



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

**PLEASE READ ALL THE INFORMATION CAREFULLY.**

**IMPORTANT EVENT DATES**

**APPLICATIONS DUE:** 06/23/2026  
**WAITLIST/ASSIGNMENT NOTIFICATION:** AROUND 07/01/2026  
**PAYMENTS PROCESSED:** 08/04/2026  
**CANCELATION WITHOUT FEE: BY** 08/03/2026  
**CANCELATION DEADLINE (WITH \$20 FEE):** 08/28/2026  
**NO REFUNDS AFTER:** 08/28/2026

Mililani Town Association

**2026 AUTUMN FESTIVAL CRAFT FAIR | GENERAL VENDOR AGREEMENT & APPLICATION**

Event Information: SATURDAY, **SEPTEMBER 12, 2026** | 4:00 p.m. - 9:00 p.m. | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

**GENERAL VENDOR APPLICATION INSTRUCTIONS**

**DO NOT EMAIL APPLICATIONS. MAIL-IN OR DROP OFF ONLY. VENDORS ARE REQUIRED TO REVIEW AGREEMENT BEFORE SUBMITTING AN APPLICATION.**

**DUE DATE: All applications & payments must be received by MTA (NOT postmarked) by TUESDAY, JUNE 23, 2026**

**STEP 1 | SUBMIT APPLICATION: NO EMAILED APPLICATIONS WILL BE ACCEPTED.**

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:** Admin Office | 95-303 Kaloapau St. Mililani, HI 96789 | Business Hours: M-F 8:00 am – 4:30 pm (Closed Weekends & Holidays)
- **FOOD VENDORS (ACTIVELY COOKING AT THE EVENT):** This is the wrong application. Please submit a **FOOD ARENA VENDOR APPLICATION + PAYMENT**.

**STEP 2 | PAYMENTS**

Check payment or credit card authorization form is required with the application. NO cash, cashier's checks, or money orders will be accepted.

- **Checks:** Make checks payable to **MILILANI TOWN ASSOCIATION**
  - **UPGRADE:** A separate check is required for a \$35 optional upgrade (upgrade not guaranteed).
- **Credit Cards:** A signed Credit Card Authorization Form is required with application for consideration.
  - Be sure to include the upgrade cost in the authorized amount (upgrade not guaranteed).
  - Please be sure to have sufficient funds in your accounts on the **PAYMENTS PROCESSED** date. Payments may be processed after this date.
- Payments are NOT processed by MTA unless the vendor is assigned a space. All uncashed checks and CC forms will be shredded/destroyed once the event is complete.
- Receipt Requests: Check box on PAYMENT & AGREEMENT section of the application. Email or mail (SASE required) options available.
- 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 the **ASSIGNMENT NOTIFICATION** date. Payments for participating vendors will start being processed starting on **PAYMENTS PROCESSED** date.

**VENDOR FEES | See VENDOR DETAILS for space details.**

- Standard Vendor Fee: \$100 per indoor or outdoor space.
- MTA Member Vendor Fee (MTA Card # required & Member must be the participating vendor to receive discounted price): \$85 per space.
- Optional Indoor Upgrade (Vendor's own fixtures - racks, small end tables, displays, etc.). Limited to 1 per vendor.
  - \$35 for an additional 2' width (space only). 4'x2' table okay.
  - IF PAYING BY CHECK, PLEASE WRITE A SEPARATE CHECK FOR \$35 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.

**CANCELATION/RETURNED CHECK FEE POLICY:** There is a \$20 processing fee for returned checks & cancellations (once payment is processed). Vendors with returned checks will have 2 business days to make payment in full (vendor fee + processing fee) to avoid forfeiting their space.

**CANCELATION DEADLINE | REFUND REQUESTS (Deadline: FRIDAY, AUGUST 28, 2026):**

- No processing fee for applications canceled by **CANCELATION WITHOUT FEE** date. To receive a refund (less \$20 processing fee), all requests must be received via email (jsuzuki@mililanitown.org) before 4:00 p.m. on the **CANCELATION DEADLINE**. No refunds after **CANCELATION DEADLINE** or due to inclement weather.
- Vendor spaces are non-transferable. All cancellations and reassignments must be facilitated by coordinator.

