking to load once ALL CLEAR is given. Subject to change – for your safety please follow instructions from parking attendants.

VENDOR PARKING (AT MILILANI PARK & RIDE ONLY): During setup (noon – 3:30 p.m.) and breakdown (from 9:00 p.m.) vendors may park in the Rec Center 5 parking lot for active loading and unloading purposes only. Once vendors are done unloading – vehicles should be moved to the Park & Ride so other vendors can unload. **ALL vendor vehicles must vacate facility parking lots by 3:30 p.m.** Vendor parking and free shuttle will be available from the Mililani Park and Ride (95-1069 Ukuwai Street, Mililani) from 2:00 p.m. – 9:30 p.m.

VENDOR DETAILS, DISPLAY RULES, AND REGULATIONS

- **All participants agree to follow all State and City & County mandates pertaining to COVID-19 related safety and other rules set by the Mililani Town Association. Vendors who chose not to participate once spaces are assigned must request a refund (less \$20 processing fee) by 4:00 p.m. on Friday, September 6, 2024 (see above for CANCELLATION/RETURNED CHECK FEE POLICY | REFUND REQUEST).**
- **INDOOR VENDOR SPACE:** Display Space – Max: 6'x2.5' | (1) One 6'x2.5' table and up to 2 chairs will be provided. See DISPLAY RULES below for indoor space details.
- **OPTIONAL INDOOR UPGRADE:** An additional 2' can be added to the width of your display space for \$35. Upgraded indoor space must not exceed 8'x2.5'. Vendors must provide their own fixtures.
- **OUTDOOR VENDOR SPACE:** One (1) 10'x10' tent space (space only, tent not provided). Vendors must provide their own 10'x10' tent (tents must NOT be larger than 10'x10'), weights, tables, lighting, power strips & extension cords. Chairs are available upon request.
REQUIRED: A valid 2A10BC fire extinguisher is mandatory & vendor must be sure their tents are adequately weighed down.
- **FOOD ARENA VENDORS:** The Food Arena spaces are for vendors who actively prepare/cook food at the event. Only space provided (set by coordinator). Vendors must provide their own power source (generator – please be sure they are not excessively loud), lighting, tent (10'x10' max) + weights, tables, etc. Food vendors must list their cooking methods on the application. If you are cooking on an outdoor grill – please be mindful of your smoke. For safety reasons - coordinators may ask vendors to pause/cease cooking if excess smoke is generated – so please be mindful of where you place your equipment. Food Vendors are responsible for following all applicable Hawaii Mobile FE safety requirements.
REQUIRED: A valid K-Type extinguisher (or other required extinguisher) is mandatory & any tents must be adequately weighed down.
- **DISPLAY RULES (Rules will be strictly enforced. Please contact jsuzuki@mililanitown.org if you have any questions prior to the event):** Display must not exceed the allotted 6'x2.5' per indoor space, 8'x2.5' upgraded indoor space or 10'x10' outdoor space. Walkways & vendor walkways must be kept CLEAR of vendor belongings. Please store your backstock/materials under your tables. Vendors have the option of using their own fixtures in place of the provided tables but must not exceed the allotted display space. Please consider purchasing additional space or an upgrade if additional space is required. There will be about 2' on at least one side, between vendors.
- **DISTRIBUTORS:** Vendors must provide a general list and description of services or items that they will be selling at the event, including distributor brands (examples: Color Street, DoTerra, etc.) on the attached registration form. If the distributor brand is not listed on the application, vendor may not be able to sell those items at the event. The distributor limit is one per brand.
- **VENDOR LIMITS:** Event Coordinator may limit the number of certain types of vendors at their discretion.
- **PACKAGED FOOD ITEMS:** All food items must be pre-packaged (not including outside Food Arena vendors). All items are subject to approval by an Events Coordinator. **All vendors are required to follow applicable State of Hawaii regulations and rules regarding food sales at events.**
- **PROHIBITED ITEMS:** The sale of alcohol, cigarettes, e-cigarettes & accessories, and other products containing adult content is strictly prohibited.
- **ELECTRICITY: Outdoor Vendors** - Electricity is available for outdoor craft vendors for lighting only. **Indoor Vendors** – Electricity is available in areas indicated on the map. Please indicate on the application if you need access and for what purpose. Usage is not guaranteed. Please make sure extension cords do not extend over walkways or present a tripping hazard.
- **HOUSEKEEPING:** Vendors must keep their assigned space clean & safe during the fair. Trash receptacles are provided by MTA for small items only. Any excess trash is the responsibility of the vendor to remove from the premises. Vendors must clear and clean their table and surrounding areas after the close of the fair.
- **ADVERTISING:** Outside advertising is not allowed except at the vendor's allotted space.
- **RESPONSIBILITY:** All vendors are required to set their own prices for items sold. Vendors shall be responsible for their monetary collection and maintenance. The Mililani Town Association will not be held responsible for any theft, loss, or damage.

Mililani Town Association reserves the right to refuse or evict any vendor not complying with any/all of the regulations listed herein. Failure to comply with any/all of the regulations stated above will make vendor ineligible for future participation in Mililani Town Association special events and fairs. Event date/time/features are subject to change. Attendance & sales are not guaranteed.

**If you have any questions, please contact the Lead Special Events Coordinator:
Jenn Suzuki | Email (preferred): jsuzuki@mililanitown.org | Direct: 808-440-2624**



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SPACE:

UPGRADE

SPECIAL EVENTS USE ONLY: AUTUMN FESTIVAL CF

CRAFTER ARTIST PRE-PACK JEWELRY RETAIL DIST.

