



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

PLEASE READ ALL INFORMATION CAREFULLY.

Applications Due: 9/3/2024

Assignments: Around 9/11/2024

Cancellation without Fee before: Monday, 9/16/2024

Refund Request (\$20 Cancellation Fee) by: 10/18/2024

NO REFUNDS after: 10/18/2024

Mililani Town Association

2024 PET FAIR VENDOR & COMMUNITY PARTNER AGREEMENT

SATURDAY, NOVEMBER 2, 2024 | 9:00 a.m. - 2:00 p.m. | REC CENTER 6 | 95-1010 KONAKU STREET | MILILANI MAUKA

MAIL-IN ONLY REGISTRATION INSTRUCTIONS

PLEASE READ THE VENDOR AGREEMENT BEFORE SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received by Tuesday, SEPTEMBER 3, 2024

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 (please be sure you receive a confirmation that we received your application)

STEP 2 | PAYMENTS:

Check or credit card authorization form is required **with** the 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.
- **NO cash, cashier's checks, or money orders, please.**
- Payments will **NOT** be processed by MTA until the vendor is assigned a space.
- Receipt Requests: Check box on PAYMENT & AGREEMENT section of the application. Email or mail (SASE required) options available.
- All uncashed checks and credit card authorization forms will be shredded once the event is complete.
- MTA is not responsible for lost applications/payments or emailed applications.

STEP 3 | VENDOR NOTIFICATION & PAYMENT:

An event coordinator will notify vendors once their applications are RECEIVED. If a confirmation email is not received within 3 working days, please email jsuzuki@mililanitown.org. **Vendors will then be notified via email with space assignment & participation confirmation OR if they are on the wait list around September 11, 2024.** Payments for participating vendors will start being processed starting on **Tuesday, September 16, 2024**.

VENDOR FEES

- **Standard Vendor/Food Vendor Fee:** \$50 | Single Space (indoor, outdoor vendor space, food arena tent, or food arena truck)
- **Optional Prize Donation Vendor Fee:** \$25 + \$25 minimum value prize donation | Single Space (indoor or outdoor)
- **Community Partner (By Invitation Only):** No fee with approved activity. Indoor or outdoor vendor space with approval.

Indoor Space includes (1) 6'x2.5' Table & (2) Chairs per space | Outdoor Space & Food Arena is SPACE ONLY (See VENDOR DETAILS for more information).

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. Please be sure you have sufficient funds.

REFUND REQUESTS (Deadline: October 18, 2024): No processing fee for applications canceled before **Tuesday, September 16, 2024**. 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, October 18, 2024**. No refunds **after Friday, October 18, 2024** 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 – FINAL SET-UP & PARKING INFORMATION WILL BE EMAILED PRIOR TO THE EVENT

- **SET UP:** Pet Fair set up is from 6:30 a.m. – 8:30 a.m. on the day of the event. **Vendor display areas must be completely set up by 8:30 a.m. or the space may be assigned to another vendor.** There are no refunds for late check-in or inclement weather. Please email jsuzuki@mililanitown.org if you are not going to attend (see REFUND REQUESTS) or will be late. Vendors will also be emailed additional information regarding set up prior to the event.
- **BREAKDOWN:** Breakdown is at 2:00 p.m. As a courtesy to other vendors, please actively sell and do not start clearing your space any earlier than 2:00 p.m. Vendor vehicles may enter recreation center parking to load once ALL CLEAR is given. Subject to change – for your safety please follow instructions from parking attendants.

VENDOR PARKING: During setup (6:30 a.m. – 8:30 a.m.) and breakdown (from 2:00 p.m.) vendors may park in the Rec Center 6 parking lot for *active* loading and unloading purposes only. **ALL vendor vehicles must vacate facility parking lot by 8:00 a.m.** Please follow the directions from the parking lot attendants. Additional information and parking details will be sent a few weeks prior to the event.

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, October 18, 2024 (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.
- **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, power strips & extension cords.
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). Vendors must provide their own power source (generator – please be sure they are not excessively loud), 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 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 (or other required extinguisher) is mandatory & any tents must be adequately weighed down.
- **DISPLAY RULES (Rules will be strictly enforced. Please contact jsuzuki@mililanitown.org if you have any questions prior to the event):** Display must not exceed the allotted 6'x2.5' per indoor space, 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 (indoor only) but must not exceed the allotted display space. Please consider purchasing additional space if additional space is required or contact jsuzuki@mililanitown.org. There will be about 2' on at least one side, between vendors.
- **VENDOR LIMITS:** Event Coordinator may 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 – No electricity is available outside for this event – please plan accordingly.** All food vendors must provide their own generator & must not be too loud or emit heavy fumes. Indoor Vendors – Limited 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.

