



WILIWILI FESTIVAL - LIVING GREEN

SATURDAY, AUGUST 20, 2011 (11AM - 6 PM)

VENDOR RESERVATION FORM, AGREEMENT & RULES

Vendor Reservation Form

Print clearly and describe items you wish to be sold at the event. Use other side if needed.

Vendor Name: _____

Detail Items to be sold: (1st Choice) _____

(2nd Choice) _____

Vendor Contact: _____ Phone: _____

Fax: _____ Email: _____ Website: _____

Food / Service Provider Vendor __ (Fee: \$100.00) **Artisan, etc. Vendor** __ (Fee: \$55)
Non Profit / Educational Booth: __ (no charge)

Please enter my booth in the 'Green' vendor decoration contest.

Please return the above with an original of the signed Vendor Agreement, a vendor fee check and a \$100 deposit check (will not be deposited unless Vendor violates the terms of the Vendor Agreement or the Wiliwili Festival Vendor Rules and Regulations). Checks to be made out to Waikoloa Village Outdoor Circle and mailed to:

WVOC
Attn: Wiliwili Festival
PO Box 384721
Waikoloa, HI 96738

For questions, contact Julia Alos, Event Coordinator, by email at wiliwilifest2011@gmail.com or call her at 808-883-1191 (email preferred). Follow this event on Facebook.

Vendor Agreement

TYPE OF ITEMS TO BE SOLD: The Waikoloa Village Outdoor Circle (“WVOC”) and the Waikoloa Village Association (“WVA”) reserve the right to deny the sale of any items that are not listed on the Vendor Reservation Form. In the event the Vendor attempts to sell products *not previously approved* by WVOC and / or the WVA, WVOC and / or the WVA may deem the Vendor Agreement null and void and terminate Vendor’s license to sell at the Wiliwili Festival. Choices will be approved on a first come basis, to avoid excessive duplication, and confirmed by us to you.

SPACE: The parties agree that WVOC and the WVA will provide ground space only. Any structure needed as a concession sales booth must be provided by the Vendor. Vendors should also provide a receptacle for disposal of rubbish / trash at their space. Vendor’s space may not exceed 10 feet x 15 feet.

The parties agree that Vendor is responsible for removing all structures, to begin no sooner than festival end time of 6:00 PM, and for the cleanup of the immediate area around each concession booth. Vendors must take their own rubbish / trash with them to dispose of appropriately.

HOURS WHICH CONCESSIONS MAY OPERATE: Vendor may set up from 9 AM to 10:30 AM. Vendor must be open and ready for business by 11:00 AM. Vendor must be in operation from 11:00 AM. to at least 5:30 PM and must close down by no later than 6:00 PM.

COMPLIANCE: The parties agree that Vendor shall comply with all federal, state and local laws, rules and regulations, including the attached Wiliwili Festival 2011 Vendor Rules and Regulations. All food and drink booths must comply with the regulations of the State of Hawaii Department of Health.

INDEMNITY AGREEMENT: In signing below, Vendor agrees to defend, indemnify and hold harmless The Outdoor Circle, WVOC and the WVA from any loss or damage to persons or property arising out of Vendor participation in Wiliwili Festival. Vendor understands that WVOC and / or the WVA has the exclusive right to cancel the event for any reason and agrees WVOC and / or the WVA will not be liable for any direct or indirect damages Vendor suffers as a result of such a decision.

I / we agree to the terms stated above.

Vendor Name

By: _____ Date: _____
Print Name:

Wiliwili Festival 2011
Vendor Rules and Regulations

1. All participants must comply with these Rules and Regulations, all applicable county, state and federal laws and the terms of the Vendor Agreement.
2. WVOC and the WVA are not responsible for theft or damage to property.
3. All agreements must be complete, with signature of a responsible party. The signature acknowledges the applicant's individual or organization's liability for all damages.
4. Food vendor sales at the event are limited to food. Vendors are encouraged to offer "sampler" or keiki portions. Vendors are encouraged to use and advertise the use of locally grown foods and use paper/eco-friendly serving containers. The use of plastic bags is discouraged. Vendors may not serve alcoholic beverages.
5. All vendors must provide the following to Wiliwili Festival postmarked by July 29, 2011 (emailed acknowledgement of receipt of the following will be provided):
 - a. Signed Vendor Agreement
 - b. Completed Vendor Reservation Form
 - c. Payment in full and separate check for \$100 for the refundable Deposit
6. Vendor spaces and the surrounding area must be kept clean during and after the event. Non-compliance will result in assessment of additional charges for clean up as well as forfeiture of the deposit.
7. Vendors shall always maintain professional conduct and public decorum.
8. Bullhorns, loudspeakers, or any other means of sound amplification by vendors is prohibited.
9. All displays must be constructed and/or set up in a manner that assures safe operation.
10. Only propane gas cooking appliances are permitted. No charcoal or open flame cooking will be allowed.
11. Generator use is subject to the approval of the Wiliwili Festival Committee. Contact the Event Coordinator no later than July 29, 2011 if you wish to use a generator.
12. There shall be no posting of flyers, signs or banners by vendors, except at their space.
13. Boxes and storage items shall not be allowed in view of the public. If space under a table is used for storage, a table drape long enough to cover any stored items must be used.
14. Electricity is NOT available at the event site. Exterior lighting will be limited, so Vendors are encouraged to complete their breakdown quickly once they close down. Water is available from hoses for clean-up only. Vendors are encouraged to bring their own water for chafing dishes, etc.

15. Vendors are responsible for providing any change necessary for the transaction of business at their booths.
16. Vendors will be required to park vehicles in a designated vendor parking area.
17. Vendors are responsible for reporting final sales to WVOC within one week of the event. The reports, which will be kept strictly confidential, will be used in planning for next year's event.

All vendors are encouraged to minimize use of plastics and encouraged to promote recycling. Food vendors are encouraged to advertise their use of local foods.

**2011 WILIWILI FESTIVAL -
'KEEP IT GREEN' Theme for Vendor Decorating Booths**

This year's theme for the Wiliwili Festival is "Living Green". Vendors are invited to participate by decorating their booth festively for the event with a "green" theme (keeping Hawaii clean, green, and beautiful is the WVOC mission).

Event attendees will be asked to select the booth they think is most festively decorated and best represents this year's "Living Green" theme. The winner will be awarded one free vendor space at the 2012 Wiliwili Festival.

Please indicate your intent to participate in the booth decorating contest by checking the box on the Vendor Reservation Form.