



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

PLEASE READ ALL INFORMATION CAREFULLY.

All events are subject to change or cancellation.

APPLICATIONS DUE: MAY 14, 2024

VENDOR NOTIFICATION: MAY 21, 2024

PAYMENTS PROCESSED: MAY 28, 2024

REFUND REQUEST DEADLINE: JULY 12, 2024 AT 4:00 PM

Mililani Town Association
2024 MTA SUMMER BASH | VENDOR AGREEMENT
SATURDAY, JULY 27, 2024 | 4:00 PM – 8:00 PM | REC. CENTER 7 | 95-1333 LEHIWA DR • MILILANI, HI 96789

VENDORS ARE REQUIRED TO READ THE VENDOR AGREEMENT PRIOR TO SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received (not postmarked) by Tuesday, MAY 14, 2024.

MAIL-IN REGISTRATION INSTRUCTIONS

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 (Credit Card Authorization Form required for email applications)

STEP 2 | PAYMENTS: Check or credit card authorization form required with application. Do not send in your application and payment separately.

- **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 events.
- **NO** cashier's checks or money orders please.
- Payments are NOT processed until vendor is 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 by Tuesday, May 21, 2024. Payments for participating vendors will then be processed starting Tuesday, May 28, 2024.

VENDOR FEES

- **OUTDOOR VENDOR FEE:** \$50 per 10'x10' tent space (space ONLY)
- **10'x10' FOOD VENDOR TENT:** \$50 per 10'x15' space (space ONLY)..
- **FOOD TRUCK:** \$50 for up to the width of (3) three parking spaces (single truck - space ONLY)
- **Community Partners (By Invitation ONLY):** No fee with approved activity – no selling or fund-raising allowed. Community Partners must provide their own 10'x10' tent, lighting, fire extinguisher, tables, and chairs. **All outdoor tents are required to have a fire extinguisher.** Electricity is not available for outdoor vendors – make sure your lighting is battery operated. Tents must be adequately weighed down.

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 (DEADLINE: JULY 12, 2024): Vendor may cancel their space before the payment date (May 28, 2024) to avoid the cancellation fee. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) by Friday, July 12, 2024, at 4:00 pm. **No refunds after Friday, July 12, 2024, or due to inclement weather.**

VENDOR DETAILS, EVENT RULES, AND REGULATIONS

OUTDOOR VENDOR SPACE: ONE (1) 10'X10' SPACE

Only space provided. Vendors must provide their own 10'x10' tent (tent must not exceed 10'x10'), battery operated lighting, adequate tent weights, fire extinguisher, tables, and chairs. All items must be kept within the 10'x10' space and not block vendor or general walkways. Electricity is NOT available for outdoor vendors.

REQUIRED: A valid 2A10BC fire extinguisher is mandatory & vendor must be sure their tents are adequately weighed down.

FOOD ARENA VENDOR SPACE: 10'x10' FOOD TENT ALLOTTED SPACE: 10'x15' | FOOD TRUCKS: 3 PARKING SPACES (SINGLE TRUCK)

The Food Arena spaces are for vendors who actively prepare/cook food at the event. Only space provided (set by coordinator). Vendors must provide their own power source (generators must be in good working order and not excessively loud), lighting, tent (10'x10' max) + 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 excessive smoke is generated – so please be mindful of where you place your equipment. All Food Vendors are responsible for following all applicable Hawaii Mobile FE safety requirements.

REQUIRED: A valid K-Type extinguisher (or other required extinguisher) is mandatory & vendor must be sure their tents are adequately weighed down.

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 cooking at event). All items are subject to approval by an Events Coordinator.

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 vendor space. All items must be kept within your space. For safety reasons, vendor walkways & general walkways must be kept clear at all times. If you require additional space, please contact the Event Coordinator for approval.

ELECTRICITY: Electricity is NOT available for vendor use at this event. All Food Vendors must provide their own generator if needed. Generators not allowed in general vendor (craft) areas without permission.

HOUSEKEEPING: Vendors are responsible to keep the area around their assigned space clean and safe during the event. Trash cans are provided by MTA for small items only. The removal of any excess trash, boxes and large trash is the responsibility of the vendor. Vendors shall clear and clean their area after the close of the event.

ADVERTISING: Advertising will not be permitted on the premises, except at the vendor's allotted space.

RESPONSIBILITY: Vendors shall set their own prices for items sold. Vendors shall be responsible for their monetary collection, change and maintenance. The Mililani Town Association will not be held responsible for any theft, loss, or damage.

IF YOU HAVE ANY QUESTIONS REGARDING YOUR SET UP, PLEASE CONTACT THE EVENT LEAD (jsuzuki@mililanitown.org) PRIOR TO THE EVENT.

VENDOR SET UP, BREAKDOWN & VENDOR PARKING

SET UP: VENDOR ACTIVE UNLOADING WILL BE FROM 12:00 p.m. - 3:00 p.m. in the Rec Center parking lot. Vendors must move their vehicles (see VENDOR PARKING) once they are done unloading. All vendors, Food Arena vendors, sponsors, community partners and other participants must be done unloading and vacate the Rec Center parking lot by 3:00 p.m. No vehicles will be allowed into the active event area after 3:00 p.m. (see Parking Attendant if you arrive after 3:00 p.m. for instructions). Vendors must be present at the event and completely set up by 3:30 p.m. or the space may be assigned to another vendor. There are no refunds for late check-in or inclement weather.

BREAKDOWN: Vendors may start packing up their space at the end of the event (see event time). *As a courtesy to other vendors, please do not start breakdown before the end of the event.* Vendor vehicles may NOT enter the Rec Center parking lot until the ALL CLEAR is given by the parking attendants (approximately 15 minutes after event end time). Please be mindful of other vendors, pedestrians and employees that may still be in the lot.

VENDOR PARKING: During setup and breakdown, vendors may park in designated sections in the facility parking lot for active loading/unloading purposes only. **ALL vendor vehicles must vacate customer parking once they are done loading/unloading. Vendor parking details are pending and will be detailed in future set up email.** Please follow the directions from parking attendants and be sure your helpers/employees understand the rules prior to 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:

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

Main Office: (808) 623-7300