



# Ho'olaule'a

Aloha!

A big mahalo nui loa (thank you very much) for wanting to participate in our Colorado Ho'olaule'a to be held Saturday August 23rd, 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 "[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**  
**PHCCC Director**  
[pjkswain@gmail.com](mailto:pjkswain@gmail.com)  
**(720) 212-8430**

**Lisa Kelekolio**  
**PHCCC President**  
[keala31@msn.com](mailto:keala31@msn.com)  
**(720) 373-1095**

Mahalo piha,  
PHCCC Board

## 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 Colorado Ho'olaule'a (the "Ho'olaule'a"], No others may do so.

### FEES AND DEADLINES

**Merchandise Vendors are subject to the following fee schedule:**

**Merchandise booth 10x10 no tent order: \$150**

**Non-profits and Hawaiian Organizations 10x10 no tent order: \$100**

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

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

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

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 merchandise are acceptable; however, we encourage you to sell items that reflect the Hawaiian/Polynesian cultures. If you plan to sell food items you've prepared yourself, please fill out the Food Vendor Application/Contract instead of this one.

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.

Payments are to be made payable to: Pi'ilani Hawaiian Civic Club of Colorado or Pi'ilani Hawaiian CCC and mailed to the following: To pay by credit card please call the PHCCC Treasurer.

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

#### DATES AND HOURS OF OPERATION

Ho'olaule'a hours are from 10:00 a.m. - 5:00 p.m., Saturday, August 23rd 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 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.

#### 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 Ho'olaule'a staff to remove your items. No refunds will be given.**

#### 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 10:00a.m. If you are late, you **might not** be allowed to set up. All vendors will breakdown at the same time, which is 5:00 p.m.

#### 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.

#### 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.

#### 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" and 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 made payable to Pi'ilani Hawaiian Civic Club of Colorado, or credit card. To pay by credit card please contact PHCCC treasurer.

MERCHANDISE VENDOR APPLICATION

Name of Business or Organization \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Please list names of staff attending (name tags will be provided for security purposes)  
Please print legibly. (8 maximum; must be at least 18 years old)

- |          |          |
|----------|----------|
| 1. _____ | 5. _____ |
| 2. _____ | 6. _____ |
| 3. _____ | 7. _____ |
| 4. _____ | 8. _____ |

Business/Organization Telephone Number \_\_\_\_\_ Cell Number \_\_\_\_\_

E-mail \_\_\_\_\_ Website \_\_\_\_\_

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.

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

- \_\_\_\_\_ Merchandise booth 10x10 no tent order (\$150)
- \_\_\_\_\_ Non-profits and Hawaiian Organizations 10x10 no tent order (\$100)
- \_\_\_\_\_ Club Members selling/displaying own crafts or merchandise 10x10 no tent order (Free)

**Check one of the following (if applicable):**

- \_\_\_\_\_ Larger booth space 10x15 add \$25

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.**

## WAIVER OF LIABILITY

In consideration of PHCCC allowing and permitting vendors to conduct lawful activities in connection with the Ho'olaule'a on Sept. 2, 2023 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 PH CCC 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 PH CCC herein or otherwise in writing, or (5) violation by the undersigned of any applicable law or regulation.

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 PH CCC 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 please make a copy for your own records:

Pi'ilani Hawaiian Civic Club of Colorado  
Attention: Ho'olaule'a Committee  
P.O. Box 17846  
Denver, Colorado 80217

To pay by credit card please contact the PHCCC treasurer. Application can also be sent by email to any board member, or by esign via Adobe or DocuSign.