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 MTA CRAFT FAIR AGREEMENT & APPLICATION | Event: MAKERS & CREATORS CRAFT FAIR

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

GENERAL VENDOR 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 GENERAL VENDOR application. Food vendors must submit a FOOD 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 (NEW PRICING) | See SPACE DIMENSIONS & PRICING for details

- MTA Member Discounted Fee: MTA Card # required & Member must be the participating vendor to receive discounted price
- Indoor Single (6'x2.5') or Outdoor (10'x10' – Space Only) Vendor Fee: $110 | MTA Member Vendor Fee: $95
- Indoor Double (12'x2.5') Vendor Fee: $220 | MTA Member Vendor Fee: $190
- (NEW!) Optional End Space Fee: $20 | Subject to availability and all requests are not guaranteed
- Optional 2' Indoor Upgrade Fee: $35 | 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 & 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.
- REFUNDS: To receive a refund (less $20 processing fee), all requests must be received via email (mtaevents@mililanitown.org) before 4:00 p.m. on the **CANCELATION DEADLINE.** **NO REFUNDS** after **CANCELATION DEADLINE** or due to inclement weather. **VENDOR FEES CANNOT BE TRANSFERRED AT 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).

SETUP, BREAKDOWN & VENDOR PARKING – FINAL SETUP & 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.

- **SETUP**: Craft fair setup is from 12:00 noon – 3:00 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 forfeited. There are no refunds for late check-in/cancelations 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.
- **EARLY SETUP**: Early setup will be available on Friday, February 5, 2027 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 mtaevents@mililanitown.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 for upgrades.
- **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 mtaevents@mililanitown.org if you have any questions prior to the event):** SEE CRAFT FAIR VENDOR SPACE DIMENSIONS. Display must not 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.
- **PRE-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 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: 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. No vendor banners on walls. All signs must be within vendors display 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

MILILANI TOWN ASSOCIATION | MAKERS & CREATORS VENDOR CATEGORIES

Vendors are required to list all products they intend to sell at the event on the application. Please select the vendor category that best represents the products being offered. If applicable, vendors may choose more than one category. Product photos or an Instagram account that accurately represents your products and/or booth setup are highly encouraged.

For MAKERS & CREATORS the following products will NOT be allowed: AI generated designs or products, resale items, replicas, mass produced crochet items (must be made by hand by the vendor),

HANDCRAFTER

- Products primarily handmade by the vendor using raw materials
  - Examples: Pottery, handmade crochet, handsewn items, hand-poured candles, paintings/gyotaku, woodwork, leatherwork, leis, papale, etc.

CREATOR

- Products assembled by the vendor utilizing commercially available materials (charms, paper cutouts, stamps, and other craft supplies)
  - Examples: Papercrafts (cards, notebooks), bag charms/leis, keychains, pen toppers, etc.
- Goods using original patterned designs manufactured by third party
  - Examples: Assorted apparel, hairclips, printed bags & accessories, umbrellas, hats, etc.
- Items must be unique to the vendor and not replicas or AI generated designs.

ARTIST BRAND

- All items in this category must be 100% original, artist-created, artwork-based (non-AI) merchandise
  - Examples: Stationery items using designs (stickers, notepads, washi tape, etc.), prints from artwork, artist-designed apparel & accessories (handmade or manufactured)

PRE-PACKAGED FOOD

- All baked goods, snacks, beef jerky, party-mix, candy, honey, jams/jellies, chili pepper water, seasonings, dry mixes, etc.
- All food items must be pre-packaged
- All vendors are required to follow applicable State of Hawaii regulations and rules regarding food sales at events.

JEWELRY | HANDCRAFTED

- Handmade with retail materials (gems, wire, crystals, beads, etc.)
- Original designs manufactured by third party

OTHER

- Pet goods & merchandise (no resale)
- Live plants

Prohibited Items:

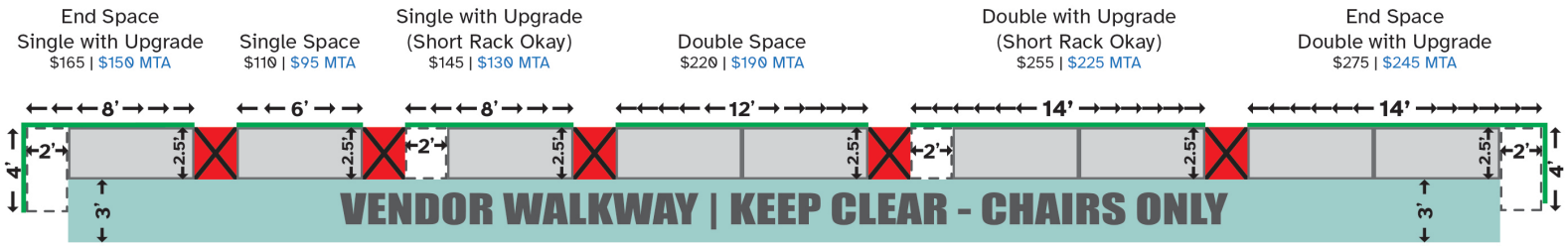
The sale of alcohol, cigarettes, e-cigarettes & accessories, and other products containing adult content is strictly prohibited.

