



Ho'olaule'a

Aloha!

A big mahalo nui loa (thank you very much) for wanting to participate in our 9th annual Colorado Ho'olaule'a to be held Saturday, August 23, 2025 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 "Food 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:

Committee Members

Philip Swain
Pi'ilani HCCC Director
pjkswain@gmail.com
(720) 212-8430

Lisa Kelekolio
Pi'ilani HCCC President keala31@msn.com

(720)-373-1095

FOOD 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 9th 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

Food Vendors are subject to the following fee schedule:

Food trucks: \$300

Food booth 10x10 bring your own tent: \$300

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

Full payment is due with the application. If a Food Vendor application is not accepted all fees will be returned or refunded.

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.

All types of food are acceptable; however, we encourage you to sell items that reflect the Hawaiian/Polynesian cultures.

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 vendors. **Depositing monies with applications/contracts does not guarantee a space at the Ho'olaule'a.**

PAYMENTS

Payments are to be made payable to: Pi'ilani Hawaiian Civic Club of Colorado or Pi'ilani Hawaiian CC and mailed to the following: (for credit card payments contact committee member)

Pi'ilani Hawaiian Civic Club of Colorado
P.O. Box 621895
Littleton, Colorado 80162

DATES AND HOURS OF OPERATION

Ho'olaule'a hours are from 10:00 - 5:00 Saturday August 23, 2025

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 food vendors must provide copies of their Blue Tax License and their Pink Health Department License and collect appropriate sales taxes. All licenses must be posted or available on request. Copies of all appropriate licenses shall be submitted with your application. All nonprofits must include evidence of nonprofit status with application.

SALES TAX (IF YOU ARE SELLING MERCHANDISE)

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

FOOD TRUCKS

Food trucks will be assigned a space on Ash Street. Volunteers will direct you to your assigned space. **All food trucks must be self-contained. No electricity is available, gas generators are ok.**

BOOTH/SPACE INFORMATION

The food vendor booth spaces will be outlined and marked. You are responsible for floor covering under your cooking area, such as cardboard or Burlap. Space beside or behind and in front of your booth may not be used at any time for storage of any sort. **No exceptions are allowed. Violators will be warned once by Ho'olaule'a staff to remove your items and if you do not comply you will be asked to leave. No refunds will be given.**

ELECTRICITY AVAILABLE

Each Food Vendor booth will have electricity available of two (20 110-volt, 10 amp plug-in sockets. Convert Watts to Amps by the equation $\text{Amps} = \text{Watts} / \text{Volts}$. For example: $12 \text{ watts} / 12 \text{ volts} = 1 \text{ amp}$. You need to figure out your amps carefully to ensure that appliances you use do not exceed the available power. **No individual generators are allowed under any circumstances!** Propane may only be used and stored in approved containers.

CLEAN WATER

Vendors are responsible for bringing their own water.

GREY OR WASTEWATER DISPOSAL

Food vendors need to plan to dispose of wastewater and "grey" water in containers and you are responsible for removal. There is no place in the park for any disposal. Waste or "grey" water includes rice washing water or dishwashing soap water. **Ask if unsure.**

GREASE OR OIL

There are no grease traps available nor will any be provided. You are responsible for removal of grease and oil. Keep all grease and oil away from grass and all trees, bushes, flowers plants around your booth.

FOOD WASTE

Food waste may be put in garbage containers that are provided near each booth. All cardboard boxes need to be broken down for removal. Any liquids, grease, oil or ice may not be dumped around any trees, bushes, flowers or plants in the park. If damages occur, you are responsible for the replacement cost of damaged items.

MALAMA 'AINA

This is a beautiful park and we want to keep it that way so please respect the 'aina (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 10:30 a.m. If you are late, you **might not** be allowed to set up. All vendors will breakdown at the same time, which is 7:00 p.m.

VEHICLE ACCESS AND UNLOADING

Access to the park will be given to you with your acceptance email. 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. No Refunds

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 phone or face contact followed in writing by email.

Applications/Contracts must be completed and returned by mail with payment in full by check, credit card, 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 Deposits will be considered on a space available basis. Questions can be directed to any committee member listed above.

Send all checks, money orders or cashier's checks to the following: (contact treasurer for credit card payments)

Pi'ilani Hawaiian Civic Club of Colorado
P.O. Box 17486
Denver, Colorado 80217

INSURANCE REQUIREMENTS

Any vendor selling any product that is intended to be consumed internally, inhaled, or applied to the skin shall provide a certificate of insurance naming their business as the named insured and naming the Pi'ilani Hawaiian Civic Club of Colorado as and Additional Named Insured. This certificate shall be provided to us by their insurance agent and/or company and mailed directly to us at the address shown above or included with the Application/Contract. The certificate shall show limits of \$1,000,00. Bodily Injury Liability and Property Damage Liability. It shall also include These limits for any food

Or other products for consumption produced or sold by the applicant. The certificate shall also reflect a minimum of 30 days notification of cancellation for any reason. Signature of the Application/Contract section below indicates acceptance of these conditions.

FOOD VENDOR APPLICATION AND CONTRACT

Name of Business or Organization _____

Mailing Address _____

City _____ State _____ Zip Code _____

Contact Person _____ Title _____

Business/Organization Telephone Number _____ Cell Number _____

E-mail _____ Website _____

Description

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

Food Space Requests (check one of the below):

___ Food Truck (\$300)

___ Food booth space 10x10 (\$300)

TOTAL AMOUNT DUE _____

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 will be returned or refunded.

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.

WAIVER OF LIABILITY

In consideration of PHCCC allowing and permitting vendors to conduct lawful activities in connection with the Ho'olaule'a on August 24, 2019, 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.

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
P.O. Box 17846
Denver, Colorado 80217