



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

**PLEASE READ ALL INFORMATION CAREFULLY.**

**Applications Due:** 10/7/2022  
Assignments: 10/14/2022  
Cancellation without Fee: 10/18/2022  
Refund with \$20 Cancellation Fee: 11/18/2022  
No Refunds after: 11/18/2022

Mililani Town Association  
**2022 HOLIDAY CRAFT FAIR VENDOR AGREEMENT**

Saturday, December 3, 2022 | 4:00 p.m. – 9:00 p.m. | Rec. Center 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

**MAIL-IN REGISTRATION INSTRUCTIONS**

**DUE DATE: All applications & payments must be received (not postmarked) by Friday, October 7, 2022**

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

- **MAIL-IN ONLY PLEASE:** Mililani Town Association | Attn. Special Events | 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**.
  - **UPGRADE:** Separate check required for \$15 optional upgrade. Upgrades are not guaranteed until assigned.
- **Credit Cards:** Make sure you SIGN the credit card authorization form.
  - Credit card payments will **NOT** be taken over the phone for craft fairs.
  - Be sure to include the upgrade cost in the authorized amount.
- **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 **Friday, October 14, 2022**. Payments for participating vendors will then be processed from October 18, 2022.

**VENDOR FEES**

- **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:**
  - \$15 for an additional 2'
  - **PLEASE WRITE SEPARATE CHECK IF REQUESTING UPGRADE.**
  - **Upgrade spaces are very limited and are not guaranteed until assigned.** If you absolutely need the additional space, it is recommended to purchase two spaces.
  - **Upgrade Options:** Clothing rack + small table (both provided by vendor) OR provided standard 6'x2.5" table + 2' small table or display (provided by vendor). Must not obstruct walkways & subject to approval.

**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:** No fee if application is canceled before Tuesday, October 18, 2022. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) by Friday, November 18, 2022 at 4pm. **No refunds after Friday, November 18, 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. Vendors who chose not to participate once spaces have been assigned must request a refund (less \$20 processing fee) by Friday, November 18, 2022 at 4:00 pm (see above for CANCELLATION/RETURNED CHECK FEE POLICY).**
- **INDOOR VENDOR SPACE:** One (1) 6'x2.5' table and up to 2 chairs will be provided. Limited upgrades for an additional 2' (width) available. If additional space is vital to your set up, please consider purchasing additional spaces.
- **OUTDOOR VENDOR SPACE:** One (1) 10'x10' tent space. Vendors must provide their own 10'x10' tent, weights, tables, lighting, power strips & extension cords. **REQUIRED:** A valid 2A10BC fire extinguisher is mandatory & tents must be adequately weighted down. Chairs are available upon request. Electricity is available for outdoor craft vendors for lighting only.
- **FOOD ARENA VENDORS:** Only space provided (set by coordinator). Food Vendors must provide their own power source, lighting, 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, DoTerra, 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.
- **JEWELRY:** Limited to 12. Number of jewelry vendors may change at the discretion of Events Coordinator.
- **VENDOR LIMITS:** Event Coordinator may also 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:** Sale of alcohol, cigarettes, electronic cigarettes & accessories, and other products containing adult content is strictly prohibited.
- **DISPLAY RULES:** Display must not exceed the allotted 6'x2.5' indoor space or 10'x10' outdoor space. Vendors may use their own fixtures in place of the provided table but must not exceed allotted space. All back stock items must be kept under your tables or within your display space. For safety reasons - vendor walkways behind tables must also be kept clear. To be fair to all vendors – these rules will be strictly enforced.
- **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. Electricity is for lighting & small appliances ONLY.
- **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:** All vendors are required to 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.

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## SET UP, BREAKDOWN & VENDOR PARKING

- **SET UP:** Craft fair set up is from 2:00 p.m. – 3:30 p.m. 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.
- **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 9:00 p.m.
- **VENDOR PARKING:** During setup (2:00 p.m. – 3:30 p.m.) and breakdown (from 9:00 p.m.) vendors may park in the Rec Center 5 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.

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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 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