



Aloha Kākou,

Nā Mākua is happy to announce a new event for 2023 with our Hana No'eau Hawaiian Arts Festival. Our event is dedicated to the perpetuation of the Hawaiian culture and arts by offering a venue where Hawai'i's master artists and producers can share their talent and mana'o. Hana No'eau is often translated as "art" but it can also describe a wide array of creativity which includes visual arts, literary arts and performing arts that link the past, present and future. We will feature some of Hawai'i's finest artisans and producers of Hawaiian arts and crafts, cultural demonstrations, entertainment and 'ono mea'ai. The Hana No'eau Hawaiian Arts Festival will be a culmination of all of those offerings celebrating our Hawaiian culture.

The festival dates are Friday and Saturday, August 18 and 19, 2023 and will be held at the Edith Kanakaole Tennis Stadium in Hilo. This is a FREE event.

FOR THE CULTURAL DEMONSTRATORS WE WILL BE CONTACTING YOU PERSONALLY BY EMAIL OR PHONE.

Here are some important points and as well as changes to our event:

OUR SCREENING PROCESS - Nelson and Kainoa, who were the producers of the Merrie Monarch Invitational Hawaiian Arts Fair for 20 years and presently, the Nā Mākua Invitational Christmas Gift Fair, bring the same high quality and standards to this event in selecting quality art and crafts by Hawai'i's best artists and producers. We will be screening all of the products based on its the uniqueness, quality, craftsmanship and Hawaiian cultural significance. **We require that all items must be made in Hawai'i though we understand that some items, such as apparel, are often manufactured away but they must be designed in Hawaii. No imports will be allowed and all products must be made by the artist applying and conform to the rules and regulations of our screening process.**

New County Vendor Permit process - The county requires a \$60 vendor permit fee (for 2 days). The county now requires that the event organizer, Na Makua, must submit the vendor payment instead of the vendor as done in previous years. This \$60 fee is listed on the "totals due" of the application. A county permit form is included with this application

We recommend you read this application thoroughly. All information regarding the festival is in this vendor packet. Enclosed is an application, rules and regulations and a layout plan of the booths.

Booth placement will be on a "first come, first serve" basis so we encourage you to get your application in early. The deadline for applications is June 18, 2023.

If you have any questions please feel free to contact us.

Mahalo,

Nelson Makua
Festival Director

Kainoa Makua
Festival Director

2023 Hana No'eau Hawaiian Arts Festival Vendor Information

LOCATION The Edith Kanakaole Tennis Stadium in Hilo

FAIR DATES August 18 - 19, 2023 Friday and Saturday **FREE ADMISSION**

FAIR HOURS Friday 2:00 pm - 7:00 pm Saturday 9:00 am - 4:00 pm

VENDOR MOVE IN Friday Aug. 18 9:00 am - 1:30 pm

Vendors may use the front and rear entrances to when setting up but after 1:00 pm you can only use the back entrance.

Your booth must be setup and ready by the opening of the fair at 2:00 pm on Friday.

Doors will be open for vendors at 9:00 am on Friday and 8:00 am on Saturday

VENDOR MOVE OUT Saturday Aug. 19 4:00 pm - 6:00 pm

You are responsible for the cleaning of your booth area and disposal of all your trash before leaving.

You will not be invited back if you fail to do so.

BOOTH SIZE All Booths are 10 ft. x 10 ft.

Contact us if you have a lunch wagon and would like to be a vendor.

BOOTH FEES Inside Booth: \$ 300 Corner Booth: \$ 350 Food Trucks: \$ 400 For Electricity: Add \$ 25

Electric only available in selected areas. For booths with electricity, please see the booth floor plan.

COUNTY VENDOR PERMIT FEE: *The County of Hawaii requires that all vendors using their facilities are required to pay for a vendor permit from the County of Hawaii Dept of Parks and Recreation. The fee for the permit is \$30 per day (\$60 for 2 days). **You must submit : a completed county vendor form, a copy of your GE license, and your \$ 60 vendor permit fee must accompany your application and be received by June 18th.***

The County Permit form is included in this packet.

Don't forget to include this form with payment with your vendor application and booth fee check. Failure to do this will result in a rejection of your booth application.

ELECTRICITY IS ONLY AVAILABLE FOR BOOTHS INDICATED ON THE FLOOR PLAN

Please refer to the enclosed booth plan for locations. You may also rent these booths without electricity. Multiple booths require only one electrical fee. You must bring your own surge protectors and extension cords. Please use lower wattage bulbs if using lighting because the circuits may not be able to handle high wattage equipment. We will try to honor your requests on a first come-first serve basis so if you need electricity we suggest you get your application in early.

