



Ho'olaule'a

Aloha!

A big mahalo nui loa (thank you very much) for wanting to participate in our 6th Colorado Ho'olaule'a to be held Saturday, August 25, 2018, at the Highlands Ranch Civic Green Park, located at 9370 Ridgeline Blvd, Highlands Ranch, Colorado, 80129.

The following is information for participation; please read the "*Merchandise Vendor Application/Contract*" carefully. There will be no exceptions to the rules and regulations set forth. The Application/Contract spells out the rules and regulations that need to be upheld for the city/county and other rules and instructions that may make this Ho'olaule'a a winning success.

The Ho'olaule'a Committee will review applications/contracts in order of postmark. Getting your application/contract in as soon as possible will give you the earliest response. Pi'ilani Hawaiian Civic Club of Colorado encourages all types of merchandise, especially merchandise that reflect our Hawaiian/Polynesian cultures. The Committee will review applications/contracts to ensure that the merchandise reflect our cultures with the highest level of ho'ohanohano (dignity).

Please include photographs and/or detailed descriptions of your products and an estimated price list for consideration and approval.

In the event the Ho'olaule'a Committee denies your application/contract your fees will be refunded in their entirety. No appeal can be made. We look forward to your participation and working with you, feel free to contact us:

Philip Swain
Ho'olaule'a Committee Chair
pjkswain@gmail.com
(720) 212-8430

Keoni Lagunero
Ho'olaule'a Committee Member
Keoni.lag@gmail.com
(360) 556-8741

George Beppu
Mahalo piha,
Ho'olaule'a Committee

Ho'olaule'a Finance Chair
keoki60@aol.com
(720) 491-7446

Brandy Toelupe
Ho'olaule'a Committee Member
b.toelupe@gmail.com
(720) 876-8300

MERCHANDISE VENDOR GUIDELINES

ITEMS RESERVED

Pi'ilani Hawaiian Civic Club of Colorado (PHCCC) reserves the right to sell and/or distribute any and all licensed official goods such as hats, t-shirts, etc. with PHCCC or Ho'olaule'a logos at the 6th Colorado Ho'olaule'a (the "Ho'olaule'a"). No others may do so.

PHCCC reserves the right to sell and/or distribute all beverages, non-alcoholic and alcoholic, at the Ho'olaule'a. No others may do so.

FEES AND DEADLINES

Merchandise Vendors are subject to the following fee schedule:

Merchandise booth 10x10 with tent order: \$225

Merchandise booth 10x10 no tent order: \$150

Non-profits and Hawaiian Organizations 10x10 with tent order: \$100

Non-profits and Hawaiian Organizations 10x10 no tent order: \$50

**Members selling or displaying own crafts or merchandise 10x10 with tent order:
\$100**

Members selling or displaying own crafts or merchandise 10x10 no tent order: Free

Larger booth space 10x15 with tent order add \$50

Larger booth space 10x15 no tent order add \$25

6 ft. table add \$9 per table

8 ft. table add \$10 per table

Folding chair add \$2 per chair

No tent order means vendor is bringing own pop up tent and proper weights to hold it down.

A 50% deposit is due with the application. If a Merchandise Vendor application is not accepted all fees will be returned or refunded.

Applications/contracts postmarked after **June 1, 2018** will be reviewed only if space is still available. **Full payment of fees must be received or postmarked by June 1, 2018.** If a vendor drops out we will contact the next vendor in line. Space is limited and we expect to be sold out, and early contracts and repeat vendors get first consideration.

Acceptance letters will be sent out by June 15th 2018 once required payments have been cleared. Subsequent to acceptance "Confirmation Packets" will be sent out by July 1, 2018. Please read the packet carefully, as it will provide details on the event day schedule and other information. All types of merchandise are acceptable; however, we encourage you to

sell items that reflect the Hawaiian/Polynesian cultures. Disallowed items will be identified in the "Confirmation Packet" and will not be permitted to be sold the day of the event.

