

Heiva I Hawai`i 2020 Vendor Application

Name of Organization/Company :

Address:

Contact Person/Title:

Phone/ Fax:

Email Address:

PLEASE LIST ALL ITEMS TO BE SOLD:

Please mail Vendor Applications and fees by January 15, 2020 to:

Te `E`a o Te Turama

PO Box 2084

Kailua Kona, HI 96745

****Money Orders or Cashier's Checks only-NO PERSONAL CHECKS
PLEASE**

➤ VENDOR INFORMATION:

- o Booth hours: 10:00am- 4:00pm Saturday and Sunday (set up may begin at 7:00am)
- o 10 x 10 space per craft vendor; 10 x 20 space per food vendor.
- o Vendors must supply all equipment needed for set up: tents, tables, chairs, display boards, etc.
- o Please note that we will not allow for duplicate food items to be sold by different vendors.
- o Food items will be reserved on a first come, first paid basis.
- o Duplicate items are acceptable for craft vendors.
- o Food vendors must limit their separate offerings to nine (not including beverages).
- o Food vendors are responsible for obtaining a temporary food permit from the Department of Sanitation.
- o Vendors must submit a photo-copy of their GE license with application.
- o Copy provided to Department of Parks and Recreation.
- o Vendor advertisement in event program (all ads will be printed in black & white)

➤ Vendor fees:

- o Craft Vendors: \$75 per day, or \$100 for both days.
- o Food Vendors: daily \$30.00 Department of Parks & Recreation vendor permit fee, made payable to Director of Finance.
 - There will be no up-front vendor fee paid to HIH.
 - Rather sales will operate by scrip; \$1 per scrip.
 - HIH will provide and sell scrip.
 - Food vendors will submit all scrip collected at the end of each day.
 - 20% of scrip sales will be applied to HIH.

➤ Advertising:

- o Business Card Ad- \$15
- o 1/2 page Ad- \$30
- o 1/4 Page Ad- \$20
- o Full Page Ad- \$35