



Mail To:

MILILANI TOWN ASSOCIATION

ATTN. SPECIAL EVENTS

95-303 Kaloapau Street
Mililani, HI 96789

PLEASE READ ALL THE INFORMATION CAREFULLY.

APPLICATIONS DUE: 9/08/2026

WAITLIST/ASSIGNMENT NOTIFICATION: AROUND 9/16/2026

PAYMENTS PROCESSED: AROUND 9/22/2026

CANCELATION WITHOUT FEE: BY 9/21/2026

CANCELATION DEADLINE (WITH \$20 FEE): 10/23/2026

NO REFUNDS AFTER: 10/23/2026

Mililani Town Association

2026 PET FAIR | POP-UP VENDOR & COMMUNITY PARTNER AGREEMENT

Event Information: SATURDAY, **NOVEMBER 7, 2026** | 9:00 a.m. - 2:00 p.m. | REC CENTER 6 | 95-1010 Konaku St., Mililani, HI 96789

VENDOR APPLICATION INSTRUCTIONS

MAIL-IN (PREFERRED), EMAIL (MTAEVENTS@MILILANITOWN.ORG) OR DROP OFF. VENDORS ARE RESPONSIBLE TO REVIEW AGREEMENT BEFORE SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received by MTA (not postmarked) by **TUESDAY, SEPTEMBER 8, 2026**

Please note that any vendors with animals/pets at their booth will need to be outside in the back area. Pets must be secured and/or on leash at all times.

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.
- **EMAIL:** Email application and credit card authorization form to mtaevents@mililanitown.org – **must be PDF & NOT a photo of your application.**
 - If you are emailing your application, make sure you receive a confirmation. MTA is not responsible for emailed applications that do not receive a confirmation.
- **DROP OFF:** Admin Office | 95-303 Kaloapau St. Mililani, HI 96789 | Business Hours: M-F 8:00 am – 4:30 pm (Closed Weekends & Holidays)

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 (Mail-In or Drop Off Only):** Make checks payable to **MILILANI TOWN ASSOCIATION**
- **Credit Cards:** A signed Credit Card Authorization Form is required with application for consideration.
 - 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 **September 16, 2026.** Payments for participating vendors will start being processed starting on **Tuesday, September 22, 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 Vendor/Food Vendor Fee:** \$50 | Single Space (indoor, outdoor vendor space, food arena tent, or food arena truck)
- **Optional Indoor Upgrade:** \$20 | Additional 2'. Vendor must provide their own fixture. 4' table or small shelf or rack okay.
- **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 23, 2026):** No processing fee for applications canceled before **Tuesday, September 22, 2026** (before payments are processed). 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 23, 2026**. No refunds **after Friday, October 23, 2026** or due to inclement weather.

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 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@mililantown.org if you are not going to attend (see REFUND REQUESTS) or will be late. Vendors will also be emailed with additional information regarding set up prior to the event.
- **EARLY SET UP:** Early set up will be available on **Friday, November 6, 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 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 | ACCESSIBLE 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. **Vendors must move their vehicles immediately after loading/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 sdelossantos@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.
 - See DISPLAY RULES below for indoor space details.
- **OUTDOOR VENDOR SPACE (GRASSY BACK AREA – NOT PARKING LOT):** 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 WALK VENDORS (GRASSY BACK AREA – NOT PARKING LOT):** The Food Walk spaces are for vendors who actively prepare/cook food at the event.
 - Food Tents: 10'x10' Tents ONLY – no trucks. 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. Food Vendors are responsible for disposing of their own food waste, oil, and trash.
 - **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 mtaevents@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.
- **ANIMALS/PETS:** Animals/pets are not allowed inside MTA facilities. Please note that any vendors with animals/pets at their booth will need to be outside in the back area. Pets must be secured and/or on leash at all times. If you are a vendor that requires reasonable accommodation to keep an animal at the event, please contact mtaevents@mililantown.org.
- **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.
- **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 MTA Events Team at: mtaevents@mililantown.org

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

Payment Questions | Sheena Tuazon – stuazon@mililantown.org | Direct: 808-440-2641



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

SPACE:

SPECIAL EVENTS USE ONLY: 2026 PET FAIR

DO NOT WRITE IN THIS SPACE!

PET CP CRAFT CREATOR ARTIST PPF JWRY RET/DIST OTHER:

☐ SINGLE ☐ +UPGRADE ☐ OUTDOOR ☐ FOOD TENT

TOTAL DUE:

MILILANI TOWN ASSOCIATION

2026 PET FAIR | POP-UP VENDOR & COMMUNITY PARTNER APPLICATION

Event Information: SATURDAY, **NOVEMBER 7, 2026** | 9:00 a.m. - 2:00 p.m. | REC CENTER 6 | 95-1010 Konaku St., Mililani, HI 96789

MAIL-IN (PREFERRED), EMAIL (MTAEVENTS@MILILANITOWN.ORG) OR DROP OFF. VENDORS ARE RESPONSIBLE TO REVIEW AGREEMENT BEFORE SUBMITTING AN APPLICATION.

DUE DATE: All applications & payments must be received by MTA (not postmarked) by TUESDAY, SEPTEMBER 8, 2026

VENDOR INFORMATION

VENDOR/BUSINESS NAME	CONTACT NAME	*EMAIL ADDRESS (REQUIRED – PRINT NEATLY)

VENDOR CATEGORY:

☐ PET PRODUCTS	☐ PET TREATS	☐ CRAFTER	☐ HUMAN SNACKS	☐ COMMUNITY PARTNER	☐ FOOD VENDOR TENT	☐ OTHER _____
REQUIRED General list of products sold, including if items use AI artwork, plus retail brands, distributor brands, etc.					NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS.	

SPACE TYPE REQUESTS: IF YOU HAVE ANIMALS AT YOUR BOOTH PLEASE CHOOSE AN OUTDOOR SPACE.

☐ SINGLE STANDARD INDOOR \$50	☐ OPTIONAL 2' UPGRADE \$20	☐ Electricity Request (not guaranteed). Purpose:	
☐ OUTDOOR TENT SPACE \$50	*BACKYARD SPACE ONLY. Vendor must provide their own tent, weights, fire extinguisher, tables, chairs, etc. Electricity is not available outdoors.		
☐ FOOD TENT* \$50	☐ Tent (NO TRUCKS) - BACKYARD SPACE ONLY.	☐ High Smoke	☐ Deep Fryers
☐ COMMUNITY PARTNER FREE	☐ Single Indoor	☐ Outdoor Tent Space*	

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

TOTAL DUE:	PAYMENT TYPE (NO CASH OR CASHIER'S CHECKS PLEASE:	☐ CHECK CHECK #	☐ CREDIT CARD AUTHORIZATION FORM
<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>			
*VENDOR'S SIGNATURE (REQUIRED)		DATE	

FOR MTA OFFICE USE ONLY: 2026 PET FAIR | 20-CRAF 0007 EX

RECEIPT #:	DATE:	AMOUNT PAID: \$
METHOD OF PAYMENT:	☐ OTHER _____	☐ CHECK CHECK #
STAFF INITIALS:	☐ CREDIT CARD ☐ VISA ☐ MASTERCARD ☐ OTHER	
	NOTES:	



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Special Events Only:
Notes:

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: PET FAIR

EVENT DATE: NOVEMBER 7, 2026

PAYMENTS WILL START ON: SEPTEMBER 22, 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:	☐ OPTIONAL 2' UPGRADE \$20
SIGNATURE*	