

Vendor Booth Dates of Importance & Vendor Donation Request

APPLICATION PACKETS WILL BE AVAILABLE:

1. **ONLINE AT** www.hopedia-mendministries.com/application
2. **IN-PERSON** every Sunday at 94-2066 South Point Road, Naalehu, Ka'u on the Big Island between the hours of 12 noon and 2pm or by special appointment with our Vendor Coordinator, Shari Ferreira.

Application Packets consist of the following and must be completed and submitted in its entirety:

1. Information Sheet
2. Important Dates
3. Vendor Donation Request
4. Vendor Application
5. County of Hawaii Vendor Permit

Sunday, July 09, 2017 FIRST SUNDAY of **in-person application and will remain open every Sunday until August 13, 2017 as scheduled below.**

Sunday, August 13, 2017 LAST DAY for **EARLY APPLICATIONS postmarked or in-person applications with personal or business check payments. Please refer to the Important Information Sheet regarding check payments.**

Monday, August 14 - Sunday, August 27, 2017 for **LATE APPLICATIONS online submitted applications only **COMPLETE** with copies of approved COH Vendor Permit & copy of **PAID** Paypal receipt (**PAYPAL PAYMENT ONLY**).**

Email to: info@hopedia-mendministries.com

Saturday, September 02, 2017 BOOTH EVENT DAY!!! Booths must be set-up and ready to go by 9:30am.

VENDOR PRODUCT OR SERVICE DONATION FOR DOOR PRIZE/RAFFLE GIVEAWAY

We are asking each booth vendor to donate a little something from your booth as a donation for our DOOR PRIZE/RAFFLE GIVEAWAY. Please fill out the form below and turn it in with your donation. We will be collecting it on any of our APPLICATION days or by 9:30am on the day of the event.

THANK YOU so much, for without your participation we couldn't make this possible.

Name: _____

DBA: _____

Item(s) Donated: _____



**DIA-mend
Ministries
Ka'u**

IMPORTANT INFORMATION SHEET
2017 DIA-MEND JUBILEE
Saturday, September 02, 2017
Na'alehu Community Center & Field

VENDOR COORDINATOR: Shari Ferreira: dreamsofohana@gmail.com 808-443-6264
OUTREACH COORDINATOR: Henri Freitas: info@hopedia-mendministries.com 808-464-5042

NOTE: Please send questions, concerns and/or applications to both coordinators to assure a timely response.

PLEASE READ AND INITIAL ALL HIGHLIGHTED AREAS. BY INITIALING YOU AGREE TO THE TERMS OF THIS IMPORTANT INFORMATION SHEET, THE VENDOR AGREEMENT, THE VENDOR BOOTH APPLICATION DATES & DOOR PRIZE/RAFFLE FORM AND THE COUNTY OF HAWAII PARKS & RECREATION VENDOR PERMIT.

BOOTH INFORMATION:

Non-Refundable Booth Fee: EARLY APPLICATION: \$25 by check, money order, cash or via online Paypal payment
LATE APPLICATIONS: \$45 by online Paypal payment only
Checks*, cash or money order payments accepted on or before 08/13/17
Paypal payments accepted up to 08/27/17
\$30 payable to Director of Finance – COUNTY OF HAWAII VENDOR PERMIT
Permit & check/money order/cash payments will be accepted up to 08/13/17
To Hope DIA-mend Ministries
Permit and only cash payments between 08/14 – 08/27 must be submitted
and paid directly to the County of Hawaii Parks & Recreation Office in
Naalehu or Hilo

****\$30.00 return check fee will be charged to all checks returned to us.***

Booth space: Each booth is 10'x10'

BY MAIL: Mail completed registration packet with payment to: Hope DIA-mend Ministries
Vendor Booth Registration
PO Box 6393
Ocean View, HI 96737

ONLINE EMAIL TO: info@hopedia-mendministries.com

ONLINE Application Packet must have COUNTY OF HAWAII APPROVED VENDOR PERMIT & copy of payment receipt attached

ONLINE PAYMENTS CAN BE MADE AT: www.hopedia-mendministries.com/vendors

IN-PERSON: Beginning Sunday, July 09, 2017 and every Sunday up until Sunday August 13, 2017
94-2066 South Point Road, Naalehu, Ka'u, Big Island
Between 12 noon and 2pm

Cancellations are non-refundable.

CONFIRMATION of your booth will be sent by email, text or phone.

EARLY APPLICATIONS: Your booth assignment will be sent to you on or after 08/13/2017

LATE APPLICATIONS: Your booth assignment will be sent to you on or after 08/27/2017

WHATS PROVIDED: For every confirmed/paid registration, a 10'x10' booth area will be reserved. All display tables, chairs and tents will be the responsibility of the vendor. Your name and/or business name will be listed in our flyers and advertisements provided the registration is confirmed/paid on or before 08/13/2017.

EVENT PUBLICITY: Each vendor will receive Event flyers to pass out as well as post on community boards, newspaper ad AND social media postings. We ask for vendors to please advertise to your own customers. Please let us know if you need more flyers for advertising: the more flyers and postings we get out the more it will draw attendees to our event.

EVENT SCHEDULE: Please have enough manpower to enable you to meet this time table.

SET UP: 8:30am-9:30am

EVENT TIME: 10am-3pm

BREAKDOWN: 3pm-5pm

PARKING: We are asking all vendors to park in designated VENDOR parking areas on Event Day —
Unloading & Loading Zones will be in the Na'alehu Community Center Parking area until 9:30am
Vendor Parking will be in the Rodeo Arena

We are THANKFUL for your donation of an item from your booth for our door prize/raffle drawing for our attendees.

