



MILILANI TOWN ASSOCIATION
95-303 Kaloapau Street
Mililani, HI 96789

PLEASE READ ALL INFORMATION CAREFULLY.

All events are subject to change or cancellation.
Participants agree to follow State/City & County of
Honolulu requirements and other safety measures
set by MTA.

Mililani Town Association
2022 SENIOR FAIR VENDOR AGREEMENT

Saturday, October 15, 2022 | 9:00 a.m. – 2:00 p.m. | Rec. Center 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

PLEASE REVIEW DETAILS, RULES, AND REGULATIONS CAREFULLY BEFORE SUBMITTING APPLICATION

MAIL-IN REGISTRATION INSTRUCTIONS

DUE DATE: All applications & payments must be received (not postmarked) by Tuesday, August 16, 2022

STEP 1 | SUBMIT APPLICATION: Please submit completed **VENDOR APPLICATION + PAYMENT** (see STEP 2 for options)

- **MAIL-IN ONLY PLEASE:** Mililani Town Association | Attn. Senior Fair | 95-303 Kaloapau St. | Mililani, HI 96789

STEP 2 | PAYMENTS: Check or credit card authorization form required with application.

- **Checks:** Make checks payable to **Mililani Town Association**.
- **Credit Cards:** Make sure you SIGN the credit card authorization form.
 - Credit card payments will **NOT** be taken over the phone for fairs.
- **NO** cashier's checks or money orders please.
- Payments will not be processed until you are assigned a space.
- If you need a receipt or want un-cashed checks returned, you must include a self-addressed stamped envelope.
- MTA is not responsible for lost applications/payments.

STEP 3 | VENDOR NOTIFICATION: All vendors will be notified via email to confirm if they received a space or if they are on the wait list around **September 2, 2022**. Payments for participating vendors will be processed the week of September 7, 2022.

VENDOR FEES

- **Vendor Rates**
 - \$50/space for one (1) indoor space. Single spaces only.
 - Includes one (1) 6' x 2.5' table and 2 chairs. Vendors may use their own fixtures in lieu of the supplied table, but display must not exceed the allotted 6' x 2.5'.

CANCELATION/RETURNED CHECK FEE POLICY: There is a \$20 processing fee for ALL CANCELLATIONS & RETURNED CHECKS. Vendors with returned checks must immediately make payment to cover their booth cost and returned check fee or will forfeit their space.

REFUND REQUEST: To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililantown.org) by Friday, September 30, 2022, at 4pm. **No refunds after Friday, September 30, 2022, or due to inclement weather.**

DETAILS, 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. 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 30, 2022, at 4:00 pm (see above for CANCELLATION/RETURNED CHECK FEE POLICY).**
- **INDOOR VENDOR SPACE:** One (1) standard 6'x2.5' table and up to 2 chairs will be provided.
- **FOOD ARENA VENDORS:** Only space provided (set by coordinator). Food Vendors must provide their own power source and other materials. **REQUIRED:** All Outdoor Vendor requirements if using a tent (see above) + valid K Type extinguisher. **Food Vendors are responsible to follow all applicable Hawaii Mobile FE safety requirements.**
- **DISTRIBUTORS:** Vendors must provide a general list and description of service or items that will be sold at the fair, including distributor brands (examples: Color Street, LipSense, etc.) on the attached registration form. If a distributor brand is not listed on application, vendor may not be able to sell those items at the event. Distributors are limited to one per brand.
- **VENDOR LIMITS:** Event Coordinator may also limit the number of certain types of vendors at their discretion.
- **FOOD ITEMS:** All food items must be pre-packaged (not including outside food 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:** Sale of alcohol, cigarettes, electronic cigarettes & accessories, and other products containing adult content is strictly prohibited.
- **DISPLAY RULES:** Adding racks, small tables or other display items are not allowed outside the allotted 6'x2.5' 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. **Indoor Vendors: You may opt to use your own fixtures in lieu of the provided table, but display must not exceed allotted 6'x2.5' space.**
- **ELECTRICITY:** Electricity will not be available for Market Vendors at this event.
- **HOUSEKEEPING:** Vendors shall always keep the area around their assigned space clean & safe 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 from 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 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.

SET UP, BREAKDOWN & VENDOR PARKING

- **SET UP:** Event set up is from 7:00 a.m. – 8:30 a.m. Vendor **display areas must be completely set up by 8:30 a.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 2:00 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 2:00 p.m.
- **VENDOR PARKING:** During setup (7:00 a.m. – 8:30 a.m.) and breakdown (from 2:00 p.m.) vendors may park in the Rec 5 parking lot for *active* loading and un-loading purposes only. **ALL vendor vehicles must vacate customer parking by 8:30 a.m.** Parking and shuttle will be available at the Mililani Park and Ride (95-1069 Ukuwai Street, Mililani) from 7:15 a.m. – 2:30 p.m. Do not park in any of the lots around the facility – some areas are subject to tow. **Note: Per shuttle vendor, masks are required while riding the shuttle.**

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:

PRIMARY: Jenn Suzuki | Email (preferred): jsuzuki@mililanitown.org | Direct: (808) 440-2624

Jessica Ann Pratt-Baptista | Email: jprattbaptista@mililanitown.org | Direct: (808) 440-2640

Main Office: (808) 623-7300