TABLE RENTAL

Rental fee is \$40.00 per table for 2 days. Table size is 6 feet x 30 inches. Chairs are available at no charge.

Please be sure your displays fit within your booth space and you have allowed yourself access to your booth so as to not infringe upon your neighboring vendor's space.

Please note on your application if you will need to rent tables and if you need chairs.

GE TAX LICENSE

It is your responsibility to make sure you have a current GE License available in your booth. Tax inspectors have been circulating craft fairs the past few years. For information regarding what is required of you please contact the state tax office.

SELLING FOOD ITEMS

If you will be selling any food items for consumption you must obtain a permit from the State Department of Health and submit a copy of it with your application. You should also have the original with you in your booth at the fair. **For information please contact Curtis Takai at the Health Department (808) 933-0917.**

ILLEGAL CRAFT ITEMS

It is your responsibility to make sure that your crafts are legal and are not made of prohibited materials such as beach sand, opihi shells, whale bone, etc. and that they conform to the rules and regulations of the Hawai'i State Department of Land and Natural Resources. **For more information we suggest you contact the Hawai'i State Department of Land and Natural Resources in Hilo, (808)974-4221 or the U.S. Fish & Wildlife Service in Hilo, (808)933-6964.**

INSURANCE

You should contact your insurance company and ask them for a rider to your public liability policy, property damage and burglar insurance policies covering you during and at the show. You are responsible for yourself and your merchandise.

SECURITY

The building will be secured by Aloha Security with a uniformed guard on Friday night until the next morning at 8:00 am. Inside vendors may leave their booth set up overnight, but be sure to secure or remove your merchandise, as you deem necessary. **You leave your merchandise at your own risk. Do not leave any money in your booth. We will not be responsible for any damaged or missing items.**

CLEAN-UP AND TRASH

We do not ask you for a deposit so we expect that you will be responsible for the cleaning of your booth area and the disposal of all your trash before leaving. You will not be invited back if you fail to do so. We will not be responsible for any items left behind or lost. If you are serving any food samples you must provide adequate trash receptacles to accommodate the additional rubbish. Also make sure there is no spilled food in or around your booth that someone may slip on.

CRAFTS SCREENING PROCESS - IMPORTANT PLEASE READ

We require that all vendor's crafts and products must be screened for acceptance into the festival. Vendors are required to fill out a craft/product description on their application form and submit photos, brochure or a web site of their crafts. You may submit actual product but these may not be returned to you.

Nelson and Kainoa, who were also the producers of the Merrie Monarch Invitational Hawaiian Arts Fair for 20 years and presently, the Nā Mākua Invitational Christmas Gift Fair, bring the same high quality and standards to this event in selecting quality art and crafts by Hawai'i's best artists and producers. We will be screening all of the products based on its the uniqueness, quality, craftsmanship and cultural significance. We request that all items must be made in Hawai'i though we understand that some items, such as apparel, are often manufactured away but they must be designed in Hawaii. **No imports will be allowed and all products must be made by the artist applying and conform to the rules and regulations of our screening process.**

BOOTH DISPLAYS

Please be sure that all your tent frames and booth displays remain within the specified dimensions of your booth space. No canopies are allowed on tent frames and frames should not exceed a height of 8 feet. All tent frames must have rubber stoppers to protect damages to the floor. No nails or tacks are allowed on the floor or walls. Do not infringe upon your neighbors booths and make sure you have your own access to your booth space.

DOOR PRIZE DRAWINGS

We will be having door prize drawing for the customers throughout the event. If you would like to donate a door prize we will announce your name and booth number. All entries must be present to win. This is not mandatory, only if you want to.

BOOTH CONFIRMATION

If you are accepted you will be notified with a confirmation by mail or e-mail. If you are not accepted, you will be notified and your check will be destroyed or returned to you upon request only.

PAYMENT OPTIONS

Payment may be made by check, money order or credit card. All vendors will be charged 4.712% sales tax. ALL CREDIT CARD CHARGES WILL BE CHARGED A 4 % PROCESSING FEE. Please note that we may be holding onto your check for a few months before confirmation so be sure to have sufficient funds in your account. NO POST DATED CHECKS WILL BE ACCEPTED.

Any returned checks due to insufficient funds will be charged a \$ 35 service fee and you will be required to resubmit a bank cashiers check or money order or you can pay by credit card.

THE DEADLINE FOR APPLICATIONS IS JUNE 18.

We will accept applications after the deadline if spaces are still available.

CANCELLATIONS AND REFUNDS:

If you cancel before June 18, 2023, you will receive a full refund. If you cancel between June 18 and July 18 you will receive a 50% refund. THERE WILL BE NO REFUNDS AFTER JULY 18, 2023. All cancellations must be received in writing prior to stated deadline. There will be a \$25 service charge on all refunds.