THANK YOU to ALL Vendors!

VENDOR NAME OR COMPANY _____ DATE _____

EMAIL ADDRESS _____ CELL PHONE _____



**DIA-mend
Ministries
Ka'u**

VENDOR AGREEMENT
2017 DIA-mend Jubilee
Saturday, September 02, 2017
Na'alehu Community Center and Field

Name of Vendor Applicant _____ Date _____

DBA (if applicable) _____

Mailing Address _____

City, State, Zip _____

Primary Contact Phone# _____ Secondary Phone# _____ Text ok? ___ Yes ___ No

E-mail Address _____

Products available for Sale: Please list ALL items and attach separate sheet if needed. **This will help us to assign booths by groups or types of items** **IMPORTANT NOTE: FOOD ITEMS ARE RESTRICTED TO PRE-PACKAGED SNACKS ONLY**

*I have read, understand, and agree to abide by the terms of participation at the 2017 DIA-mend Jubilee, Hope DIA-mend Ministries Ka'u Community Fun Day and Fun-Raising Event, including ALL fees associated with obtaining the booth(s), specified date and time requirements, and business conduct, as set forth in this Vendor Agreement and attached Important Information Sheet.

*I understand my booth must be fully set up and operational from 9:30am to 3pm, with the surrounding areas cleared of debris during these hours. This event ends at 3pm and your booth is expected to be open until 3pm.

*I guarantee that my craft products are carefully constructed and are safe when used within the limitations of their design. For consumable products, I guarantee that my products are safe for human consumption and I have all the necessary health permits for the making, packaging and selling of these products. I agree to sell only the items listed on this Vendor Agreement. I will provide and use only safely constructed display equipment, booth furniture and canopy tent(s), and will assume FULL FINANCIAL RESPONSIBILITY if these products, equipment or furniture in any way injures persons and/or property at this event.

*I HOLD HARMLESS The County of Hawaii, Na'alehu Community Center and Field, Hope DiA-mend Ministries and its partners and/or sponsors and its representatives and its volunteers from any litigation arising from any damage, theft or injury incurred by my person, merchandise or vehicle participating in this event.

*I understand that the \$25 or \$45 Booth Fee and \$30 County of Hawaii Vendor Permit Fee are **NOT REFUNDABLE and IS PAYABLE WITH THE SUBMISSION OF THIS VENDOR AGREEMENT AND the County of Hawaii, VENDOR PERMIT with a copy of your GENERAL EXCISE TAX LICENSE.**

PER Booth Fees: **To Hope DIA-mend Ministries (Application, Vendor Permit and Payments):**

\$25 check or money order by mail, online Paypal payment or paid in-person on or before 08/13/17

\$45 online Paypal payment ONLY between 08/14/17 and 08/27/17

\$30 payable to Director of Finance by check or money order only by mail or by cash, check, or money order in-person on or before 08/13/17, along with County of Hawaii Vendor Permit

To County of Hawaii Parks & Recreation (Vendor Permit and Cash Payment)

\$30 payable by cash only between 08/14/17 and 08/27/17

Application, Approved Vendor Permit and Copy of Online Paypal Payment Receipt must be submitted to Hope DIA-mend Ministries by EMAIL only between 08/14/17 and 08/27/17

of Booths: _____ Total Enclosed: \$ _____ Vendor's Signature: _____

COUNTY OF HAWAII
DEPARTMENT OF PARKS & RECREATION
101 Pauahi Street, Suite 6
Hilo, HI 96720
Telephone: 961-8311 -- Fax: 961-8411

Name _____ Address _____

Organization/Business Name/dba _____

General Excise Tax License/Federal ID# _____ Telephone _____

For sale of goods, products, services on Saturday, September 02, 2017 at Na'alehu Community Center & Field

Sponsor Hope DIA-mend Ministries - 2017 DIA-mend Jubilee Permit No. 35551

VENDOR PERMIT

DAMAGES & LIABILITIES: Every permit issued by the Department of Parks & Recreation shall be subject to the regulations of the department, the rules and regulations of the respective facilities, and county ordinances. Every person and organization who is issued a permit shall be liable for loss, damage or injury to persons or property resulting from the use of the facility under such permit. Every person and organization shall also be liable for breach of the rules, regulations and/or ordinances, to the person(s) suffering such loss, damage or injury, and to the Department of Parks & Recreation and the County of Hawaii, in the event the department or the county is named as a party to an action for such loss, damage or injury.

PERMIT: The vendor shall obtain a Vendor Permit at least one week prior to date of activity and shall have a valid State of Hawaii General Excise Tax License. The Vendor shall have the permit in his/her possession at all times when sales are being conducted. Failure to immediately produce permit when requested by the Director or his/her representative shall be cause for denial of use of County of Hawaii facilities or properties to such person or organization, whether as a sponsor or as a vendor, for a period of one year beyond the date of noncompliance. ***A copy of your General Excise Tax License must accompany permit.***

FEE: 1 (ONE) day(s) @ \$30 per day

\$30

****A personal check will be accepted up until two weeks prior to activity. Make check payable to Director of Finance. Cash only within two weeks of activity.***

I HAVE READ THE ABOVE AND ACCEPT THE RESPONSIBILITIES AS STATED.

Applicant's Signature

For _____

Corporation (If applicable)

APPROVED: DEPARTMENT OF PARKS & RECREATION

By: _____

Date: _____

Possession or consumption of alcohol by minors under 21 is prohibited.