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

PLEASE READ ALL INFORMATION CAREFULLY.
Applications Due: 11/3/2026
Assignments: *Around* 11/12/2026
Cancelation without Fee: Email by 8:00 am on 11/23/2026
Payments Processed: Around 11/24/2026
Refund with $20 Cancelation Fee: 12/21/2026
No Refunds after: 12/21/2026

Mililani Town Association

2027 SPROUT (PLANT POP-UP) VENDOR AGREEMENT & APPLICATION

Event Information: SATURDAY, JANUARY 9, 2027 | 9:00 am – 2:00 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

MTA is looking for plant-related vendors - plants, arrangements, locally grown produce & grocery products, succulents & air plants, flowers, gardening supplies, botanical crafts, demonstrations & education, hydroponics/aquaponics, natural fertilizer, and anything to do with plants!

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, NOVEMBER 3, 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.
- **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 | See Vendor Details below for specifics

- **Standard Pop-Up Vendor Fee:** $50 per standard indoor, outdoor (space only), food tent (no trucks)
  - Outdoor parking lot space will be for plant vendors and food tents. All outdoor *craft* vendors will be placed in backyard area, unless parking lot space is available.
- **Deluxe Indoor Vendor Fee (10'x10' indoor space):** $125

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 | REFUND REQUESTS (Deadline: FRIDAY, DECEMBER 21, 2026):

- 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.

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).

SET UP, BREAKDOWN & VENDOR PARKING – FINAL SET- UP & PARKING INFORMATION WILL BE EMAILED PRIOR TO THE EVENT

- **SET UP**: SPROUT 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@mililanitown.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.
- **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: 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. **ALL vendor vehicles must vacate facility parking lot by 8:00 a.m.** 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 mtaevents@mililanitown.org one week prior to the event date. Placard required.

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

All Vendors are responsible to verify that all plants sold are free of invasive pests.

- **INDOOR VENDOR DISPLAY SPACE OPTIONS**:
  - Standard Display Space – Max: 6'x2.5' | (1) One 6'x2.5' table and 2 chairs will be provided. Multiple spaces allowed.
  - Deluxe Display Space – Max: 10'x10' | (2) Two 6'x2.5' tables and 4 chairs will be provided. Vendors must provide their own additional fixtures.
  - See DISPLAY RULES below for indoor space details.
- **OUTDOOR VENDOR SPACE (PARKING LOT OR BACKYARD AREA)**:
  - One (1) 10'x10' tent space (space only, tent not provided). Actual space will be 1 ½ parking stalls (about 10'x15')
  - Vendors must provide their own 10'x10' tent (tents must NOT be larger than 10'x10'), adequate weights, tables, fixtures. Outdoor electricity is not available.
  - **REQUIRED:** A valid 2A10BC fire extinguisher is mandatory & vendor must be sure their tents are adequately weighed down.
- **FOOD ARENA VENDORS**: The Food Arena spaces are for vendors who actively prepare/cook food at the event. Food tents only.
  - 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 are not 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.
  - **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 jsuzuki@mililanitown.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 provided tables 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:** Vendors must provide a general list and description of services or items that they will be selling at the event, including distributor brands (examples: Color Street, DoTerra, etc.) on the attached registration form. If the distributor 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 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.
- **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 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.

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:

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

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

SPACE:

SPECIAL EVENTS USE ONLY: 2025 SPROUT
COMM. PARTNER PLANTS CRAFTER PRE-PACK RETAIL FOOD
☐ **INDOOR** ☐ **PARKING LOT** ☐ **BACK** ☐ **FOOD**
SPACES: **TOTAL DUE:**

Mililani Town Association

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Event Information: SATURDAY, JANUARY 9, 2027 | 9:00 am – 2:00 pm | Rec. Center 6 | 95-1010 Konaku Street • Mililani, HI 96789

DUE DATE: All applications & payments must be received by MTA (not postmarked) by TUESDAY, NOVEMBER 3, 2026

VENDOR INFORMATION:

VENDOR/BUSINESS NAME	CONTACT NAME	CONTACT PHONE NUMBER	***EMAIL ADDRESS (REQUIRED – PRINT NEATLY)**
MAILING ADDRESS		CITY	STATE & ZIP CODE

VENDOR CATEGORY:

☐ COMM. PARTNER	☐ PLANTS	☐ BOTANICAL CRAFTS	☐ RETAILER | RESELLER	☐ PRE-PACKAGED FOOD	☐ FOOD VENDOR (COOKING)	☐ OTHER _____
REQUIRED | GENERAL LIST OF PRODUCTS SOLD, ACTIVITY OR MENU:				NEW VENDORS – 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.

☐ INDOOR - SINGLE | $50	6'x2.5' table & 2 chairs are provided per space	☐ FIRST CHOICE	TOTAL DUE: $
☐ INDOOR - DOUBLE | $100	(2) 6'x2.5' table & 2 chairs are provided per space	☐ FIRST CHOICE	TOTAL DUE: $
☐ INDOOR - DELUXE | $125	10'x10' display space. (2) 6'x2.5' tables & 4 chairs provided	☐ FIRST CHOICE	TOTAL DUE: $
☐ OUTDOOR – PARKING LOT* | $50	For plant vendors only. 10'x15' (1.5 parking spaces – space only).	☐ FIRST CHOICE	TOTAL DUE: $
☐ OUTDOOR – BACKYARD AREA* | $50	10'x10' outdoor (space only)	☐ FIRST CHOICE	TOTAL DUE: $
☐ FOOD TENT* | $50	1 ½ Parking Spaces | Space Only		TOTAL DUE: $

*OUTDOOR SPACE ONLY. VENDOR MUST PROVIDE THEIR OWN TENT, TABLES, CHAIRS, ETC. FIRE EXTINGUISHER REQUIRED. SEE VENDOR AGREEMENT FOR DETAILS.

COMMUNITY PARTNERS | BY INVITATION ONLY.

☐ COMMUNITY PARTNER | NO FEE	Activity (required):	☐ Single Standard Indoor ☐ Single Outdoor	$ 0

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: POP UP EVENTS | 20-CRAF 0007 | EW

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

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ATTN. SPECIAL EVENTS
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Mililani, HI 96789

Special Events Only:
Notes:

MILILANI TOWN ASSOCIATION | SPECIAL EVENTS
VENDOR CREDIT CARD AUTHORIZATION FORM

EVENT: SPROUT! PLANT POP UP
EVENT DATE: JANUARY 9, 2027

PAYMENTS WILL START ON: NOVEMBER 24, 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:	
SIGNATURE*	

NOTES: