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: 12/1/2026
WAITLIST/ASSIGNMENT NOTIFICATION: AROUND 12/9/2026
PAYMENTS PROCESSED: AROUND 12/15/2026
CANCELATION WITHOUT FEE: BY 12/14/2026
CANCELATION DEADLINE (WITH $20 FEE): 1/22/2027
NO REFUNDS AFTER: 1/22/2027

Mililani Town Association

2027 MAKERS & CREATORS CRAFT FAIR | FOOD VENDOR AGREEMENT & APPLICATION

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

FOOD VENDOR (ACTIVELY COOKING AT EVENT) APPLICATION INSTRUCTIONS

MAIL-IN (PREFERED), 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, DECEMBER 1, 2026

STEP 1 | SUBMIT APPLICATION | This is the FOOD VENDOR application. Craft vendors must submit a GENERAL VENDOR 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**
  - Separate checks required for UPGRADE ($35) and END SPACE ($20) options (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

- MTA Member Discounted Fee: MTA Card # required & Member must be the participating vendor to receive discounted price
- Food Tent (10'x10') or Food Truck (up to 3.5 parking spaces) Vendor Fee: $110 | MTA Member Vendor Fee: $95

CANCELATION/RETURNED CHECK FEE POLICY: There is a $20 processing fee for returned checks & cancelations (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: FRIDAY, JANUARY 22, 2027 | REFUND REQUESTS

- 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 cancelations and reassignments must be facilitated by coordinator. **Vendor fees cannot be transferred to a future event.**

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

- **FOOD TENT SET UP**: Craft fair set up is from 12:00 noon – 3:00 p.m. on the day of the event. Food tents must be completely set up by 3:30 p.m. or the space may be forfeited. There are no refunds for late check-in or inclement weather. Please email jsuzuki@mililanitown.org on day of event if you are not going to attend (see REFUND REQUESTS) or will be late. Vendors will be emailed final setup instructions prior to the event.
- **FOOD TRUCK SET UP:** For logistical reasons, we ask that food trucks arrive after 3:00 pm. If you need to arrive earlier, please email mtaevents@mililanitown.org
- **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 mtaevents@mililanitown.org one week prior to the event date. Placard required.

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

- **FOOD ARENA VENDORS**: TENTS & TRUCKS
  - **Food Tents:** 10'x15' space (1 ½ parking spaces) Only space provided (set by coordinator). Vendors must provide their own power source (generator – please be sure they do not have excessive exhaust or noise), lighting, tent (10'x10' max) + weights, tables, etc.
  - **Food Trucks:** Trucks are allotted up to 3.5 parking spaces.
  - All 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.
  - Any generators used by food vendors must not be excessively loud or emit excessive fumes/smoke. Please be sure to maintain and test your equipment prior to the event date.
  - 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 – OFF SITE.
  - **REQUIRED:** A valid K-Type extinguisher (or other required extinguisher) is mandatory & any tents must be adequately weighed down.
- **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 illegal substances, alcohol, cigarettes, e-cigarettes & accessories, 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@mililanitown.org.
- **ELECTRICITY:** All Food Arena vendors must supply their own power source. Generators must not be excessively loud or emit excessive fumes/smoke.
- **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. Food Vendors are responsible for disposing of their own food waste, oil, and trash off site.
- **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@mililanitown.org
Events Lead - Jenn Suzuki | Email (preferred): jsuzuki@mililanitown.org | Direct: 808-440-2624
Payment Questions | Sheena Tuazon – stuazon@mililanitown.org | Direct: 808-440-2641

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FOOD ARENA SPACE:

SPECIAL EVENTS USE ONLY: HOLIDAY CF FOOD
DO NOT WRITE IN THIS SPACE!
MAIN DESSERT BEVERAGE OTHER
☐ **TRUCK** ☐ **FOOD TENT** ☐ **OTHER**
TOTAL DUE:

MILILANI TOWN ASSOCIATION

2027 MAKERS & CREATORS CRAFT FAIR FOOD VENDOR AGREEMENT & APPLICATION

FOOD TENT & TRUCK VENDORS ONLY. CRAFT VENDORS MUST SUBMIT A GENERAL VENDOR APPLICATION.

Event Information: SATURDAY, **FEBRUARY 6, 2027** | 4:00 p.m. - 9:00 p.m. | REC CENTER 5 | 95-1101 Ainamakua Drive, Mililani, HI 96789

APPLICATION DUE DATE: APPLICATIONS MUST BE RECEIVED BY 4:00 PM ON **TUESDAY, DECEMBER 1, 2026**

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

VENDOR INFORMATION: COOKING FOOD TENTS/TRUCKS ONLY. PRE-PACKAGED FOOD/CRAFTS PLEASE USE THE GENERAL VENDOR APPLICATION.

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

VENDOR INFORMATION – COOKING FOOD VENDORS ONLY.

☐ FOOD TRUCK	☐ FOOD TENT	☐ OTHER:

FOOD CATEGORY (SELECT ALL THAT APPLY):

☐ MAIN DISHES	☐ DESSERT	☐ BEVERAGES	☐ OUTDOOR DEEP FRYERS	☐ OUTDOOR GRILL (HIGH SMOKE)

REQUIRED | GENERAL MENU ITEMS:	NEW VENDORS – INSTAGRAM OR ATTACH PRODUCT PHOTOS:

FOOD VENDOR SPACE REQUESTS & FEES*:

☐ **MTA MEMBER NAME & CARD #:**
Required for MTA Member discounted vendor fee. Member listed must be the participating vendor.

MTA MEMBERS**	☐ FOOD VENDOR TENT (10'X15') | $95	☐ FOOD TRUCK (3.5 PARKING SPACES) | $95	Please note if you require additional or less space:
GENERAL VENDORS	☐ FOOD VENDOR TENT (10'X15') | $110	☐ FOOD TRUCK (3.5 PARKING SPACES) | $110	

*FOOD VENDOR BOOTHS ARE SPACE ONLY. FOOD VENDORS ARE REQUIRED TO BRING THEIR OWN TENTS, TABLES, CHAIRS, POWER SOURCE, CORDS, ETC. SEE FOOD VENDOR AGREEMENT.

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 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: 2027 MAKERS & CREATORS CRAFT FAIR | 20-CRAF 0000 ED

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

☐ CANCELATION/REFUND | DATE REQUESTED: | ☐ PROCESSED

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Special Events Only:
Notes:

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: 2027 MAKERS & CREATORS CRAFT FAIR
EVENT DATE: FEBRUARY 6, 2027

PAYMENTS WILL BEGIN PROCESSING ON: TUESDAY, DECEMBER 15, 2026

- PLEASE BE SURE YOUR ACCOUNT HAS SUFFICIENT FUNDS PRIOR TO PAYMENT PROCESSING DATE.
- NO ELECTRONIC SIGNATURES*
- ALL INFORMATION IS REQUIRED FOR AUTHORIZATION.
- AUTHORIZATION FORMS WILL BE SHREDDED ONCE THE EVENT IS COMPLETE.
- **DO NOT PRINT THIS FORM 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:	
SIGNATURE*	

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