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 the Lead Special Events Coordinator:
Jenn Suzuki | Email (preferred): jsuzuki@mililanitown.org | Direct: 808-440-2624**



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

SPACE:

SPECIAL EVENTS USE ONLY: 2024 PET FAIR

COMM. PARTNER CRAFTER ARTIST PRE-PACK RETAIL FOOD

INDOOR OUTDOOR FOOD TENT TRUCK

SPACES: TOTAL DUE:

MILILANI TOWN ASSOCIATION

2024 PET FAIR VENDOR & COMMUNITY PARTNER AGREEMENT

SATURDAY, NOVEMBER 2, 2024 | 9:00 a.m. - 2:00 p.m. | REC CENTER 6 | 95-1010 KONAKU STREET | MILILANI MAUKA

APPLICATION DUE DATE: MUST BE RECEIVED BY 4:00 PM ON TUESDAY, SEPTEMBER 3, 2024

VENDOR INFORMATION:

VENDOR/BUSINESS NAME	CONTACT NAME	CONTACT PHONE NUMBER	*EMAIL ADDRESS (REQUIRED – PRINT NEATLY)
MAILING ADDRESS		CITY	STATE & ZIP CODE

VENDOR CATEGORY:

<input type="checkbox"/> COMM. PARTNER	<input type="checkbox"/> PET PRODUCTS	<input type="checkbox"/> CRAFTER	<input type="checkbox"/> RETAILER RESELLER	<input type="checkbox"/> PRE-PACKAGED FOOD	<input type="checkbox"/> FOOD VENDOR (COOKING)	<input type="checkbox"/> OTHER _____
REQUIRED GENERAL LIST OF PRODUCTS SOLD, ACTIVITY OR MENU:					NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS:	

SPACE REQUESTS

INDOOR	<input type="checkbox"/> Single Indoor Space Only (6'x2.5' table & 2 chairs are provided) – additional space must be approved by coordinator
OUTDOOR	<input type="checkbox"/> Single Outdoor 10'x10' Tent Space (Vendor must provide their own tent, tables, chairs – see Agreement for details) No electricity available.
FOOD TRUCK TENT	<input type="checkbox"/> Food Truck 4 Parking Spaces <input type="checkbox"/> Food Tent 10'x15' Vendor must provide their own tent, tables, chairs, generator, etc. See Agreement for details)

VENDOR FEE

<input type="checkbox"/> COMMUNITY PARTNER	No fee with approved activity/education	Activity (required):	\$ 0
<input type="checkbox"/> GENERAL VENDORS	1 space - \$50 (no prize donation)		\$
<input type="checkbox"/> PRIZE DONATION VENDOR	1 space - \$25 + \$25 minimum value prize donation		\$
<input type="checkbox"/> FOOD VENDORS	<input type="checkbox"/> Food Vendor Tent (10'x15') \$50 <input type="checkbox"/> Food Truck (4 Parking Spaces) \$50	<input type="checkbox"/> High Smoke <input type="checkbox"/> Deep Fryers	\$
*SINGLE OUTDOOR SPACE ONLY. VENDOR MUST PROVIDE THEIR OWN TENT, TABLES, CHAIRS, ETC. FIRE EXTINGUISHER REQUIRED.			TOTAL DUE: \$

PAYMENT & AGREEMENT: EMAILED RECEIPT REQUEST MAILED RECEIPT REQUEST (SASE REQUIRED)

TOTAL DUE:	PAYMENT TYPE (NO CASH OR CASHIER'S CHECKS PLEASE: <input type="checkbox"/> CHECK CHECK # <input type="checkbox"/> CREDIT CARD AUTHORIZATION FORM
<p><i>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.</i></p> <p>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 <u>Friday, OCTOBER 18, 2024, at 4:00 pm</u> (see VENDOR AGREEMENT for CANCELATION/RETURNED CHECK FEE POLICY).</p>	
*VENDOR'S SIGNATURE (REQUIRED)	DATE

FOR MTA OFFICE USE ONLY: PET FAIR | 20-CRAF 0009 | EX

RECEIPT #:	DATE:	AMOUNT PAID: \$
METHOD OF PAYMENT:	<input type="checkbox"/> OTHER _____ <input type="checkbox"/> CHECK CHECK # <input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> OTHER	
STAFF INITIALS:	NOTES:	



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

Special Events Only:
Notes:
PET FAIR | 20-CRAF 0009 | EX

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: PET FAIR

EVENT DATE: NOVEMBER 2, 2024

PAYMENTS WILL START ON: SEPTEMBER 16, 2024

- PLEASE BE SURE YOUR ACCOUNT HAS SUFFICIENT FUNDS.
- *NO ELECTRONIC SIGNATURES
- ALL INFORMATION IS REQUIRED FOR AUTHORIZATION.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE.

● **DO NOT PRINT ON THE BACK OF YOUR APPLICATION.**

VENDOR NAME:	
NAME ON CREDIT CARD:	
CREDIT CARD TYPE:	CIRCLE ONE: VISA MASTERCARD DISCOVER
CREDIT CARD NUMBER:	
EXP. DATE:	
CID# (3 DIGITS ON BACK OF CARD):	
BILLING ADDRESS:	
CITY, STATE, ZIP CODE:	
AUTHORIZED AMOUNT:	
SIGNATURE*	