



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

PLEASE READ ALL INFORMATION CAREFULLY.

Applications Due: 9/19/2023
Assignments: Around 9/26/2023
Cancellation without Fee: 9/29/2023
Refund with \$20 Cancellation Fee: 10/20/2023
No Refunds after: 10/20/2023

Mililani Town Association

2023 MTA PET FAIR (Specialty Event)

Saturday, November 4, 2023 | 9:00 am – 2:00 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

REGISTRATION INSTRUCTIONS

DUE DATE: All applications & payments must be received (not postmarked) by Tuesday, September 19, 2023

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
- **EMAIL:** jsuzuki@mililanitown.org

Vendors will receive a confirmation email that their application was received. Please email jsuzuki@mililanitown.org if you do receive confirmation 5 business days after you send in your application. Note: This is NOT confirmation that you are a participating vendor – it's just to verify that your application was received by the deadline.

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 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 Tuesday, September 26, 2023. Payments for participating vendors will then be processed from Friday, September 29, 2023. Please be sure your account has sufficient funds by this date. Assignments are subject to change.

VENDOR FEES

- **Specialty Event Rate (MTA Pet Fair)**
 - \$50 | Single Space (Indoor or Outdoor) OR Food Vendor Space
 - \$25 + \$25 minimum value prize donation | Single Space (Indoor or Outdoor)
 - FREE for Community Partners (no sales, must be approved by coordinator)

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 Friday, September 29, 2023. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) by Friday, October 20, 2023, at 4:00 pm. No refunds after Friday, October 20, 2023, 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, October 20, 2023 at 4:00 pm (see above for CANCELTION/RETURNED CHECK FEE POLICY).**
- **INDOOR VENDOR SPACE:** One (1) 6'x2.5' table and up to 2 chairs will be provided.
- **OUTDOOR VENDOR SPACE:** One (1) 10'x10' outdoor tent space. Space only. Vendor must provide their own tent, tables, chairs, etc. Tent is required
- **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 without permission from the event coordinator. Vendors may use their own fixtures in place of the provided table but must not exceed the 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 the 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 overused 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.

SET UP, BREAKDOWN & VENDOR PARKING

- **SET UP:** Event set up is from 7:00 am – 8:30 am. **Vendor display areas must be completely set up by 8:30 am 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 pm. As a courtesy to other vendors, please actively sell and do not start clearing your space any earlier than 2:00 pm. Vendor vehicles may enter recreation center parking after 2:00 pm.
- **VENDOR PARKING:** Vendors may park in the facility parking lot to actively unload/load ONLY. All vendors must park on the street during the event.

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