



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

<b>Special Events Only:</b>  <b>SPACE #</b> _____ <b>Amount:</b> <b>Notes:</b>
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**Mililani Town Association Vendor & Community Partner Application**

**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**

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

**VENDOR INFORMATION:**

Vendor/Business Name	Contact Name	Contact Phone Number	*Email Address (required)
Mailing Address	Website	Instagram	

For this event, we are primarily looking for Community Partners, Pet-Related Goods, Snacks, Food Vendors. **Please include current photos, website or Instagram account for consideration.**

<input type="checkbox"/> Crafter/Artist	<input type="checkbox"/> Retailer	<input type="checkbox"/> Packaged Food	<input type="checkbox"/> Food Vendor	<input type="checkbox"/> Community Partner (Must be approved by coordinator)
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List general list of items to be sold or services promoted.

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**SPACE REQUESTS** (See Vendor Agreement for indoor/outdoor requirements & specifications):

<b>Check ALL Requests:</b>	<input type="checkbox"/> Single Indoor Space Only (6'x2.5' table & 2 chairs are provided) – additional space must be approved by coordinator
	<input type="checkbox"/> Single Outdoor Tent Space (Vendor must provide their own tent, tables, chairs – see Agreement for details)
	<input type="checkbox"/> Food Truck or Tent   Dimensions:
<input type="checkbox"/> Indoor Electricity Request (not guaranteed)   Purpose:	

**VENDOR FEES:**

<input type="checkbox"/> Single Space Price: \$50	<input checked="" type="checkbox"/> Single Space + Prize Donation: \$25 + \$25 Minimum Value Prize	<input type="checkbox"/> Community Partner: FREE	<b>TOTAL DUE:</b>
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**PAYMENT TYPE:**

Check | Check # \_\_\_\_\_  Credit Card Authorization Form

*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 Monday, October, 20, 2023 at 4:00 pm (see AGREEMENT for CANCELTION/RETURNED CHECK FEE POLICY).**

\*Vendor's Signature (required)

Date

\*\*\*\*\* FOR MTA OFFICE STAFF USE ONLY \*\*\*\*\*

<b>RECEIPT #:</b> _____	<b>DATE:</b> _____	Amount Paid: \$ _____
<b>METHOD OF PAYMENT:</b>		
<input type="checkbox"/> CASH	<input type="checkbox"/> CHECK   Check # _____	Check Amt. \$ _____
<input type="checkbox"/> CREDIT CARD	VISA	MasterCard
	Other: _____	Charge Amt. \$ _____
<b>STAFF INITIALS:</b> _____		

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS  
VENDOR CREDIT CARD AUTHORIZATION FORM

**Event: MTA Pet Fair**

**Event Date:** November 4, 2023

<b>Vendor Name:</b>	
<b>Name on Credit Card:</b>	
<b>Credit Card Type:</b>	Circle One: VISA    MASTERCARD    DISCOVER
<b>Credit Card Number:</b>	
<b>Exp. Date:</b>	
<b>CID#</b> (3 digits on back of card):	
<b>Billing Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Authorized Amount:</b>	<b>\$25</b> (+ \$25 minimum prize donation required) or <b>\$50</b>
<b>Signature*</b>	

- All information is required for authorization.
- \*No electronic signatures
- All credit card authorization forms are shredded once event is complete.
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