



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

PLEASE READ ALL THE INFORMATION CAREFULLY.

Applications Due: 4/28/2026
Assignments: Around 5/6/2026
Cancellation without Fee: Email by 4:30 pm on 5/18/2026
Payments Processed: Around 5/19/2026
Refund with \$20 Cancellation Fee Deadline: 6/26/2026
No Refunds after: 6/27/2026

Mililani Town Association
2026 MTA HOLOHOLO POP-UP | VENDOR AGREEMENT

Saturday, July 11, 2026 | Night Fair 4 pm – 9 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

NEW! Holoholo Pop-Up will focus on goods and services related to hawaii life, outdoors, travel, sports and experiences. We'll also include related community resources.

VENDOR REGISTRATION INSTRUCTIONS

DUE DATE: All applications & payments must be RECEIVED (not postmarked) by 4 pm on Tuesday, April 28, 2026.

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 | Please allow (2) two business days for transit.
- **DROP OFF:** MTA Admin Office | 95-303 Kaloapau St | Mililani, HI 96789 | M-F 8:00 am – 4:30 pm (closed on holidays)

STEP 2 | PAYMENTS:

Check payment or credit card authorization form 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 are **NOT** taken over the phone for craft fairs.
 - Include the upgrade cost in the authorized amount (upgrade not guaranteed).
- **NO cash, cashier's checks, or money orders, please.**
- Payments are **NOT** 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 are 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 stuzazon@mililanitown.org. **Vendors will then be notified via email with space assignment & participation confirmation OR if they are on the wait list around May 6, 2026.** Payments for participating vendors will start being processed starting on **Tuesday, May 19, 2026.**

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).

VENDOR FEES | See Vendor Details below for specifics

- **Standard Pop-Up Indoor Vendor Fee: \$50 per standard indoor space.** Includes: One (1) 6'x2.5' table/display space and two (2) chairs.
- **Optional Indoor Upgrade** (Vendor's own fixtures - racks, small end tables, displays, etc.). Limited to 1 per vendor.
 - \$15 for an additional 2' width (space only). 4'x2' table okay (with 2' being the additional width).
 - IF PAYING BY CHECK, PLEASE WRITE A SEPARATE CHECK FOR \$15 FOR UPGRADE. Subject to availability and all requests are not guaranteed.
 - 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.
- **Standard Pop-Up Outdoor Vendor Fee** (located in back of facility – NOT in parking lot): **\$50 per outdoor space.** Includes: One (1) 10'x10' tent space. Space only. Vendors must provide their own tent, weights, rechargeable or battery powered lights, tables, chairs, etc. NO ELECTRICITY AVAILABLE.
- **Food Vendor Fee (FOOD TENTS ONLY -** located in back of facility – NOT in parking lot): **\$50 per outdoor food vendor space.** Includes: One (1) 10'x10' tent space. Space only. Vendors must provide their own tent, generators, weights, table, chairs, etc. NO ELECTRICITY AVAILABLE.

CANCELLATION/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. Please be sure you have sufficient funds.

REFUND REQUESTS (Deadline: June 26, 2026): No processing fee for applications canceled by **4:30 pm on Monday, May 18, 2026** (before payments are processed). To receive a refund (less \$20 processing fee), all requests must be received via email (stuazon@mililantown.org) **before 4:00 p.m. on Friday, June 26, 2026**. No refunds after deadline or due to inclement weather.

Mililani Town Association Pop-Up Vendor Agreement | Page 2

SET UP, BREAKDOWN & VENDOR PARKING – FINAL SET- UP & PARKING INFORMATION WILL BE EMAILED PRIOR TO THE EVENT. VENDORS ARE RESPONSIBLE TO READ THE INFORMATION & FOLLOW THE GUIDELINES. VENDORS MUST ALSO FOLLOW INSTRUCTIONS GIVEN BY PARKING ATTENDANTS.

- **GENERAL SET UP:** Event set up is from 12:00 p.m. – 3:30 p.m. on the day of the event. **Vendor display areas must be 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. If you need to contact us on event day, please email jsuzuki@mililantown.org if you are running late or not going to attend (see REFUND REQUESTS). Vendors will also be emailed with additional information regarding set up prior to the event.
- **EARLY SET UP:** Indoor early set up will be available **upon request** on **Friday, July 10, 2026 from 11:00 am – 2:00 pm**. Information will be included in the vendor reminders email that will be sent prior to the event.
- **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 to load once ALL CLEAR is given. Subject to change – for your safety please follow instructions from parking attendants.

VENDOR PARKING | ACCESSIBLE PARKING: During setup (12:00 p.m. – 3:30 p.m. and breakdown (from 9:00 p.m.) vendors may park in the Rec Center 6 parking lot for active loading and unloading purposes ONLY. **Vendors must move their vehicles immediately after unloading.** Please follow the directions from the parking lot attendants. Additional information and parking details will be sent a few weeks prior to the event. SUBJECT TO CHANGE.