All checks, money order or cashier's checks will be deposited upon application/contract receipt and all funds must clear through our bank before approval of merchandise vendors, **depositing monies with applications/contracts does not guarantee a space at the Ho'olaule'a.**

To secure payments with a credit card please contact George Beppu, at (720) 491-7446. Payments are to be made payable to: Pi'ilani Hawaiian Civic Club of Colorado and mailed to the following:

**Pi'ilani Hawaiian Civic Club of Colorado
Attention: Ho'olaule'a Committee
P.O. Box 621895
Littleton, Colorado 80162**

LICENSE AND PERMITS

Pertinent codes, ordinances, laws and regulations pertaining to health, fire prevention and public safety shall be strictly enforced and observed. All businesses that are vendors must include a copy of business license and must collect and pay appropriate sales taxes. All nonprofits must include evidence of nonprofit status with application.

SALES TAX (IF YOU ARE SELLING ANY ITEMS)

All organizations are required to collect and pay all applicable sales taxes.

BOOTH/SPACE INFORMATION

The merchandise vendor booth space 10 x 10 or 10 x 15 will be outlined and marked. No ground stakes allowed. Space beside or behind and in front of your booth space may not be used at any time for storage of any sort. **No exceptions are allowed. Violators will be warned once by security to remove your items. No refunds will be given.**

MALAMA 'ĀINA

This is a beautiful park and we want to keep it that way so please respect the 'āina (land, earth). **"You touch it, you break it, you pay for it."**

CLEAN-UP

All vendors are responsible for upkeep of your booth, both inside and outside and all around. This also means break down at the end of the day of the event.

SET-UP/BREAKDOWN

You should be set-up and ready to go by 10:00 a.m. If you are late, you **might not** be allowed to set up. All vendors will breakdown at the same time, which is 5:30 p.m.

DATES AND HOURS OF OPERATION

Ho'olaule'a hours are from 10:00 a.m. – 5:30 p.m., Saturday, August 25, 2018.

VEHICLE ACCESS AND UNLOADING

Access to the park will be given to you with your "Confirmation Packet". There will be volunteers to help unload your vehicle using the non-motorized carts that are provided by the park to get you to your booth if needed.

PARKING

There is more than ample parking around the park and across the street. Parking in the library parking lot is not permitted, violators may be towed.

MATERIAL AND SUPPLIES

You need to bring all your materials and supplies that are needed (tape, string, hooks etc.) for your business. That should include signs to hand, flyers and business cards etc.

SERVICE ANIMALS

No animals are allowed in the park except for service animals.

SECURITY

The PHCCC will provide security with the assistance of Highlands Ranch Metro District and Douglas County Law Enforcement.

CANCELLATION POLICY

There is no "rain date" available. Refunds will be given as follows:

Prior to July 1..... 90%

Between July 1 - 25..... 50%

After July 26, 2018 NO REFUNDS

Cancellations made by telephone, e-mail or other means **will not** be accepted.

LIABILITY

In consideration of PHCCC allowing and permitting vendors to conduct lawful activities in connection with the Ho'olaule'a on August 25, 2018, and intending to be legally bound, the undersigned agrees to release PHCCC, its officers, employees and agents from any and all claims, actions, demands, suits, liabilities, damages and payments in tort or in contract, including, without limitation, accidents, liability or loss for injury to or deaths of persons or damages to property which they might have, now, or in the future, against PHCCC as a result of their use, occupancy, ingress and/or egress of, to or from the Ho'olaule'a.

The undersigned acknowledges and understands that the use of the park and facilities during the Ho'olaule'a involves risks of injury, and resulting losses, which might be caused by, among other things, the actions or inactions of persons or the condition of the property.

The undersigned assumes all those risks and accepts responsibility for all damages and expenses which the undersigned, and/or all other participants or guests, might sustain arising out of or related to the use of the park and facilities at Ho'olaule'a.

