



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 GENERAL 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

**GENERAL 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)
- **FOOD VENDORS (ACTIVELY COOKING AT THE EVENT):** Please submit a **FOOD ARENA VENDOR APPLICATION + PAYMENT**.

**STEP 2 | PAYMENTS**

Check payment 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:** 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](mailto: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 indoor, outdoor vendor space, 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 space.
- 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.

**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](mailto:jsuzuki@mililantown.org)) before 4:00 p.m. on the **CANCELATION DEADLINE**. No refunds after **CANCELATION DEADLINE** or due to inclement weather.

**VENDOR SELECTION:** 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@mililanitown.org](mailto: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:** **PARKING DIRECTIONS WILL BE SENT IN VENDOR EMAIL PRIOR TO THE EVENT.**

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

- **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.
  - **REQUIRED:** A valid 2A10BC fire extinguisher is mandatory & vendor must be sure their tents are adequately weighed down.
- **FOOD ARENA VENDORS: See FOOD VENDOR APPLICATION**
- **DISPLAY RULES (Rules will be strictly enforced. Please contact [jsuzuki@mililanitown.org](mailto: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 own loss prevention, monetary collection and maintenance. The Mililani Town Association will not be held responsible for any theft, loss, or damage.

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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](mailto:jsuzuki@mililanitown.org) | Direct: 808-440-2624

**Payment Questions** | Sheena Tuazon – [stuazon@mililanitown.org](mailto:stuazon@mililanitown.org) | Direct: 808-440-2641



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SPACE:

**SPECIAL EVENTS USE ONLY: SPRING CF**

CRAFT ARTIST PRE-PACK BAKED JEWELRY RETAILER OTHER

INDOOR     INDOOR+     OUTDOOR

TOTAL DUE:

MILILANI TOWN ASSOCIATION

**2025 SPRING CRAFT FAIR GENERAL 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, JANUARY 28, 2025](#)**

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

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

|                      |                 |   |
|----------------------|-----------------|---|
|                      |                 |   |
| VENDOR/BUSINESS NAME | CONTACT NAME    | <b>*EMAIL ADDRESS (REQUIRED – PRINT NEATLY)</b> |
|                      |                 |   |
| CONTACT PHONE NUMBER | MAILING ADDRESS |   |

**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 | <input type="checkbox"/> DISTRIBUTOR              | <input type="checkbox"/> OTHER _____ |
| <u>REQUIRED</u>   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  | OPTIONAL UPGRADE   2'X2.5' ADDITIONAL SPACE - \$35 | TOTAL: | \$ |
| GENERAL VENDORS   | INDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$100 <input type="checkbox"/> 2 SPACES - \$200 | OPTIONAL UPGRADE   2'X2.5' ADDITIONAL SPACE - \$35 | TOTAL: | \$ |
| <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. | TOTAL: | \$ |
| GENERAL VENDORS | OUTDOOR SPACE: <input type="checkbox"/> 1 SPACE - \$100 (10'x10') |   | TOTAL: | \$ |

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

ADDITIONAL REQUESTS:

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

|                   |   |  |   |
|-------------------|---|--|---|
| <b>TOTAL DUE:</b> | <b>PAYMENT TYPE (NO CASH OR CASHIER'S CHECKS PLEASE):</b> | <input type="checkbox"/> CHECK   CHECK # | <input type="checkbox"/> CREDIT CARD AUTHORIZATION FORM |
|-------------------|---|--|---|

*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.*

\*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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|--|
| <b>Special Events Only:</b><br><b>Notes:</b> |
|--|

**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.
- DON'T FORGET TO ADD \$35 UPGRADE FEE (IF APPLICABLE) TO AUTHORIZED AMOUNT.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE.
- **DO NOT PRINT THIS ON BACK OF YOUR APPLICATION.**

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