- **If vendor requires accessible (handicap) parking, please email request to sdelosantos@mililantown.org one week prior to the event date. Placard required.**

VENDOR DETAILS, DISPLAY RULES, AND REGULATIONS | Subject to change

- **INDOOR VENDOR DISPLAY SPACE OPTIONS:**
 - Standard Display Space – Max Display Space: 6'x2.5' | (1) One 6'x2.5' table and 2 chairs will be provided.
 - **OPTIONAL INDOOR UPGRADE:** An additional 2' can be added to the width of your display space for \$15. Upgraded indoor space must not exceed 8'x2.5'. Vendors must provide their own fixtures.
 - See DISPLAY RULES below for indoor space details.
- **FOOD ARENA VENDORS:** The Food Arena spaces are for vendors who actively prepare/cook food at the event.
 - Food Tents: 10'x10' space. Only space provided (set by coordinator). Vendors must provide their own power source (generator – please be sure they do not emit excessive fumes or are 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 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. Food Vendors are responsible for disposing of their own food waste, oil, and trash.
 - Sorry, no food trucks at this event.
 - **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 stuazon@mililantown.org if you have any questions prior to the event):** Display must not exceed the allotted space provided. 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 tables provided but must not exceed the allotted display space. There will be about 2' on at least one side, between vendors – this is to always remain clear.
- **DISTRIBUTORS | RETAILERS:** Vendors must provide a general list and description of services or items that they will be selling at the event, including distributor/retailer brands (examples: Pop Mart, DoTerra) on the attached registration form. If the distributor/retailer brand is not listed on the application, vendor may not be able to sell those items at the event. The distributor limit is one per brand.
- **VENDOR LIMITS:** Event Coordinator may limit the number of certain types of vendors and/or products 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 or depicting adult content is strictly prohibited.
- **ELECTRICITY:** Limited availability indoors only. Indicate use on application. Electricity is not available for outdoor vendors. Only food vendors (cooking) are allowed to bring generators – but they must not emit excess fumes or excessively noisy.
- **HOUSEKEEPING:** Vendors must keep their assigned space clean & safe during the event. Trash receptacles are provided by MTA for small items only. Vendors are responsible for removing and disposing of any of their excess trash, boxes, large items, etc. off site. Vendors must clear their table and surrounding areas at the end of the event.
- **ADVERTISING:** Outside advertising is not allowed except at the vendor's allotted space.
- **RESPONSIBILITY:** Participating vendors are solely responsible for their own pricing, accurate and compliant product labeling, loss prevention, monetary collection, and stall maintenance. Vendors are also responsible for addressing complaints or claims arising from their products or services. The Mililani Town Association is not liable for any theft, loss, damage to vendor property or earnings, nor are they liable for any complaints brought against a vendor.

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 Events Coordinator: Sheena Tuazon ~ Email: stuazon@mililantown.org ~ Direct: 808-440-2641

Lead: Jenn Suzuki | Email (preferred): jsuzuki@mililantown.org | Direct: 808-440-2624



Mail To:
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ATTN. SPECIAL EVENTS
 95-303 Kaloapau Street
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SPACE:

SPECIAL EVENTS USE ONLY: 2026 HOLOHOLO

CRAFTER HOBBY BRAND SNACK FOOD VENDOR OTHER

INDOOR UPGRADE OUTDOOR FOOD TENT

SPACES:

TOTAL DUE:

Mililani Town Association
2026 MTA HOLOHOLO POP-UP | VENDOR APPLICATION
 Saturday, July 11, 2026 | Night Fair 4 pm – 9 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

DUE DATE: All applications & payments must be RECEIVED (not postmarked) by 4 pm on Tuesday, APRIL 28, 2026

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"/> CRAFTER	<input type="checkbox"/> HOBBY	<input type="checkbox"/> ARTIST BRAND	<input type="checkbox"/> SNACKS/DESSERTS	<input type="checkbox"/> FOOD VENDOR TENT	<input type="checkbox"/> OTHER _____
REQUIRED GENERAL LIST OF PRODUCTS SOLD, ACTIVITY OR MENU. BE SURE TO INCLUDE ANY POPULAR BRANDS (EXAMPLE: POP MART LABUBU (AUTHENTIC), SMISKI, ETC.).				NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS.	

SPACE TYPE REQUESTS:

<input type="checkbox"/> STANDARD INDOOR \$50 PER SPACE	<input type="checkbox"/> SINGLE SPACE (\$50) <input type="checkbox"/> DOUBLE SPACE (\$100) <input type="checkbox"/> OPTIONAL UPGRADE (\$15)	TOTAL DUE: \$
<input type="checkbox"/> STANDARD OUTDOOR \$50 PER SPACE	<input type="checkbox"/> SINGLE SPACE	TOTAL DUE: \$
<input type="checkbox"/> FOOD TENT \$50 PER SPACE	Backyard Area – NOT Parking Lot <input type="checkbox"/> High Smoke <input type="checkbox"/> Deep Fryers	TOTAL DUE: \$

ELECTRICITY REQUEST | PURPOSE:

COMMUNITY PARTNERS | BY INVITATION ONLY.

<input type="checkbox"/> COMMUNITY PARTNER NO FEE	Activity (required):	<input type="checkbox"/> Single Standard Indoor <input type="checkbox"/> Single Outdoor	\$ 0
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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
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.		
*VENDOR'S SIGNATURE (REQUIRED)		DATE

FOR MTA OFFICE USE ONLY: POP UP EVENTS | 20-CRAF 0007 | EW

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:	



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Special Events Only:
Notes:

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: HOLO HOLO

EVENT DATE: JULY 11, 2026

PAYMENTS WILL START ON: MAY 19, 2026

- 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 THIS ON 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:	<input type="checkbox"/> UPGRADE (OPTIONAL): ADD \$15*
SIGNATURE*	