



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

**PLEASE READ ALL INFORMATION CAREFULLY.**

**Applications Due:** Tuesday, OCTOBER 17, 2023  
**Assignments:** Around 10/24/2023  
**Cancellation without Fee before:** 10/27/2023  
**Refund with \$20 Cancellation Fee by:** 11/17/2023  
**No Refunds after:** 11/17/2023

Mililani Town Association

**2023 HOLIDAY CRAFT FAIR VENDOR AGREEMENT**

SATURDAY, DECEMBER 2, 2023 | 4:00 PM - 9:00 PM | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

**NOTICE: Price Changes: New Upgrade Rate: \$35 | No multiple space discount.**

**MAIL-IN REGISTRATION INSTRUCTIONS**

**DUE DATE: All applications & payments must be received by MTA (not postmarked) by Tuesday, October 17, 2023**

**STEP 1 | SUBMIT APPLICATION:**

Please submit completed **VENDOR APPLICATION + PAYMENT** (see STEP 2 for options)

- **MAIL-IN ONLY:** Mililani Town Association | Attn. Special Events | 95-303 Kaloapau St. | Mililani, HI 96789
- **FOOD VENDORS (COOKING TENTS/TRUCKS ONLY):** Please submit a **FOOD VENDOR APPLICATION + PAYMENT**.

**STEP 2 | PAYMENTS:**

Check or credit card authorization form is required **with** the application.

- **Checks:** Make checks payable to **Mililani Town Association**.
  - **UPGRADE:** A separate check is required for a **\$35** optional upgrade (not guaranteed).
- **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 cash, cashier's checks, or money orders, please.**
- Payments will not be processed by MTA until the vendor is assigned a space.
- If you need a receipt or want un-cashed checks returned, you must include a self-addressed stamped envelope (SASE).
- MTA is not responsible for lost applications/payments.

**STEP 3 | VENDOR NOTIFICATION & PAYMENT:**

An event coordinator will notify vendors once their applications are RECEIVED. Vendors will then be notified via email with space assignment & participation confirmation OR if they are on the wait list around October 24, 2023. Payments for participating vendors will start being processed starting on **Friday, October 27, 2023.**

**VENDOR RATES**

- **MTA Member Vendor Rates (includes \$15 Discount):** \$85 per indoor or outdoor vendor space.
- **Non-Member Vendor Rates:** \$100 per indoor or outdoor vendor space.
- **Optional Upgrade (Vendor's own fixtures - racks, small end tables, displays, etc.)**
  - **Price Increase: \$35** for an additional 2'x2.5'
  - **PLEASE WRITE A SEPARATE CHECK FOR \$35 IF REQUESTING UPGRADE.**
  - **Upgrade Options:** Vendor must supply their own fixture. The upgrade fixture must not exceed the 2'x2.5' space. If larger fixtures or clothing racks are required, vendors have the option to use their own table(s) to stay within the allotted space or to purchase an additional space.

**CANCELATION/RETURNED CHECK FEE POLICY:** There is a \$20 processing fee for ALL CANCELATIONS & 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 for applications canceled before **Friday, October 27, 2023**. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) **before 4:00 p.m. on Friday, November 17, 2023.**

No refunds **after Friday, November 17, 2023**, or due to inclement weather.

**FYI:** Vendors selection is based on product type and other criteria. **VENDOR SELECTION IS NOT FIRST-COME-FIRST-SERVED** or based on prior participation. However, it is best to turn in applications asap or before the deadline if possible. Vendors are not selected until all applications are received (by the deadline).

## **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 (AT MILILANI PARK & RIDE ONLY):** 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 unloading purposes only. **ALL vendor vehicles must vacate facility parking lots by 3:30 p.m.** Vendor parking and free shuttle will be available from the Mililani Park and Ride (95-1069 Ukuwai Street, Mililani) from 2:00 p.m. – 9:30 p.m.

## **VENDOR DETAILS, DISPLAY 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 are assigned must request a refund (less \$20 processing fee) by 4:00 p.m. on Friday, November 17, 2023 (see above for CANCELTION/RETURNED CHECK FEE POLICY | REFUND REQUEST).**
- **INDOOR VENDOR SPACE:** Display Space – Max: 6'x2.5' | (1) One 6'x2.5' table and up to 2 chairs will be provided. See DISPLAY RULES below for indoor space details.
- **OPTIONAL INDOOR UPGRADE:** An additional 2' can be added to the width of your display space for \$35. Upgraded indoor space must not exceed 8'x2.5'. Vendors must provide their own fixtures.
- **OUTDOOR VENDOR SPACE:** One (1) 10'x10' tent space (space only, tent not provided). Vendors must provide their own 10'x10' tent (tents must NOT be larger than 10'x10'), weights, tables, lighting, power strips & extension cords. Chairs are available upon request.  
**REQUIRED:** A valid 2A10BC fire extinguisher is mandatory & vendor must be sure their tents are adequately weighed down.
- **FOOD ARENA VENDORS:** The Food Arena spaces are for vendors who actively prepare/cook food at the event. Only space provided (set by coordinator). Food Vendors must provide their own power source (generator – please be sure they are not excessively loud), lighting, tents + weights, tables, etc. Food vendors must list their cooking methods on the application. If you are cooking on an outdoor grill – please be mindful of your smoke. For safety reasons - coordinators may ask vendors to pause/cease cooking if excess smoke is generated – so please be mindful of where you place your equipment. Food Vendors are responsible for following all applicable Hawaii Mobile FE safety requirements.  
**REQUIRED:** A valid K Type extinguisher is mandatory & any tents must be adequately weighed down.
- **DISPLAY RULES:** Display must not exceed the allotted 6'x2.5' indoor space, 8'x2.5' upgraded indoor space or 10'x10' outdoor space. Walkways & vendor walkways must be kept CLEAR of vendor belongings. Please store your backstock/materials under your tables. Vendors have the option of using their own fixtures in place of the provided tables – but must not exceed the allotted display space. Please consider purchasing additional space or upgrading if additional space is required. **Rules will be strictly enforced** – please contact the coordinator if you have any questions prior to event.
- **DISTRIBUTORS:** Vendors must provide a general list and description of services or items that they will be selling at the event, including distributor brands (examples: Color Street, DoTerra, etc.) on the attached registration form. If a distributor brand is not listed on the application, vendor may not be able to sell those items at the event. **Distributor limit is one per brand.**
- **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:** The sale of alcohol, cigarettes, e-cigarettes & accessories, and other products containing adult content is strictly prohibited.
- **ELECTRICITY: Outdoor Vendors** - Electricity is available for outdoor craft vendors for lighting only. **Indoor Vendors** – Electricity is available in areas indicated on the map. Please indicate on the application if you need access and for what purpose. Usage is not guaranteed. Please make sure extension cords do not extend over walkways or present a tripping hazard.
- **HOUSEKEEPING:** Vendors must keep their assigned space clean & safe during the fair. Trash receptacles are provided by MTA for small items only. Any excess trash is the responsibility of the vendor to remove from the premises. Vendors must clear and clean their table and surrounding areas after the close of the fair.
- **ADVERTISING:** Outside advertising is not allowed 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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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](mailto:jsuzuki@mililanitown.org) | Direct: 808-440-2624

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

**Main Office: 808-623-7300**