The undersigned agrees to indemnify and hold the PHCCC, its officers, directors, employees, affiliates, successors, and assigns harmless against all losses, damages, or expenses of whatever form or nature, including attorneys' fees and other costs of legal defense, whether direct or indirect, that it, or any of its officers, directors, employees, affiliates, successors, may sustain or incur as a result of any acts or omissions of the undersigned during the Ho'olaule'a, including, without limitation, (1) breach of any of the provisions of this Application/Contract, (2) any and all physical damage sustained by the Applicant, (3) negligence or other tortuous conduct, (4) representations or statements not specifically authorized by the PHCCC herein or otherwise in writing, or (5) violation by the undersigned of any applicable law or regulation.

CONFIRMATION POLICY

All applicants will be notified of acceptance for participation once approved and the required payment has cleared. Applications/Contracts accepted or denied will be handled strictly by mail. If you have any questions, please contact us at:

Philip Swain
Ho'olaule'a Committee Chair
pjkswain@gmail.com
(720) 212-8430

George Beppu
Ho'olaule'a Finance Chair
keoki60@aol.com
(720) 491-7446

Keoni Lagunero
Ho'olaule'a Committee Member
Keoni.lag@gmail.com
(360) 556-8741

Brandy Toelupe
Ho'olaule'a Committee Member
b.toelupe@gmail.com
(720) 876-8300

Applications/Contracts must be completed and returned by mail with payment in full by check or money order or cashier's check made payable to Pi'ilani Hawaiian Civic Club of Colorado. Postdated checks will be returned unprocessed. Applications/Contracts and Deposit postmarked after **June 1, 2018** will not be considered unless space is available. To secure payments with a credit card please contact George Beppu, at (720) 491-7446.

Send all checks, money orders or cashier's checks to the following:

Pi'ilani Hawaiian Civic Club of Colorado
Attention: Ho'olaule'a Committee
P.O. Box 621895
Littleton, Colorado 80162

Name of Business or Organization _____

Mailing Address _____

City _____ **State** _____ **Zip code** _____

Contact Person _____ **Title** _____

Number of staff attending _____ (8 maximum & must be at least 18 years old)

Please list names of staff attending (name tags will be provided for security purposes) Please print legibly.

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

7. _____ 8. _____

Business or Organizations Telephone Number _____ **Cell Number** _____

E-mail _____ **Website** _____

Description

Please provide a list of all merchandise that are intended to be sold including an estimated price of those items. Attach separate sheets if needed.

Merchandise Booth Space Requests (check one of the below):

Merchandise booth 10x10 with tent order (\$225) _____

Merchandise booth 10x10 no tent order (\$150) _____

Non-profits and Hawaiian Organizations 10x10 with tent order (\$100) _____

Non-profits and Hawaiian Organizations 10x10 no tent order (\$50) _____

*Members selling/displaying own crafts or merchandise 10x10 with tent order (\$100) _____

*Members selling/displaying own crafts or merchandise 10x10 no tent order (Free) _____

Check one of the following (if applicable):

Larger booth space 10x15 with tent order add \$50 _____

Larger booth space 10x15 no tent order add \$25 _____

Mark the amount needed of the following (if applicable):

6 ft table add \$9 per table _____
8 ft table add \$10 per table _____
Folding chair add \$2 per chair _____

TOTAL AMOUNT DUE _____

As the applicant, I hereby agree and understand that it is my responsibility to ensure I fulfill the requirements of this Application/Contract and the all policies, rules and regulations, and guidelines of the PHCCC or other relevant procedures and laws. I understand that any violations may result in immediate cancellation of the reservation.

Print Name: _____

Print Business Name: _____

Signature: _____

Dated: _____

Please return the original signed application/contract forms and payment including all attachments by mail to the following and make a copy for your own records:

Pi'ilani Hawaiian Civic Club of Colorado
Attention: Ho'olaule'a Committee
P.O. Box 621895
Littleton, Colorado 80162

To secure payments with a credit card please contact George Beppu, at (720) 491-7446.

Payments must be enclosed with your application unless already paid by credit card over the phone. If your application is not approved all paid fees with be returned or refunded.