



Mililani Town Association
95-303 Kaloapau Street
Mililani Town, HI 96789
Phone (808) 623-7300

PLEASE READ ALL INFORMATION CAREFULLY.
NEW: MAIL IN REGISTRATION

Mililani Town Association
2019 SPRING CRAFT FAIR VENDOR AGREEMENT
Saturday, May 4, 2019 | 4:00 p.m. – 9:00 p.m. | Rec. Center 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

REGISTRATION INSTRUCTIONS
MAIL IN REGISTRATION ONLY

STEP 1: Read VENDOR AGREEMENT

STEP 2: Complete VENDOR APPLICATION

- Provide general list of items to be sold. All distributor brands must be listed.
- Indicate general space preferences. Space assignments & vendor selections will be determined by MTA Event Coordinators at their discretion.
- **Vendor Limits:** One distributor per brand | 10 jewelry vendors
 - MTA may limit other types of vendors or allow additional distributors/jewelry vendors at their discretion.

STEP 3: Payment – Payment in full is required and should accompany all applications. Application received with no payment will not be considered until payment in full is made.

- Payment for upgrades should be made on a separate check.
- **Make checks out to MILILANI TOWN ASSOCIATION**
- If you would like a copy of your receipt – please include a self-addressed stamped envelope.
- If you are not selected and would like your check returned to you – please include a self-addressed stamped envelope.

STEP 4: Mail-In – Mail in completed application, payment in full + separate check for upgrade (if you are requesting one).

- **Mail to: Mililani Town Association | Attn. Special Events | 95-303 Kaloapau Street | Mililani, HI 96789**
- Applications and payments may also be dropped off at the Admin. Office or at Rec 3 during business hours.
- **DEADLINE** for mail-in application registration is MARCH 4, 2019.
- If you are submitting an application AFTER the March 4, 2019 deadline – please visit <https://www.mililanitown.org/events/> for availability before submitting your application and payment.

STEP 5: Vendor Notification – Notification of mail-in vendor assignments will be made *around* March 25, 2019.

- Payments will not be processed until a space has been assigned to the vendor.
- **Wait List** – If you are put on a wait list, you will be notified. We will hold your application and payment until the vendor list is finalized in May. We will contact you if a space opens to confirm before processing your application.

Mililani Town Association is not responsible for applications/payments that are lost in the mail.

VENDOR FEES

Cancelation/Returned Check Policy: *There is a \$20 processing fee for ALL CANCELLATIONS & RETURNED CHECKS. To receive a refund (less \$20 fee), all requests must be received via email (jsuzuki@mililanitown.org) by April 12, 2019 at 4pm. No refunds after April 12, 2019 or due to inclement weather. Vendors with returned checks must immediately make payment to cover their booth cost and returned check fee or will forfeit their space.*

INDOOR VENDOR SPACE: One (1) 6'x30" table and up to 2 chairs will be provided. See Details, Rules & Regulations for details.

OUTDOOR VENDOR SPACE: One (1) 10'x10' tent space. Vendors must provide their own 10'x10' tent, weights, tables, lighting, power strips & extension cords. A valid fire extinguisher is also mandatory. Chairs are available upon request.

- **MTA Member Discounted Rates**
 - \$85/space for one (1) indoor or outdoor vendor space.
 - \$80/space for two (2) or more indoor or outdoor vendor spaces.

- **Regular Rates**
 - \$100/space for one (1) indoor or outdoor vendor space.
 - \$95/space for two (2) or more indoor or outdoor vendor spaces.
- **Optional Upgrade (racks, small end tables, displays) ORANGE SPACES ONLY:**
 - **PLEASE WRITE SEPARATE CHECK IF REQUESTING UPGRADE. NOT GUARANTEED & LIMITED TO AVAILABILITY.**
 - \$15 additional for an addition 2'. **Options:** Clothing rack + small table (both provided by vendor) OR standard 6'x30" table + small table or display (provided by vendor).

DETAILS, RULES AND REGULATIONS:

- Vendors must provide a general list and description of service or items that will be sold at the fair on the attached registration form. Food items must be pre-packaged. All items are subject to approval by a Special Events Coordinator.
- Sale of alcohol, cigarettes, electronic cigarettes & accessories and other products containing adult content is strictly prohibited.

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- **DISPLAY RULES:** Adding racks, small tables or other display items are not allowed outside the allotted 6'x30" indoor space or 10'x10' outdoor space. All items must be kept under your tables or within your space. Vendor walkway behind tables must also be kept clear. To be fair to all vendors – *these rules will be strictly enforced*. Optional space upgrade available.
 - **ELECTRICITY:** If you will need electricity at the event, please indicate so on the attached registration form. Electricity is limited to specific areas – outlets are indicated by a red star ★ on event map. Vendors are responsible for supplying extension cord(s) and power strips. Please note that electricity is limited and not guaranteed. Cords may not be stretched over used walkways. Priority will be given to outdoor vendors.
 - **HOUSEKEEPING:** Vendors shall keep the area around their assigned space clean & safe at all times during the fair. Trash receptacles are provided by MTA for small items only. Any excess trash shall be the responsibility of the vendor to remove off the premises. Vendors shall clear and clean their area after the close of the fair.
 - **ADVERTISING:** Advertising will not be permitted on the premises, except at the vendor's allotted space.
 - **RESPONSIBILITY:** Vendors shall set their own prices for items sold. Vendors shall be ultimately responsible for their monetary collection and maintenance. The Mililani Town Association will not be held responsible for any theft, loss, or damage.

SET UP, BREAKDOWN & VENDOR PARKING

- **SET UP:** Craft Fair set up is from 2:00 p.m. – 3:30 p.m. **Vendors' 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.
- **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 after 9 p.m.
- **VENDOR PARKING:** During setup (2:00 p.m. – 3:30 p.m.) and breakdown (9:00 p.m. – 9:30 p.m.) vendors may park in the recreation center parking lot for *active* loading and un-loading purposes only. **ALL vendor vehicles must vacate customer parking by 3:30 p.m.** Parking and shuttle will be available from the Mililani Park and Ride (95-1069 Ukuwai Street, Mililani) from 2:30pm – 9:30pm. For your benefit, please save lot parking for customers.

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 a Special Events Coordinator:
Jenn Suzuki | Direct: (808) 440-2624 | Email: jsuzuki@mililanitown.org
Kawika Samson | Direct: (808) 440-2640 | Email: kawika@mililanitown.org
Main Office: (808) 623-7300