**VENDOR SELECTION:** 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. 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. ALL VENDORS ARE RESPONSIBLE TO READ THE INFORMATION & FOLLOW THE GUIDELINES. VENDORS MUST ALSO FOLLOW INSTRUCTIONS GIVEN BY PARKING ATTENDANTS.**

- **SET UP:** Craft fair set up is from 12:00 noon – 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 table space may be removed. There are no refunds for late check-in or inclement weather. Please email [jsuzuki@mililantown.org](mailto:jsuzuki@mililantown.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.
- **EARLY SET UP:** Early set up will be available on **Friday, September 11, 2026 from 11:00 a.m. – 2:00 p.m.** 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 and breakdown vendors may park in the Rec Center 5 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 and subject to change.

- If vendor requires accessible (handicap) parking, please email request to [jsuzuki@mililantown.org](mailto:jsuzuki@mililantown.org) one week prior to the event date. Placard required.

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

- **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.
  - **REQUIRED: A valid 2A10BC fire extinguisher is mandatory & the vendor must be sure their tents are adequately weighed down.**
- **FOOD ARENA VENDORS: See FOOD VENDOR APPLICATION**
- **DISPLAY RULES (Rules will be strictly enforced. Please contact [jsuzuki@mililantown.org](mailto:jsuzuki@mililantown.org) if you have any questions prior to the event):** Display **CANNOT** exceed the allotted 6'x2.5' per 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 tables provided but must not exceed the allotted display space. Please consider purchasing additional space or an upgrade if additional space is required. There will be about 2' on at least one side, between vendors – this is to always remain clear. **Up to (2) two vendors may share a space – but both must be listed on vendor application.**
- **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. Items must be authentic or CLEARLY marked otherwise. 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/retailer limit will be set by coordinator.
- **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 Event 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.
- **ANIMALS/PETS:** Animals/pets are not allowed at MTA facilities. If you are a vendor that requires reasonable accommodation to keep an animal at the event, please contact [jsuzuki@mililantown.org](mailto:jsuzuki@mililantown.org).
- **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 to electricity and for what purpose. Usage is not guaranteed. Please make sure extension cords do not extend over walkways and do not 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:** 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.

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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 the Lead Special Events Coordinator:**

Senior Suzuki | Email (preferred): [jsuzuki@mililantown.org](mailto:jsuzuki@mililantown.org) | Direct: 808-440-2624

**Payment Questions** | Sheena Tuazon – [stuazon@mililantown.org](mailto:stuazon@mililantown.org) | Direct: 808-440-2641





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<b>Special Events Only:</b> <b>Notes:</b>
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**MILILANI TOWN ASSOCIATION | SPECIAL EVENTS**  
**VENDOR CREDIT CARD AUTHORIZATION FORM**

**EVENT: AUTUMN FESTIVAL CRAFT FAIR**

**EVENT DATE: SEPTEMBER 12, 2026**

**PAYMENTS WILL START ON: AUGUST 4, 2026**

- PLEASE BE SURE YOUR ACCOUNT HAS SUFFICIENT FUNDS.
- \*NO ELECTRONIC SIGNATURES
- ALL INFORMATION IS REQUIRED FOR AUTHORIZATION.
- DON'T FORGET TO ADD \$35 UPGRADE FEE (IF APPLICABLE) TO AUTHORIZED AMOUNT.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE.
- **DO NOT PRINT THIS ON BACK OF YOUR APPLICATION.**

<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# (3 DIGITS ON BACK OF CARD):</b>	
<b>BILLING ADDRESS:</b>	
<b>CITY, STATE, ZIP CODE:</b>	
<b>AUTHORIZED AMOUNT:</b>	<input type="checkbox"/> UPGRADE (OPTIONAL): <b>ADD \$35*</b>
<b>SIGNATURE*</b>	

REMINDER: PAYMENTS ARE NOT PROCESSED UNTIL VENDOR IS ASSIGNED A SPACE. ALL CC FORMS ARE DESTROYED ONCE THE EVENT IS COMPLETE. PLEASE REVIEW VENDOR APPLICATION FOR MORE INFORMATION.