



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

PLEASE READ ALL THE INFORMATION CAREFULLY.

IMPORTANT EVENT DATES

APPLICATIONS DUE: 1/28/2025

WAITLIST/ASSIGNMENT NOTIFICATION: AROUND 2/5/2025

PAYMENTS PROCESSED: 2/11/2025

CANCELATION WITHOUT FEE BEFORE: 2/11/2025

REFUND REQUEST (\$20 CANCELATION FEE) BY: 3/21/2025

NO REFUNDS AFTER: 3/21/2025

Mililani Town Association

2025 SPRING CRAFT FAIR FOOD VENDOR AGREEMENT & APPLICATION

Event Information: SATURDAY, **APRIL 5, 2025** | 4:00 p.m. - 9:00 p.m. | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

FOOD VENDOR APPLICATION INSTRUCTIONS

DO NOT EMAIL APPLICATIONS. MAIL-IN OR DROP OFF ONLY. VENDORS ARE RESPONSIBLE TO REVIEW AGREEMENT BEFORE SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received by MTA (not postmarked) by TUESDAY, JANUARY 28, 2025

STEP 1 | SUBMIT APPLICATION: NO EMAILED APPLICATIONS WILL BE ACCEPTED.

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

- **MAIL-IN:** Mililani Town Association | Attn. Special Events | 95-303 Kaloapau St. | Mililani, HI 96789 | Please allow (2) two business days for transit.
- **DROP OFF:** Admin Office | 95-303 Kaloapau St. Mililani, HI 96789 | Business Hours: M-F 8:00 am – 4:30 pm (Closed Weekends & Holidays)

STEP 2 | PAYMENTS

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

- **Checks:** Make checks payable to **Mililani Town Association**.
- **Credit Cards:** A signed Credit Card Authorization Form is required with application for consideration.
 - Be sure to include the upgrade cost in the authorized amount (upgrade not guaranteed).
 - Please be sure to have sufficient funds in your accounts on the **PAYMENTS PROCESSED** date. Payments may be processed after this date.
- **NO cash, cashier's checks, or money orders will be accepted.**
- 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/destroyed 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 October 16, 2024.** Payments for participating vendors will start being processed starting on **Monday, October 21, 2024.**

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 the **ASSIGNMENT NOTIFICATION** date. Payments for participating vendors will start being processed starting on **PAYMENTS PROCESSED** date.

VENDOR FEES

- Standard Vendor Fee: \$100 per food arena tent, or food arena truck.
- MTA Member Vendor Fee (MTA Card # required & Member must be the participating vendor to receive discounted price): \$85 per food arena tent, or food arena truck.

CANCELATION/RETURNED CHECK FEE POLICY: There is a \$20 processing fee for returned checks & cancellations (once payment is processed). Vendors with returned checks will have 2 business days to make payment in full (vendor fee + processing fee) to avoid forfeiting their space.

CANCELATION DEADLINE | REFUND REQUESTS (Deadline: FRIDAY, MARCH 21, 2025):

- No processing fee for applications canceled **before PAYMENTS PROCESSED** date.
- **REFUNDS:** To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililantown.org) before 4:00 p.m. on the **CANCELATION DEADLINE**. No refunds after **CANCELATION DEADLINE** 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

- **SET UP:** Craft fair set up is from 12:00 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@mililantown.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): DIRECTIONS WILL BE SENT IN VENDOR EMAIL PRIOR TO THE EVENT.

VENDOR DETAILS, DISPLAY RULES, AND REGULATIONS | Subject to change

- **FOOD ARENA VENDORS: TENTS & TRUCKS**
 - Food Tents: 10'x15' space (1 ½ parking spaces) 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 Trucks: Trucks are allotted up to 4 parking spaces.
 - All 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.
 - Any generators used by food vendors must not be excessively loud or emit excessive fumes/smoke. Please be sure to maintain and test your equipment prior to the event date.
 - Food Vendors are responsible for following all applicable Hawaii Mobile FE safety requirements.
 - Food Vendors are responsible for disposing of their own food waste, oil, and trash.
 - **REQUIRED:** A valid K-Type extinguisher (or other required extinguisher) is mandatory & any tents must be adequately weighed down.
- **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.
- **ANIMALS/PETS:** Animals/pets are not allowed at MTA facilities. If you are a vendor that requires reasonable accommodation to keep an animal at the event, please contact jsuzuki@mililantown.org.
- **ELECTRICITY:** All Food Arena vendors must supply their own power source. Generators must not be excessively loud or emit excessive fumes/smoke.
- **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. Food Vendors must
- **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 own loss prevention, 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@mililantown.org | Direct: 808-440-2624

