



24th Annual Children and Youth Day at the Capitol
Sunday, October 1, 2017, 10:00am to 3:00pm

APPLICATION FOR PARTICIPANTS/EXHIBITORS

We invite you to participate and share your message to children, youth and families at the 24th Annual Children & Youth Day. This is a one-day free event of fun games, educational experiences, hands-on activities, demonstrations, crafts, entertainment and surprising adventures for Hawai'i's children and youth and the young at heart - great fun and education for the whole family! We anticipate anywhere between 35k-50k in attendance.

Each booth includes: (1) 10' x 10' covered area, one table and two chairs. If additional booth space, tables, chairs, electricity, water, or other special requirements are needed, please make sure to specify this on the application (additional costs may apply). Electricity and water are not available in all areas, so please let us know if you need these utilities. Our CYD team will work with you to fit your needs. You may contact them at (808) 262-4538 or info@hawaiicyd.org.

Advertisement of the event is made extensively through flyer distribution via nonprofit and profit partners, DOE, private school, and preschool notices; as well as through social media, newspaper, radio, and television by our generous sponsors. We also encourage you as a participant to help publicize the event through your own network of family, friends, neighbors, clients, members, employees, and other community partners.

If your organization or you are interested in providing entertainment for one of the six stages, would like to be a food vendor, or a volunteer that will be providing assistance at the event, please contact us at info@hawaiicyd.org.

APPLICATION INSTRUCTIONS:

Early Bird Registration: February 1 – June 30, 2017, \$100 booth fee plus any additional fees.

Standard Registration: July 1 - August 31, 2017, \$150 booth fee plus any additional fees.

The booth sign-up form, signed rules and regulations, and payment must be received by CYD by August 31, 2017.

Please make checks payable to: Pacific American Foundation.

For additional information or if you require being invoiced, please email info@hawaiicyd.org. Once we receive your paperwork, we will send you a confirmation notice and other useful information.

1. Send to the Children & Youth Day by August 31, 2017:
Email: info@hawaiicyd.org
Mail: c/o Kama'aina Kids 156C Hamakua Dr. Kailua, HI 96734
Fax: 808-261-8525

Important meeting #1: There will be a Children and Youth Participants/Sponsors/Entertainers/Food Vendors/Volunteers Orientation meeting on Friday, September 1, 2017 TBA from 12am – 1:00pm. Email reminder will be sent along other details. Please attend or send a representative.

Important meeting #2: An event walk-through is scheduled for Monday, September 25, 2017 at 4:30 p.m. in the State Capitol Rotunda. Parking is free for any metered stall under the State Capitol after 4:30pm. Please attend or send a representative.

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Interactive Booth/Activity Registration



Organization Name		Contact Name		Email
Cell	Work/Home	Website	Fax	Non-Profit?
				<input type="checkbox"/> Yes <input type="checkbox"/> No
Mailing Address		City	State	Zip
Event Day Contact Person		Event Day Contact Cell		

Booth Information: Each Booth is 10' wide x 10' deep and includes 1 table and 2 chairs. Tables are 8 feet long. Table coverings are NOT provided. Activity must be interactive, not just passing out literature. No charge or solicitation of donations permitted.

Early Bird (February 1 – June 30)	\$100.00	Standard Rate (July 1 – August 31)	\$150.00
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Describe Booth Activity				
# of volunteers	# of parking passes	# of meals for volunteers	Access to water needed for Activity	Access to electricity needed for activity
			<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Other requirements for activity?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, please describe (i.e. standard outlets, special needs)		

Interactive Booth/Activity Registration(continued)

Zone Location

- | | |
|--|--|
| <input type="checkbox"/> Malama Pre-Natal, Neonatal, and Peri-Natal Zone (Conception to 2 years of age)
<i>State Capitol Diamond Head Lawn (near Punchbowl Street)</i> | <input type="checkbox"/> Early Learning Zone (Ages 3-5)
<i>State Capitol Diamond Head Lawn (near Punchbowl Street)</i> |
| <input type="checkbox"/> Children's Zone (age 6-13)
<i>State Capitol Grounds</i> | <input type="checkbox"/> Financial Zone (Financial Literacy)
<i>Within Teen Zone</i> |
| <input type="checkbox"/> Teen Zone (age 13-18)
<i>Kalanimoku Grounds</i> | <input type="checkbox"/> Cultural Zone
<i>Iolani Palace Grounds</i> |
| <input type="checkbox"/> Green Zone (Recycling)
<i>Hotel Street Mall (near Likelike Mall)</i> | <input type="checkbox"/> Scouting Zone
<i>Iolani Palace Grounds</i> |
| <input type="checkbox"/> Farm to School Zone
<i>Likelike Mall near Richards Street</i> | <input type="checkbox"/> Punchbowl Street (Oversized Displays)
<i>Between Beretania and King Street</i> |
| <input type="checkbox"/> Natural Health Zone
<i>Mauka side of State Library Building (Grassy area)</i> | <input type="checkbox"/> PG-13 Zone (interactive activities of a sensitive nature for ages 13+)
<i>Kalanimoku Building Makai Breezeway</i> |
| <input type="checkbox"/> Clean Energy Zone
<i>Location TBD</i> | |

