

St. Ann School

HO'OLAULEA



Vendor Agreement

Saturday, April 14, 2018 | 8:00 am – 2:00 pm

Terms and Conditions:

1. Vendor will assume full liability and responsibility regarding warranty and guarantee of product being sold.
2. The St. Ann School Ho`olaule`a Committee reserves the right to reject any application and deny participation in the event due to: 1) non-compliance of agreement and 2) items do not fit the moral, artistic, or educational theme of St. Ann School. Items promoting drugs and/or alcohol are strictly prohibited.
3. The school, located at 46-125 Haiku Road in Kaneohe, will open for set up at 6:30 am on Saturday, April 14, 2018. All vendors should check-in and complete their set up by 7:45 am.
4. Vendors are responsible for setting-up and cleaning their assigned space. Vendors should keep the area around their assigned space clean at all times during and after the event. Trash may be disposed of in trash bins around campus and in the dumpster next to the parking lot.
5. Vendors can unload in front of their assigned space, but are asked to move their vehicle to the front parking lot after unloading.
6. St. Ann Church and School, its employees, and the individual organizers of the Ho`olaule`a event will not be held liable for any vendor losses resulting from damage, theft, or shoplifting.
7. It is the vendor's responsibility to obtain, at their own expense, all licenses and permits, and to pay such taxes and fees as required by federal, state, and city governments.
8. Suppliers of large quantities of food & drinks and ride & game vendors must have a certificate of liability to operate on St. Ann property. They must also complete and submit the *Parish Festival Vendor Hold Harmless/Indemnity Agreement* with their payment.
9. Deadline for reserving a space is March 17, 2018. **Booth reservations are on a first come first serve basis.** Interested parties must complete the vendor application and mail with payment to St. Ann School. The space will be reserved upon receipt of payment.
10. Cost:
 - Indoor craft booth: \$65.00 (6 ft long table with bench provided)
 - Outdoor lanai craft booth: \$55.00 (covered lanai, no tables or chair provided)
 - Outdoor tent craft booth: \$45.00 (bring own tent, tables and chair)
 - Food/Drink booth: \$100.00 (outside space only)
11. There is no refund and the Ho`olaule`a will be held regardless of rain.
12. SMOKING AND ALCOHOL ARE STRICTLY PROHIBITED ON CHURCH AND SCHOOL GROUNDS.
13. It is the vendor's responsibility to bring all necessary items (booth signage, table cloth, etc.)
14. Electricity will not be provided. If you have an outside booth that requires electricity, please bring your own generator.
15. All returned checks are subject to a \$15.00 service fee.
16. This year we are offering lunch delivery to vendors at their booths. If interested, please fill out the pre-order form on page 3.

If there are any questions concerning this event, please contact:
Jocelyn Tamashiro, (808) 256-8627 or e-mail: JT.Hoolaulea2018@gmail.com

St. Ann School

HO'OLAULEA



Vendor Application

Description of items to be sold:

Please check the appropriate box:

- Indoor craft booth: \$65.00
- Outdoor lanai craft booth: \$55.00
- Outdoor tent craft booth: \$45.00
- Food/Drink booth: \$100.00 (Must have Certificate of Insurance and sign Indemnity Agreement)

Yes, I would like to donate an item for door prize drawings.

Vendor's Name: _____

Business Name: _____

Address: _____

City & Zip Code: _____

Daytime Phone: _____

E-mail: _____

I HAVE READ THE AGREEMENT AND WILL ABIDE BY ALL TERMS & CONDITIONS.

Signature: _____ Date: _____

Please mail this completed form with payment to:

**St. Ann School | Ho`olaule`a Committee (Jocelyn Tamashiro)
46-125 Haiku Road ~ Kaneohe, HI 96744**

----- For Ho`olaule`a Committee only -----

Date Application Received: _____

Payment Amount: \$_____ Check # _____ Cash Other

Booth Assignment Location: _____ Booth/Table # Assigned: _____

Certificate of Insurance # _____ Indemnity Agreement? _____