INDOOR OUTDOOR UPGRADE

TOTAL DUE:

MILILANI TOWN ASSOCIATION

2024 AUTUMN FESTIVAL CRAFT FAIR GENERAL VENDOR APPLICATION

SATURDAY, SEPTEMBER 21, 2024 | 4:00 PM - 9:00 PM | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

MAIL-IN DUE DATE: MUST BE RECEIVED BY 4:00 PM ON TUESDAY, JULY 23, 2024

DO NOT EMAIL APPLICATIONS. CRAFT FAIRS ARE MAIL-IN ONLY. PLEASE READ THE VENDOR AGREEMENT BEFORE SUBMITTING THE APPLICATION.

VENDOR INFORMATION: GENERAL CRAFT VENDORS ONLY. VENDORS ACTIVELY COOKING AT THE EVENT MUST SUBMIT FOOD VENDOR APPLICATION.

VENDOR/BUSINESS NAME		CONTACT NAME	CONTACT PHONE NUMBER	*EMAIL ADDRESS (REQUIRED – PRINT NEATLY)
MAILING ADDRESS		CITY	STATE & ZIP CODE	

VENDOR CATEGORY:

<input type="checkbox"/> CRAFTER	<input type="checkbox"/> ARTIST BRAND	<input type="checkbox"/> PRE-PACKAGED SNACKS	<input type="checkbox"/> JEWELRY <input type="checkbox"/> HANDMADE	<input type="checkbox"/> RETAILER RESELLER	<input type="checkbox"/> DISTRIBUTOR
REQUIRED PRODUCTS SOLD OR DISTRIBUTOR/RETAIL BRANDS:			NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS:		

SPACE REQUESTS & FEES: ALL SPACE & UPGRADE REQUESTS ARE NOT GUARANTEED.

INDOOR SPACE WITH OPTIONAL UPGRADE

MTA MEMBERS*	INDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$85 <input type="checkbox"/> 2 SPACES - \$170	<input type="checkbox"/> OPTIONAL UPGRADE 2'X2.5' ADDITIONAL SPACE - \$35	ROW:	\$
GENERAL VENDORS	INDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$100 <input type="checkbox"/> 2 SPACES - \$200	<input type="checkbox"/> OPTIONAL UPGRADE 2'X2.5' ADDITIONAL SPACE - \$35	ROW:	\$
<input type="checkbox"/> INDOOR ELECTRICITY REQUEST (NOT GUARANTEED) PURPOSE:				

OUTDOOR TENT SPACE | SPACE ONLY

MTA MEMBERS*	OUTDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$85 (10'x10')	SINGLE OUTDOOR SPACE ONLY. VENDOR MUST PROVIDE THEIR OWN TENT, TABLES, CHAIRS, LIGHTING, ETC. FIRE EXTINGUISHER REQUIRED.		\$
GENERAL VENDORS	OUTDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$100 (10'x10')			\$
<input type="checkbox"/> *MTA CARD # (REQUIRED FOR DISCOUNT, MUST BE PARTICIPATING VENDOR):			TOTAL DUE:	\$

ADDITIONAL REQUESTS:

PAYMENT & AGREEMENT: CHECK PAYMENTS: PLEASE WRITE A SEPARATE CHECK FOR UPGRADE. EMAILED RECEIPT REQUEST MAILED RECEIPT REQUEST (SASE REQUIRED)

TOTAL DUE:	PAYMENT TYPE (NO CASH OR CASHIER'S CHECKS PLEASE):	<input type="checkbox"/> CHECK CHECK #	<input type="checkbox"/> CREDIT CARD AUTHORIZATION FORM
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I HAVE HEREBY CAREFULLY READ THIS ENTIRE AGREEMENT, AND IN SIGNING IT, I AGREE TO COMPLY WITH THE TERMS SPECIFIED IN THE MILILANI TOWN ASSOCIATION VENDOR AGREEMENT.
 All participants agree to follow all State and City & County mandates pertaining to COVID-19 related safety and other rules set by the Mililani Town Association. Specifics will be outlined in VENDOR REMINDERS that will be sent prior to the event. Vendors who chose not to participate once spaces have been assigned must request a refund (less \$20 processing fee) by Friday, SEPTEMBER 6, 2024, at 4:00 pm (see VENDOR AGREEMENT for CANCELLATION/RETURNED CHECK FEE POLICY).

*VENDOR'S SIGNATURE (REQUIRED) _____ DATE _____

FOR MTA OFFICE USE ONLY: FALL CRAFT FAIR | 20-CRAF 0000 | ED

RECEIPT #:	DATE:	AMOUNT PAID: \$
METHOD OF PAYMENT:	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> CHECK CHECK #
STAFF INITIALS:	NOTES:	<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> OTHER



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Special Events Only: Notes:
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MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: AUTUMN FESTIVAL CRAFT FAIR

EVENT DATE: SEPTEMBER 21, 2024

PAYMENTS WILL START ON: AUGUST 5, 2024

- PLEASE BE SURE YOUR ACCOUNT HAS SUFFICIENT FUNDS.
- *NO ELECTRONIC SIGNATURES
- ALL INFORMATION IS REQUIRED FOR AUTHORIZATION.
- DON'T FORGET TO ADD \$35 UPGRADE FEE (IF APPLICABLE) TO AUTHORIZED AMOUNT.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE. **DON'T PRINT ON BACK OF YOUR APPLICATION.**

VENDOR NAME:	
NAME ON CREDIT CARD:	
CREDIT CARD TYPE:	CIRCLE ONE: VISA MASTERCARD DISCOVER
CREDIT CARD NUMBER:	
EXP. DATE:	
CID# (3 DIGITS ON BACK OF CARD):	
BILLING ADDRESS:	
CITY, STATE, ZIP CODE:	
AUTHORIZED AMOUNT:	<input type="checkbox"/> UPGRADE (OPTIONAL): ADD \$35*
SIGNATURE*	