



2023 WAHIAWA KOKUA for MAUI
 Saturday, November 11, 2023
 11:30 am – 4:00 pm
 Ka’ala Elementary School

2023
 VENDOR
 APPLICATION &
 CONTRACT

Aloha Friends!

Please join us for a family day for a worthy cause! The event committee invites you to be a vendor at our *Wahiawa Kōkua for Maui Family Day* on Saturday, November 11, 2023, from 11:30 am – 4:00 pm, at Ka’ala Elementary School, immediately following the Wahiawa Lions Club Veteran’s Day Parade. The event is to raise funds to support the communities and families affected by the devastating wildfires in Lahaina, Maui. The funds raised will be donated to the **HAWAII COMMUNITY FOUNDATION MAUI STRONG FUND!**

Please complete the information below.

COMPANY: _____

CONTACT NAME: _____

PHONE: _____ EMAIL: _____

DESCRIPTION OF ITEMS TO BE SOLD: _____

Check One:

- Non-Profit/Schools: \$50 + a donation to Maui
- For-Profit/Commercial Sales: \$100 + 10% of Sales as a donation to Maui
- Food Tent: \$150 + 10% of Sales as a donation to Maui
- Food Truck: \$150 + 10% of Sales as a donation to Maui

FEE & PAYMENT

Submit all required documents and payment with this form by Friday, November 3, 2023. This application becomes a contract when signed by the vendor and accepted by the Wahiawa Kōkua for Maui Committee.

Please make checks payable to: **WEDG**
 Mail Application/Contract form, copies of required documents, and payment to:
SINO/WEDG
P.O. Box 861358
Wahiawa, Hawaii 96786

THE CONTRACT

This application and contract for vendor participation shall be considered a binding contract between the two parties and subject to the rules and regulations set forth by the Wahiawa Kokua for Maui Committee when submitted with full payment and accepted by the Committee. By applying for vendor space, the applicant releases any associated organizations from any and all liabilities to the applicant, its agents, licenses, or employees that may arise or be assented to as a result of the submission of an application of participations in this event. The contracting vendor and the Committee agree that one purpose of this event is to allow vendors to sell their goods to the public who attend the event. The Wahiawa Kokua for Maui Committee reserves the sole and absolute right to determine the appropriateness to the event's general theme of any vendor's goods. This application, when accepted by the Committee, constitutes a contract for the right to use space.

VENDOR SPACE

All vendors will be assigned their space by the Committee's Site Coordinator. Every effort will be made to accommodate any special needs/requests the vendor may have. **All vendors must supply their own 10x10 tent, tables, chairs, and all requisite equipment that can fit within their paid space.** The vendor may not sublet, assign, or apportion any part of their space allotted. During the hours of the event, the vendor or representative must occupy the assigned space.

REQUIRED DOCUMENTS

The following documents must be submitted with the application and payment:

NON-PROFIT / CRAFTERS and FOOD VENDORS: Certificate of Liability Insurance (COI) coverage with at least \$500K per occurrence, \$1 million in aggregate coverage. Please list Ka'ala Elementary School and The Rotary Club of Wahiawa-Waialua as additional insured.

FOOD VENDORS ONLY: Submit a copy and have on hand your Special Event Food Handling Permit/Certificate or General Food Handling Certificate from the Department of Health.

FOR ALL VENDORS: **Please have your GE License available with you at the event** in case the State Taxation Department visits. The Committee assumes no responsibility for the collection of the Hawaii General Excise Tax as required by law. Such collection is the responsibility and duty of the vendor at time of sale.

SET UP AND BREAKDOWN

Set up is on Saturday, November 11, 2023, from 8:00 am – 11:00 am. Breakdown begins at 4:00 pm.

Please refrain from creating excess noise and from damaging the environment at the school. Please be mindful of the noise in the taking down of tents and equipment so others will not be disturbed while enjoying the entertainment and festivities.

RESTRICTIONS

The Committee reserves the right to restrict the sale of goods which, because of noise, method of operation, or any other reason, become objectionable or otherwise detract from or are out of keeping with the character of the event. The committee may restrict vendors from driving onto certain areas of the school grounds.

Please abide by the rules and directions given to you in advance and on that day. You may use wagons, rolling totes and carts, etc., to set up and breakdown.

REFUSE

All refuse and garbage must be disposed of timely and appropriately throughout the day and before you leave the school's premises at the end of the event.

INTERPRETATION AND ENFORCEMENT

These regulations become part of the contract between the Event Committee and the vendor. The Committee has full power of interpretation and enforcement of these regulations and may amend them at any time. Also, the vendor agrees to abide by all reasonable rules and regulations that may be published from time to time. All matters not covered in these regulations are subject to the decision of the Committee. All decisions so made shall be binding on all parties affected by them as by the original regulations. Vendors or their representatives who fail to observe these conditions of the contract or who, in the opinion of the Event Committee, conduct themselves in an unethical manner may be dismissed from the Event without refund or other appeal.

LIABILITY

The Wahiawa Kokua for Maui Committee shall not be liable for damage or loss to any vendor's property through theft, fire, accident, or any other cause, whether the result of negligence or otherwise. The vendor shall indemnify both the Wahiawa Kokua for Maui Committee and Ka'ala Elementary School against and hold it harmless from any complaints, suits, or liabilities resulting from negligence of the vendor regarding the vendor's use of space. Neither the Wahiawa Kokua for Maui Committee nor Ka'ala Elementary School will assume any liability for any injury that may occur to vendors, the vendor's agents, and employees, or others. Vendors agree not to make any claims against the Wahiawa Kokua for Maui Committee, its employees, or agents except for breach of this contract.

CONTACT INFORMATION

Please feel free to contact the vendor coordinators for any questions.

Non-Profit/Craft Vendors: Lyn Lurbe Phone: (808)-277-7690
Email: Lurbelyn@gmail.com

Food Tent/Food Truck Vendors: Ross and JoAnn Shigeoka
Phone: Ross (808)-554-8178 / JoAnn (808)-220-1699
Email: shiges05@aol.com

I have read the contract for the 2023 Wahiawa Kokua for Maui Family Day Event at Ka'ala Elementary School and will abide by its terms and conditions. I will release the Kokua for Maui Committee and Ka'ala Elementary School from any and all liability for personal injury or loss or damage to personal property arising out of my participation in the Event.

SIGNATURE

DATE

PRINT NAME