

SUMMER JAM EXTRAVAGANZA GIFT & CRAFT FAIR – July 29, 2017

VENDOR APPLICATION (Please type or Print Clearly)

NAME: _____ BUSINESS NAME: _____

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____ PHONE: _____

EMAIL: _____ WEBSITE: _____

CRAFT OR PRODUCT FOR SALE (List ALL items even if same as in the past): _____

BOOTH FEES (All booths are 10' wide x 8' deep unless otherwise noted)

Main Floor Corner (10' wide x 8' deep) _____ x \$125.00

Main Floor Wall (10' x 8') _____ x \$125.00

Food Concession Booth (10'x10') _____ x \$150.00

Food Truck _____ x \$105.00

Electricity (one outlet - **Wall booths ONLY**) _____ x \$25.00

Table Rental _____ x \$35.00

Chairs _____ x \$5.00

2 Complimentary Chairs (**off island ONLY**) _____ x \$0.00

Total Payment #1 (all applicable fees above) \$ _____

Total Deposit Payment #2 (\$50/booth) \$ _____

County of HI Vendor Permit Fee \$ 30.00

____ Please waive my Vendor Permit Fee due to financial hardship. \$ 0.00

CREDIT CARD PAYMENT: Visa MC

For Payment (s) 1 2 ONLY

_____ - _____ - _____ - _____

Exp Date: _____ Security Code (back of card): _____

Billing Address zip code: _____

Signature: _____

Make Check #1 & #2 Payable to:
Malamapono Events Management, LLC

Check for County of HI Vendor Fee Payable to:
County Director of Finance

Mail Check and Application to:
Malamapono Events Management, LLC
16 S. Wiliwili Street
Hilo, Hawaii 96720

Or Email to: malamaponoeventsmgmt@gmail.com

- I agree and consent to the all of the conditions in this application.
- I agreed hold harmless The County of Hawaii, the Edith Kanakaole Stadium and Kim Sasaki DBA Malamapono Events Management LLC, Security Staff, event sub-contractors and volunteers from any and all liability arising from ANY damage, theft or injury incurred by my person, merchandise or automobile while participating in this Craft Fair.
- I allow BISAC/Malamapono Events Management, LLC to photograph myself and my products for documentation and promotional purposes.

Print Name _____ Signature _____ Date _____

BELOW FOR COMMITTEE USE ONLY

Application Received by _____ Date Received _____

Accepted Rejected Check/Money Order Number 1: _____ 2: _____

Permit fee: _____ Permit Waiver _____ Permit No. _____ Issued: _____

SUMMER JAM EXTRAVAGANZA GIFT & CRAFT FAIR
VENDOR INFORMATION – July 29, 2017

FAIR LOCATION: Edith Kanaka`ole Multi-Purpose Tennis Stadium, Hilo, Hawaii

FAIR DATES & HOURS: Saturday, July 29, 2017 9:00 am – 3:00 pm

ADMISSION: FREE.

Four (4) exhibitor badges will be issued per booth upon check-in. Additional badges are \$2 each. NO vendors will be admitted without a badge nor granted to children 12 years of age and under. One badge per person and badges must be worn at all at times during the show.

Children under the age of 12 years old are not allowed to accompany the vendors at the show (either for set-up or during the show). Please extend this professional courtesy to your fellow crafters. Also no pets will be admitted in the craft fair. **If you have extenuating circumstances, please call me to get individual approval ASAP.**

Music will be provided on the main floor and the lobby. No other music is allowed.

VENDOR SET UP DATES & TIMES:	<u>Set-Up</u>	<u>Fully Operational</u>	<u>Break Down</u>
Saturday July 29	7:00 am – 9:00 am	9:00 am – 3:00 pm	3:00 pm – 4:00 pm

REGISTRATION DEADLINE: The deadline to register for the fair is **July 15th** or when booths are sold out. Applications may be sent in via electronic mail or regular mail. Drop off applications are **NOT** accepted.

PAYMENT: Payments may be made by check, money order or credit card. There will be a \$25 service charge for all returned checks. No post-dated checks will be accepted.