Number of Booths (Early Bird until June 30, 2017)

Description	Early Bird Rate	Standard Rate
No Booth (wandering interaction-clowns mascots, etc.)	\$0	NA
No Booth (oversized display-trucks, planes, tennis, etc.)	\$100	\$150
1 (10x10) Booth: 1 Table, 2 Chairs	\$100	\$150
2 (10x10) Booths: 2 Tables, 4 Chairs	\$200	\$300
3 (10x10) Booths: 3 Tables, 6 Chairs	\$300	\$450
4 (10x10) Booths: 4 Tables, 8 Chairs	\$400	\$600
5 (10x10) Booths: 5 Tables, 10 Chairs	\$500	\$750
6 (10x10) Booths: 6 Tables, 12 Chairs	\$600	\$900
7 (10x10) Booths: 7 Tables, 14 Chairs	\$700	\$1050
8 (10x10) Booths: 8 Tables, 16 Chairs	\$800	\$1200
9 (10x10) Booths: 9 Tables, 18 Chairs	\$900	\$1350
10 (10x10) Booths: 10 Tables, 20 Chairs	\$1000	\$1500
11 (10x10) Booths: 11 Tables, 22 Chairs	\$1100	\$1650
12 (10x10) Booths: 12 Tables, 24 Chairs	\$1200	\$1800
Other _____	TBD	TBD

	BOOTH TOTAL \$ _____
Extra Chair: \$5 per Chair QTY _____	Chair Total: \$ _____
Extra Table: \$10 per Table QTY _____	Table Total: \$ _____
	TOTAL COST \$ _____



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PARTICIPANTS/EXHIBITORS RULES & REGULATIONS (page 1 of 2)

Participants/exhibitors shall comply with these and other rules and regulations of the State of Hawai'i and the City and County of Honolulu. Event sponsors reserve the right to make reasonable changes. Participants and/or Exhibitors will have prior notice when possible.

- Display items may not protrude from booth area without prior permission
- Participants/exhibitors may not freely help themselves to other exhibitor booths set up including tables, chairs, space, etc.
- Upon completion of the event, all tables and chairs must be returned or you will be charged for the cost of the missing equipment, price will be determined by retail cost
- Flammables are not allowed under any circumstances
- Organizations wishing to share exhibit space may do so however prior permission must be obtained
- Participants/exhibitors may not sell food, beverage or other items at their booth
- Participants/exhibitors may not solicit donations at their booth
- Participants/exhibitors may not create their booth to be retail driven (no retail sales or solicitation of donations)
- Use of slides, video, and audio are allowed at or below "conversational" levels. Use of audio/visual or other devices may be restricted if deemed inappropriate
- Banners and signs are allowed off of your table fronting your space only. Banners other than the event banners will be refused in other locations
- State of Hawai'i, the City and County of Honolulu, Kama'aina Kids, Pacific American Foundation, the Children and Youth Day Planning Committee and its sponsors will not be held liable for damages, loss or theft of property of the exhibitor, their staff, employees, visitors or guests
- You must secure all items at all times. Booth must be attended for the entire length of the event
- Participants/exhibitors give full right and permission to State of Hawai'i, the City and County of Honolulu, the Children and Youth Day Planning Committee and event sponsors to use their likeness, voice and/or name; photographed, taped, recorded or otherwise memorialized
- All exhibits must have hands-on, interactive activities or displays
- While Children and Youth Day Chair and Administrator will do their best to locate you in the Zone/Area you opt for, we do reserve the right to make any changes based on availability and other important logistical factors



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PARTICIPANTS/EXHIBITORS RULES & REGULATIONS (page 2 of 2)

INSURANCE

Participants/exhibitors (excluding state and city agencies/departments) must carry appropriate general liability insurance coverage for a minimum of \$1,000,000.00 per occurrence and \$2,000,000.00 in the aggregate. Certificate of Insurance should be submitted with your registration. Should you need assistance or are unable to provide insurance for this event, please contact us at info@hawaiicyd.org and we can have you complete another form waiving the insurance requirement for your participation.

For Description of Operations please include:

State Capitol Buildings and Grounds, Kalanimoku Building and Grounds, State Parking Lots, in the Capitol District, Iolani Palace State Monument Ewa-Mauka Quadrants, and Punchbowl Street

For Certificate Holder:

Kama'aina Kids
156C Hamakua Drive
Kailua HI 96734

And list as additionally insured the below:

State of Hawaii
Pacific American Foundation
Children and Youth Day Planning Committee

We have read and understand the information contained on this application sheet. We will comply with all requirements that pertain to our organization. We will not hold the State of Hawai'i, the City and County of Honolulu, Pacific American Foundation, Kama'aina Kids, the Children and Youth Day Planning Committee or event sponsors nor any of their employees, volunteers, or representatives responsible for any personal injury, property damages or loss incurred at this event.

Authorized Signature _____ Date _____

Print Name _____

PLEASE SUBMIT ENTIRE APPLICATION WITH CHECK PAYMENT TO
CYD Event Administrator: Children and Youth Day and Month c/o Kama'aina Kids, Inc.
156-C Hamakua Drive, Kailua, HI • (808) 262-4538
Email: info@hawaiicyd.org Website: www.hawaiicyd.org