



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

PLEASE READ ALL INFORMATION CAREFULLY.

Applications Due: 11/19/2024
 Assignments: Around 11/21/2024
 Cancellation without Fee: Email by 8:00 am on 11/25/2024
 Payments Processed: Around 11/25/2024
 Refund with \$20 Cancellation Fee: 12/27/2024
 No Refunds after: 12/27/2024

Mililani Town Association
2025 SPROUT! Plant Pop Up VENDOR AGREEMENT
Saturday, January 11, 2025 | 9:00 am – 1:00 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

MTA is looking for plant-related vendors - plants, arrangements, locally grown produce & grocery products, succulents & air plants, flowers, gardening supplies, plant related crafts & jewelry, demonstrations & education, hydroponics/aquaponics, natural fertilizer, and anything to do with plants!

VENDOR REGISTRATION INSTRUCTIONS

DUE DATE: All applications & payments must be RECEIVED (not postmarked) by 4 pm on Tuesday, November 19, 2024.

STEP 1 | SUBMIT APPLICATION:

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.
- **EMAIL:** jsuzuki@mililanitown.org | Must be printable PDF (not a photo of the application please)
- **DROP OFF:** MTA Admin Office | 95-303 Kaloapau St | Mililani, HI 96789 | M-F 8:00 am – 4:30 pm (closed on holidays)

STEP 2 | PAYMENTS:

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

- **Checks:** Make checks payable to **Mililani Town Association**.
- **Credit Cards:** Make sure you SIGN the credit card authorization form.
 - Credit card payments are **NOT** taken over the phone for craft fairs.
 - Include the upgrade cost in the authorized amount (upgrade not guaranteed).
- **NO cash, cashier's checks, or money orders, please.**
- Payments are **NOT** 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 are 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@mililanitown.org. Vendors will then be notified via email with space assignment & participation confirmation OR if they are on the wait list around **November 21, 2024**. Payments for participating vendors will start being processed starting on **Monday, November 25, 2024**.

VENDOR FEES | See Vendor Details below for specifics

- **Specialty Event Vendor Fee:** \$50 per standard indoor, outdoor vendor space, food arena tent, or food arena truck.
- **Deluxe Indoor Vendor Fee:** \$100

CANCELATION/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: **December 27, 2024):** No processing fee for applications canceled before **Monday, November 25, 2024** (before payments are processed). To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) **before 4:00 p.m. on Friday, December 27, 2024**. No refunds **after Friday, December 27, 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

- **SET UP:** Sprout! Plant Pop Up set up is from 6:30 a.m. – 8:30 a.m. on the day of the event. **Vendor display areas must be completely set up by 8:30 a.m. or the 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 2:00 p.m. As a courtesy to other vendors, please actively sell and do not start clearing your space any earlier than 2:00 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: During setup (6:30 a.m. – 8:30 a.m.) and breakdown (from 2:00 p.m.) vendors may park in the Rec Center 6 parking lot for *active* loading and unloading purposes only. **ALL vendor vehicles must vacate facility parking lot by 8:00 a.m.** Please follow the directions from the parking lot attendants. Additional information and parking details will be sent a few weeks prior to the event. SUBJECT TO CHANGE.

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

- **INDOOR VENDOR DISPLAY SPACE OPTIONS:**
 - Standard Display Space – Max: 6'x2.5' | (1) One 6'x2.5' table and 2 chairs will be provided. Multiple spaces allowed.
 - Deluxe Display Space – Max: 10'x10' | (2) Two 6'x2.5' tables and 4 chairs will be provided. Vendors must provide their own additional fixtures.
 - See DISPLAY RULES below for indoor space details.
- **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, fixtures. Electricity is not available at this event.
 - **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.
 - 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 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. Food Vendors are responsible for disposing of their own food waste, oil, and trash.
 - Food Trucks are allotted up to 4 parking spaces.
 - **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@mililantown.org if you have any questions prior to the event):** Display must not exceed the allotted space provided. 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. There will be about 2' on at least one side, between vendors – this is to always remain clear.
- **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:** Limited availability indoors only. Indicate use on application. Electricity is not available for outdoor vendors. Only food vendors (cooking) are allowed to bring generators.
- **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.