DEPOSIT (REFUNDABLE): All vendors are required to provide a deposit check or charge authorization of \$50/booth to ensure that all rules are followed. Checks will be held un-cashed and returned after the show. Checks will be mailed back in the self-addressed stamped envelope you provided. If no envelope is provided, your check will be destroyed. If your deposit is forfeited for failure to comply with fair rules, an explanation will be given in lieu of a refund. In the event that the fair must be cancelled prior to the show date for reasons beyond our control, the booth fee will be refunded, but the deposit will be cashed to cover pre-fair expenses.

VENDOR PERMIT: Per the County of Hawaii's new rule, vendors are required to pay for a vendor permit from the County of Hawaii Department of P & R. A completed **vendor permit application and check payable to the County Director of Finance must accompany your application.** Permit application is attached.

TABLE/CHAIRS: Vendors are encouraged to provide their own table(s) and chair(s). Tables will be available for rent and two (2) chairs will be provided for neighbor island vendors.

DISPLAYS: Tents with a canopy, sharp-edged furniture, big bulky equipment or merchandise, or displays that block the view of other vendors will not be allowed on the main floor. DISPLAYS, backboards and racks are

OK as long as it's confined to your assigned space. No tape or nails are allowed on the floor or walls. It is recommended that you include an access into your booth within your own space.

ELECTRICITY: There are a limited number of wall booths that have electricity (**one outlet**) available. The fee for electricity is \$25. We will do our best to accommodate your request; however, we cannot guarantee you a booth with electricity. **You must bring your own surge protector and extension cords.**

EDIBLE ITEMS: If any of your items are for consumption, you will need a permit from the Department of Health to sell edible items. You may call Curtis at (808) 933-0917 for more information/form. **An approved copy MUST be sent in with your application.**

DOOR PRIZES: EACH CRAFTER will be required to donate ONE (1) of their craft items OR a gift certificate for drawings. Prizes will be announced throughout the fair. Please complete the donation form in the application packet and turn it in with your application. Items and gift certificate must be a minimum value of \$5 and no less than the cost of your lowest priced item. **DO NOT** send in or turn in your item at any time. Winners will be required to pick their prize directly from you at your booth.

SECURITY: Security will begin on site from Saturday at 7:00 am to assist with vendor drop off traffic and will continue until the end of the fair cleanup at 4:00 pm. Please be sure that your booth is staffed at all times during business hours to ensure the security of your merchandise. We will not be responsible for any damaged or missing items.

CLEAN-UP AND TRASH:

Vendors may begin breaking down and cleaning up their booth at 3:00 pm. Vendors that break down before 3:00 pm will forfeit their deposit and will not be invited to future shows. Please keep your booth clean and presentable at all times and dispose of your own trash. If you are serving any food samples you must provide adequate trash receptacles to accommodate the additional trash. Also, be sure there is no spilled food in or around your booth that someone may slip on.

CANCELLATIONS AND REFUNDS:

If you cancel before July 15, 2017, you will receive a 50% refund. **All booth fees are non-refundable after July 15, 2017.** All cancellations must be received in writing prior to stated deadline.

DOOR PRIZE DONATION FORM

WINNER: This prize has no cash value & must be redeemed by 2:30 pm on JULY 29, 2017 with said crafter

NAME (required): _____

DBA (if any): _____

I AM DONATING: ITEM valued at \$ _____ OR \$ _____ gift certificate

ADVERTISEMENT (no charge; optional): Describe your item or your product line: _____