HERE IS A CHECK LIST OF WHAT YOU NEED TO SUBMIT

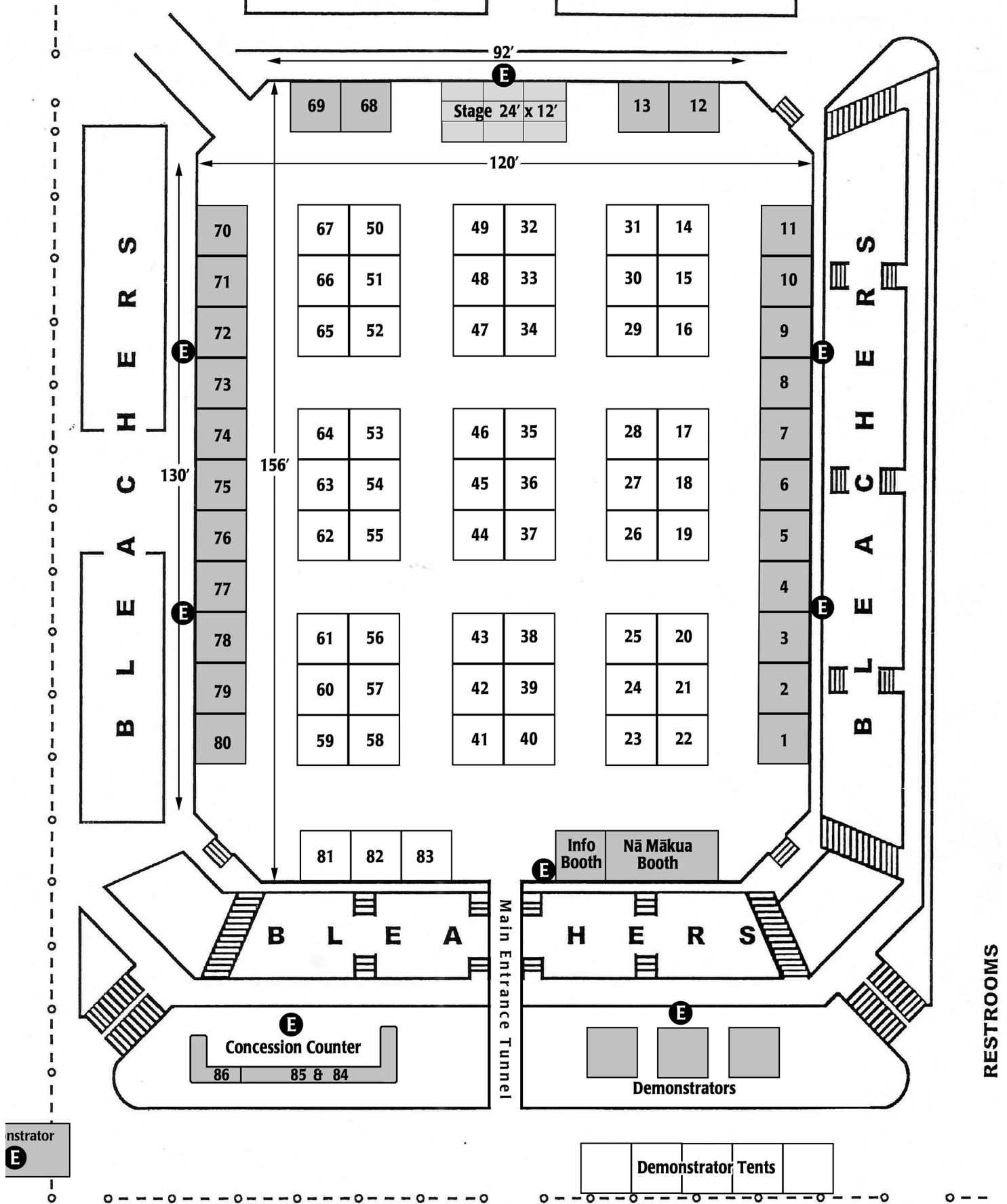
1. YOUR COMPLETED HANA NO'EAU FESTIVAL APPLICATION
Include photos or web site of your product.

2. COUNTY VENDOR PERMIT FEE:
Fill out and submit the County Vendor Permit Form with your completed vendor application and a copy of your G.E. License. **The county fee should be included in the total with your booth fee on the application form.**

3. PAYMENT FOR BOOTH FEE:
Be sure to add any table rentals, credit card fee, sales tax and the county vendor permit fee to your total on the application form.
Paying by check or money order - **Make checks payable to: NĀ MĀKUA**
Paying by credit card - Fill out all credit card information on application.