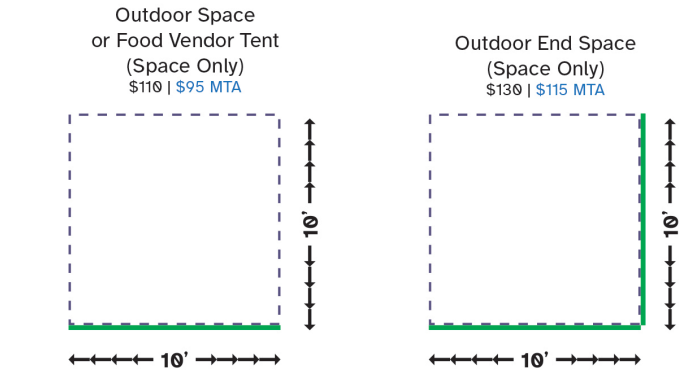
MILILANI TOWN ASSOCIATION

NEW CRAFT FAIR VENDOR SPACE DIMENSIONS & PRICING

New pricing effective starting at 2026 Holiday Craft Fair | Updated: 08/12/2026

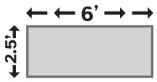
Single indoor or outdoor space: $110 | $95 MTA
Double indoor: $220 | $190 MTA
Upgrade (indoor, additional 2' front facing): $35
End Space (indoor & outdoor): $20





Outdoor vendor space is SPACE ONLY. Vendors must provide their own 10'x10' tent (max size), adequate tent weights, tables, chairs, required fire extinguisher, and lights if neccessary.

Food Tents must also provide their own power source (generators must not be excessively loud and have minimal exhaust), and K-type or required fire extinguisher.



6'x2.5' Table & 2 chairs provided by MTA.
Vendors can choose to use their own fixtures in lieu of provided table.
Display space will still be 6'x2.5' and must not exceed these dimensions.

Green lines indicate DISPLAY ACCESS. All standard spaces are front access only.
Only END SPACES have access to one side as indicated on diagram.

RED indicates VENDOR ACCESS space between tables and should be kept clear and NOT used as display access for customers.
Space between vendors will be at least 2' on ONE side.

Dashed Lines indicate indoor UPGRADE space or tent display space. This is SPACE ONLY and vendor must provide their own fixtures.
A small 4' table may be used, but DISPLAY ACCESS guidelines must still be followed.
For standard spaces with upgrades, a short rack may be used but must be kept close to the table. Vendors may also bring their own small table to use instead of the standard 6' provided to allow for more space for their rack.

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SPACE:

SPECIAL EVENTS USE ONLY: HOLIDAY CRAFT FAIR
DO NOT WRITE IN THIS SPACE!
CRAFT CREATOR ARTIST PPF JWRYHM OTHER:
☐ **SINGLE** ☐ **DOUBLE** ☐ **OUTDOOR**
☐ **UPGRADE** ☐ **END SPACE**
TOTAL DUE:

MILILANI TOWN ASSOCIATION

2027 MAKERS & CREATORS CRAFT FAIR GENERAL VENDOR AGREEMENT & APPLICATION

GENERAL CRAFT VENDORS ONLY. VENDORS ACTIVELY COOKING AT THE EVENT MUST SUBMIT FOOD 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

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

VENDOR CATEGORY (See CRAFT VENDOR CATEGORIES list)

☐ HANDCRAFTER	☐ CREATOR	☐ ARTIST BRAND	☐ PRE-PACKAGED FOOD	☐ JEWELRY ☐ HANDMADE	☐ RETAILER/DISTRIBUTOR	☐ OTHER

REQUIRED | Products sold, including retail/distributor brands. Indicate if any items are designed with AI.	INSTAGRAM OR ATTACH PRODUCT PHOTOS:

SPACE REQUESTS & FEES: Pick **ONE** 'FIRST CHOICE' and optional alternates if not available. See VENDOR SPACE DIMENSIONS & VENDOR AGREEMENT for space & assignment details.

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

INDOOR Single Space: ☐ Vendor Fee: $110 | ☐ MTA Member Fee: $95 ☐FIRST CHOICE	**OPTIONAL UPGRADES** | Please submit separate checks for upgrade options (not guaranteed)
INDOOR Double Space: ☐ Vendor Fee: $220 | ☐ MTA Member Fee: $190 ☐FIRST CHOICE	☐ **Add Upgrade (Indoor Only):** $35 (Separate Check)
OUTDOOR (10'x10'): ☐ Vendor Fee: $110 | ☐ MTA Member Fee: $95 ☐FIRST CHOICE Space Only. Vendor must provide their own tent, tables, chairs, weights, lights, extinguisher, etc.	☐ **End Space:** $20 (Separate Check) End spaces are limited and not guaranteed. If not available, vendor may be assigned to a standard space.
☐ **ELECTRICITY REQUEST** (List purpose – not guaranteed) & other requests:	

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: VENDOR AUTHORIZES TOTAL BASED ON SPACE REQUESTS INDICATED ON APPLICATION.	☐ UPGRADE (OPTIONAL): **ADD $35** ☐ END SPACE (OPTIONAL): **ADD $20**
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.