



Mālama Loko Ea
Foundation

VENDOR APPLICATION

SUBMIT BY: JANUARY 15, 2019

Event: Sunday, March 17, 2019 - 9am to 2pm, Hale'iwa Beach Park
This form serves as a request for space to sell food & merchandise
at the OHANA DAY FESTIVAL following Loko Ea 8K/15K Fun Run & Walk

Name of Organization:				
Address, City, Zip:			Email:	
Contact Person and Cell #:		Alt. Contact Person and Cell #:		
Type of Entity:	<input type="checkbox"/> Commercial For Profit <input type="checkbox"/> Non-Profit (Submit 501c3 IRS Letter) <input type="checkbox"/> School or Club <input type="checkbox"/> Individual			
Type of Booth:	<input type="checkbox"/> FOOD/BEVERAGE <input type="checkbox"/> CRAFT <input type="checkbox"/> MERCHANDISE <input type="checkbox"/> ART <input type="checkbox"/> INFORMATION <input type="checkbox"/> SERVICE			
Space Needed:	<input type="checkbox"/> 10X10 @ \$55 <input type="checkbox"/> 10X20 @ \$65 <input type="checkbox"/> Food Truck @ \$75 <input type="checkbox"/> Non Profit @ \$25 (Submit 501c3 IRS letter)			
List all NON-FOOD Items to be sold: (T-shirts, Jewelry, plants, paintings, hats)				
List FOOD and BEVERAGE items to be sold: (Poke Bowl, Coffee, Pastries, etc)				
SIGNATURE: By signing this application, you confirm that you have read and understand the conditions of participation and agree to adhere to them.				
Applicant Signature and Date:				

ALL Vendors - CONDITIONS OF PARTICIPATION:

- List all products you plan to sell, promote or display. Food Vendors must include a list of concession items to be sold.
- Once your application is accepted by Mālama Loko Ea Foundation, you may not add or remove items from your approved list.
- Food Vendors will be required to adhere to State of Hawaii Dept. of Health Licensing requirements including proper adequate General Liability Insurance. (submit 1-copy with application)
- We kindly ask Food & Beverage Vendors to use compostable containers for this event. No plastic or Styrofoam containers may be used or sold by vendors. (That includes individual Bottled water, plastic straws, utensils, plastic bags or any refreshment sold in plastic.) Aluminum Can or Glass Bottle non-alcoholic beverages are permitted to be sold. Absolutely NO ALCOHOLIC BEVERAGES can be sold.
- All vendors must supply their own tent (white), generator (if required), extension cords, lights, tables, chairs, etc. Tents **must** have signage. Pegs for tents must be securely fastened to avoid anyone tripping to and from the area and from winds rising tents off its foundation. Extension cords must be placed away from public foot traffic to avoid anyone tripping over that may cause harm or injury.
- Set-up and Breakdown: Set-up may begin as early as 6:00 am and must be ready by 8am. Breakdown will begin around 1:30pm. NO EARLY BREAKDOWN OR DEPARTURES. Park must be cleared by 2:30pm. Food vendors will be expected to keep the areas surrounding their booths clean of all garbage.

- Designated parking with passes will be provided to vendors. (limit 2-stalls per vendor). Upon check-in, please provide your name to the parking attendant. Once the run/walk event begins, vehicles will not be allowed to drive in or out of the parking area.
- Non-Profit Organizations must submit with this application a copy of their 501c3 letter with their application to get the \$25 booth fee.
- Vendor agrees to release, indemnify and hold Mālama Loko Ea Fishpond, Mālama Loko Ea Foundation, it's representatives, officers, agents and employees harmless from and against any liabilities, damages, business interruptions, delays, losses, claims, and judgements of any kind whatsoever.
- Indemnification: You shall also be liable for any loss, damage or injury to persons or property resulting from your concession to the person or persons suffering such loss, damage, or injury. All damages to the park and/or park facilities must be fully and completely restored within 7 days after the end of this event.
- Revocation: Mālama Loko Ea Foundation may revoke the approval of an application for failure to comply with the conditions listed above.
- This is an application for booth space and it is not a binding contract.

MAIL APPLICATION and PAYMENT TO:

**MĀLAMA LOKO EA FOUNDATION
ATTN: FUN RUN & OHANA DAY EVENT
PO BOX 553
HALEIWA, HI 96712**

Deadline to reserve your space: 01/15/2019

SUBMIT WITH THIS APPLICATION:

BOOTH FEE: Check, Cashier's Check or Money Order

FOOD VENDORS: Dept. of Health Temporary Food Establishment Permit Stamped Copy and Application for Special Event Food Establishment Permit Stamped Copy

FOOD VENDORS: Dept. of Health PASS Green Placard (for Food Trucks)

ALL VENDORS: Certificate of Liability Insurance (See Sample attached)

MALAMA LOKO EA FOUNDATION USE ** DO NOT WRITE BELOW THIS LINE**

Date Received: _____ [] Approved by: _____

[] Rejected - Reason: _____

Booth Space Fee: \$_____ Vendor paid on (date) _____ with Check # _____

[] Certificate of Insurance

[] Dept. Of Health Special Events Food Establishment Permit Application & Stamped Copy

[] Dept. Of Health PASS (Green Placard) for Food Trucks

Add'l Notes: _____