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**



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SPACE:

SPECIAL EVENTS USE ONLY: 2025 SPROUT

COMM. PARTNER PLANTS CRAFTER PRE-PACK RETAIL FOOD

INDOOR OUTDOOR FOOD TENT TRUCK

SPACES: TOTAL DUE:

MILILANI TOWN ASSOCIATION

2025 SPROUT! PLANT POP UP VENDOR & COMMUNITY PARTNER AGREEMENT

SATURDAY, JANUARY 11, 2025 | 9:00 a.m. - 2:00 p.m. | REC CENTER 6 | 95-1010 KONAKU STREET | MILILANI MAUKA

APPLICATION DUE DATE: MUST BE RECEIVED BY 4:00 PM ON TUESDAY, NOVEMBER 19, 2024

VENDOR INFORMATION:

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

VENDOR CATEGORY:

<input type="checkbox"/> COMM. PARTNER	<input type="checkbox"/> PET PRODUCTS	<input type="checkbox"/> CRAFTER	<input type="checkbox"/> RETAILER RESELLER	<input type="checkbox"/> PRE-PACKAGED FOOD	<input type="checkbox"/> FOOD VENDOR (COOKING)	<input type="checkbox"/> OTHER _____
REQUIRED GENERAL LIST OF PRODUCTS SOLD, ACTIVITY OR MENU:					NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS:	

SPACE TYPE REQUESTS

<input type="checkbox"/> STANDARD INDOOR \$50 PER SPACE	6'x2.5' table & 2 chairs are provided per space	Number of Spaces:	TOTAL DUE: \$
<input type="checkbox"/> INDOOR DELUXE \$100	10'x10' display space. (2) 6'x2.5' tables & 4 chairs provided		TOTAL DUE: \$
<input type="checkbox"/> OUTDOOR SPACE* \$50 PER SPACE	10'x10' Outdoor Space only.	Number of Spaces:	TOTAL DUE: \$
<input type="checkbox"/> FOOD TENT* \$50 PER SPACE	1 ½ Parking Spaces Space Only	<input type="checkbox"/> High Smoke <input type="checkbox"/> Deep Fryers	Number of Spaces: TOTAL DUE: \$
<input type="checkbox"/> FOOD TRUCK* \$50 PER SPACE	4 Parking Spaces Space Only	<input type="checkbox"/> High Smoke <input type="checkbox"/> Deep Fryers	Number of Spaces: TOTAL DUE: \$

*OUTDOOR SPACE ONLY. VENDOR MUST PROVIDE THEIR OWN TENT, TABLES, CHAIRS, ETC. FIRE EXTINGUISHER REQUIRED. SEE VENDOR AGREEMENT FOR DETAILS.

COMMUNITY PARTNERS | BY INVITATION ONLY.

<input type="checkbox"/> COMMUNITY PARTNER NO FEE	Activity (required):	<input type="checkbox"/> Single Standard Indoor <input type="checkbox"/> Single Outdoor	\$ 0
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PAYMENT & AGREEMENT: 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, OCTOBER 18, 2024, at 4:00 pm (see VENDOR AGREEMENT for CANCELLATION/RETURNED CHECK FEE POLICY).

*VENDOR'S SIGNATURE (REQUIRED)	DATE
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FOR MTA OFFICE USE ONLY: SPROUT | 20-CRAF 0007 | EW

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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Special Events Only: Notes:

**MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
 VENDOR CREDIT CARD AUTHORIZATION FORM**

EVENT: SPROUT! PLANT POP UP
EVENT DATE: JANUARY 11, 2025

PAYMENTS WILL START ON: NOVEMBER 25, 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.**

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*	