Payment Questions | Sheena Tuazon – stuazon@mililantown.org | Direct: 808-440-2641



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FOOD ARENA SPACE:

SPECIAL EVENTS ONLY: FOOD VENDORS			
MAIN	DESSERT	BEVERAGE	OTHER
<input type="checkbox"/> TRUCK	<input type="checkbox"/> FOOD TENT	<input type="checkbox"/> OTHER	
TOTAL DUE:			

MILILANI TOWN ASSOCIATION

2025 SPRING CRAFT FAIR | FOOD VENDOR APPLICATION

SATURDAY, [APRIL 5, 2025](#) | 4:00 p.m. - 9:00 p.m. | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

MAIL-IN | DROP OFF DUE DATE: MUST BE RECEIVED BY 4:00 PM ON [TUESDAY, OCTOBER 8, 2024](#)

DO NOT EMAIL APPLICATIONS. CRAFT FAIRS ARE [MAIL-IN OR DROP OFF ONLY](#). VENDORS ARE RESPONSIBLE TO REVIEW AGREEMENT BEFORE SUBMITTING APPLICATION.

FOOD VENDOR INFORMATION: COOKING TENT/TRUCK FOOD VENDORS ONLY. PRE-PACKAGED FOOD/CRAFTS PLEASE USE GENERAL VENDOR APPLICATION.

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

FOOD VENDOR CATEGORY:

<input type="checkbox"/> FOOD TRUCK	<input type="checkbox"/> FOOD TENT	<input type="checkbox"/> OTHER:
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FOOD CATEGORY (SELECT ALL THAT APPLY):

<input type="checkbox"/> MAIN DISHES	<input type="checkbox"/> DESSERT	<input type="checkbox"/> BEVERAGES	<input type="checkbox"/> OUTDOOR DEEP FRYERS	<input type="checkbox"/> OUTDOOR GRILL (HIGH SMOKE)
REQUIRED GENERAL MENU ITEMS:			NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS:	

FOOD VENDOR SPACE REQUESTS & FEES*:

MTA MEMBERS**	<input type="checkbox"/> FOOD VENDOR TENT (10'X15') \$85	<input type="checkbox"/> 2 FOOD VENDOR TENT (20'X15') \$170	<input type="checkbox"/> FOOD TRUCK (4 PARKING SPACES) \$85	\$
GENERAL VENDORS	<input type="checkbox"/> FOOD VENDOR TENT (10'X15') \$100	<input type="checkbox"/> 2 FOOD VENDOR TENTS (20'X15') \$200	<input type="checkbox"/> FOOD TRUCK (4 PARKING SPACES) \$100	\$

**MTA CARD # (REQUIRED FOR DISCOUNT, MUST BE PARTICIPATING VENDOR):

*FOOD VENDOR BOOTHS ARE SPACE ONLY. FOOD VENDORS ARE REQUIRED TO BRING THEIR OWN TENTS, TABLES, CHAIRS, POWER SOURCE, CORDS, ETC. SEE VENDOR AGREEMENT.

PAYMENT & AGREEMENT:

TOTAL DUE:	PAYMENT TYPE (NO CASH OR CASHIER'S CHECKS PLEASE:	<input type="checkbox"/> CHECK CHECK #	<input type="checkbox"/> CREDIT CARD AUTHORIZATION FORM
<i>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.</i>			
*VENDOR'S SIGNATURE (REQUIRED)		DATE	

FOR MTA OFFICE USE ONLY: SPRING CRAFT FAIR | 20-CRAF 0008 EJ

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



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Notes:

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: SPRING CRAFT FAIR

EVENT DATE: APRIL 5, 2025

PAYMENTS WILL START ON: FEBRUARY 11, 2025

- PLEASE BE SURE YOUR ACCOUNT HAS SUFFICIENT FUNDS.
- *NO ELECTRONIC SIGNATURES
- ALL INFORMATION IS REQUIRED FOR AUTHORIZATION.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE.
- **DO NOT PRINT THIS 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:	
SIGNATURE*	