Mail all of the above to: **Nā Mākua Hana No'EAU Festival**
P. O. Box 10460
Hilo, Hawai'i 96721

B L E A C H E R S



Electricity available only in gray booths shown - Booths 1 - 13 • 68 - 80 • 84 - 86

2023 Hana No'eu Hawaiian Arts Festival • Edith Kanakaole Tennis Stadium • Hilo, Hawai'i

2023 VENDOR APPLICATION

Please Type or Print Clearly



Name _____ Date _____

Business Name _____ G.E.Number _____

Mailing Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Email _____ Web Site _____

Craft or Product Description (Please be precise in your description and submit photos, brochures or web site) Use reverse side if you need more room

Indicate below if you are a new or returning vendor and the booth numbers of your choice in order of preference. We will try to honor your request.

I'VE DONE OTHER NA MAKUA EVENTS I AM A NEW VENDOR

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Inside Booth \$ 300 Corner Booth \$ 350 Food Trucks \$ 400 Electricity Add \$25

NOTE: ONLY GREY BOOTHS ON FLOOR PLAN HAVE ELECTRICITY - SEE ATTACHED FLOOR PLAN.

Tables rentals are \$ 40 each for the 2 days • I will need (Enter how many) Tables _____ Chairs (Free) _____

The deadline for the vendor application is June 18, 2023.

Be sure to add the 4.712 % sales tax and a 4 % processing fee if paying by credit card it to your total below.

IF USING A CREDIT CARD FILL OUT THE INFO BELOW	
Credit Card Info	<input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX
Card Number	_____
Exp. date	_____ CID # On back of card, last 3 digits _____
Name on Card	_____
Signature	_____
There is a 4 % processing fee if paying by credit card	

Booth Cost \$ _____

Electriciy: Add \$ 25 \$ _____

Tables: \$ 40 per table \$ _____

County Vendor Fee: \$ **60.00**

Sub Total \$ _____

4.712 % Sales Tax \$ _____

4 % CC Process Fee \$ _____

TOTAL AMOUNT \$ _____

Check/ Money Order Credit Card

You must include the County Vendor Permit Form and a copy of G.E. license. Payment should be included as part of your vendor fees in this application.

<p>Make checks & moneyorders payable to:</p> <p>Nā Mākua</p> <p>Mail application to:</p> <p>Nā Mākua Hana No'eau Festival</p> <p>P. O. Box 10460, Hilo, Hawai'i 96721</p>
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* I agree to waive, discharge claims, and release from liability and indemnify and hold harmless Nā Mākua, Directors Nelson and Kainoa Makua and The County of Hawaii from any and all liability, even if caused by negligence in any way connected with this event.

• I understand that I may be exposed to some risk of personal injury or illness, which may occur, by natural causes or activities of other persons.

• I agree to that I am responsible for my own safety and others around me at this event and that my participation is voluntary.

* I allow Nā Mākua and professional news media to photograph myself and products for documenting and promotional purposes.

I agree and consent to all of the conditions stated in this application

Signature _____ Date _____

BELOW FOR NĀ MĀKUA USE ONLY

Date Received _____ Check / Money Order # / Credit Card _____ Amount Paid _____

Accepted Not Accepted

Booth Number _____ Tables _____ County permit _____

DEPARTMENT OF PARKS & RECREATION
RECREATION DIVISION - HO'OLULU COMPLEX
RETURN COMPLETED FORM TO THE EVENT ORGANIZER

Please Print Clearly

V E N D O R P E R M I T

Name _____ Address _____

Organization/Business Name/dba Na Makua / Hana Noe'au Hawaiian Arts Festival

General Excise Tax License/Federal ID# _____ Phone: _____

For sale of goods, products, services on _____ at _____
(Date) (Facility)

To be completed by the Event Organizer:

Contact Person Nelson & Kainoa Makua Phone: 808-966-4647

Organizer - Na Makua Permit No. 8682

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

PERMIT: The Vendor shall obtain a Vendor Permit at least two weeks 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 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: \$ 30 per day X 2 day(s) Total: \$ 60.00

***Applicants for vendor permits shall submit fee payments payable to the event's sponsoring organization. Event Organization shall submit one consolidated payment, payable to "Director of Finance", to the Ho'olulu Complex Office more than 3 weeks before the event start date. No vendor permits will be processed after the 3 week deadline.**

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

Applicant's Signature

For: _____
Applicant's Title within Organization/Business (if applicable)

To be completed Recreation Division Personnel:

Date: _____ Print Name: _____

Received: GE Tax License Payment

Recreation Office Personnel:
<input type="checkbox"/> Verified GE Tax License
Staff Initial: _____
Date: _____

County of Hawai'i is an Equal Opportunity Provider and Employer.