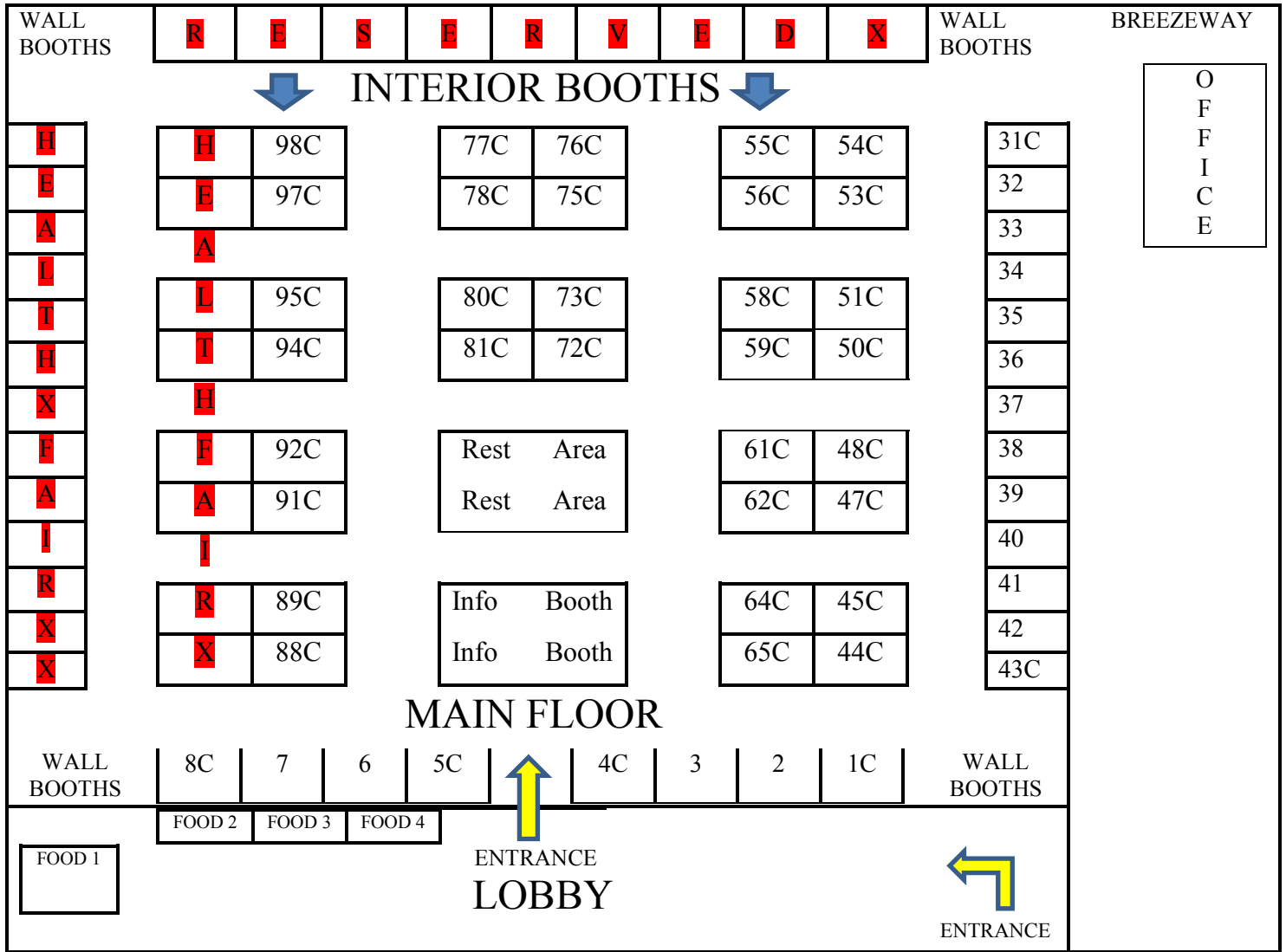


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EDITH KANAKAOLE TENNIS STADIUM –VENDOR MAP

Manono Street Side

LAST NAME: _____



All Craft booths are 10' wide x 8' deep. Limited electricity in some wall booths only.	
Main Floor corner (neighbors on 2 sides; no electricity)	\$125.00
Main Floor Walls (Against wall, limited electricity available for booths #1-4; 31-43)	\$125.00
Food Concession Booth	\$150.00
Food Truck	\$105.00

BOOTH SELECTION:

Please indicate below your three (3) booth choices in order of preference. We will try to accommodate your request.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Notes:
