Produced By Nelson and Kainoa Makua • Nā Mākua Original Hawaiian Designs • P. O. Box 10460, Hilo, Hawai'i 96721 Phone (808) 966-4647 • (808) 969-7985 • Email: puna@namakua.com • Web Site: www.namakua.com

Aloha Vendors,

We invite you to join us at our annual 2023 Nā Mākua Invitational Christmas Gift Fair which will be held at the Edith Kanakaole Tennis Stadium in Hilo. There will be live entertainment, along with 'ono kaukau, door prize drawings and the best part is we are a FREE event.

FAIR DATES & HOURS:

DEC. 1 • FRIDAY • 2:00 PM - 7:00 PM DEC. 2 • SATURDAY • 10:00 AM - 4:00 PM

Being an invitational event, all applicants are screened with consideration given to the uniqueness, quality and craftsmanship of the product. We prefer that all items be made in Hawai'i by the person applying but are not limited to that. We will look at all products on a case by case basis. As a Christmas fair, we are ultimately looking for products that make great Christmas gifts. We are committed to producing an event that showcases the talents of local artists and offers a diverse selection of unique one-of-a kind gifts for Christmas.

Returning Vendors (Early Placement) deadline for your application is Oct. 15, 2023 FINAL DEADLINE FOR ALL VENDOR APPLICATIONS IS NOVEMBER 1, 2023.

New County Vendor Permit process - The county requires a \$60 vendor permit fee (for 2 days). The county now requires that the event organizer, Nā Mākua, 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.

You must submit: A completed county vendor form, a copy of your G.E. License and your \$60 vendor permit fee must be included in your total on your application and be received by Nov.1, 2023.

Don't forget to include this form with your vendor application and payment. Failure to do this will result in a delay of your booth application. The County Permit form is included in this packet.

We look forward with excitement to this year's event and our new location at the Edith Kanakaole Tennis Stadium. Please feel free to contact us if you have any questions.

Mahalo,

Nelson Makua Kainoa Makua Fair Director Co director

2023 NĀ MĀKUA INVITATIONAL CHRISTMAS GIFT FAIR VENDOR INFORMATION

LOCATION The Edith Kanakaole Tennis Stadium in Hilo

FAIR DATES Dec. 1 - 2, 2023 Friday and Saturday FREE ADMISSION

FAIR HOURS Friday 2:00 pm - 7:00 pm Saturday 10:00 am - 4:00 pm

VENDOR MOVE IN Friday Dec. 1 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 9:00 am on Saturday

VENDOR MOVE OUT Saturday Dec. 2 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.

BOOTH FEE Inside Booth: \$300 Corner Booth: \$350 For Electricity: Add \$25

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

COUNTY VENDOR PERMIT - 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.

You must submit: A completed county vendor form, a copy of your G.E. License and your \$60 vendor permit fee must be included in your total on your application and be received by Nov.1, 2023.

<u>Don't forget to include this form with your vendor application and payment. Failure to do this will result in a delay of your booth application.</u> The County Permit form is included in this packet.

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 AND CHAIRS

Rental fee is \$25.00 per table for 2 days. Table size is 6 feet x 30 inches. Chairs are free and available upon request. 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 need tables and 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. You must submit a copy of your G.E. license with the county permit.

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 patroled by security from 7:00 pm, Friday night until the next morning at 9:00 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

This being an invitational fair, we require that all new vendor's crafts and products must be screened for acceptance into the fair. 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 also produced the Merrie Monarch Invitational Hawaiian Arts Fair, bring the same high quality and standards to this Christmas fair in selecting quality art and crafts by Hawai'i's best artists and producers. Although we prefer that all items be made in Hawai'i by the person applying, we're not limited to that and will look at all applicants on a case by case basis. This being a Christmas fair, we are ultimately looking for products that make good holiday gifts and special consideration will be given to the uniqueness, quality and craftsmanship of your product.

With our fair we are trying to create an experience to showcase the talents of local producers and give the customer an assortment of beautiful and unique Christmas gifts. This is an invitational fair and we reserve the right to decline or reject any vendor or craft that we feel does not meet the criteria of our event. *If you are a returning vendor that has been previously screened, we only need to screen any new items you may be selling.*

BEST DECORATED BOOTH CONTEST

Every year we have our annual contest for the best decorated booth. We encourage you to get into the spirit of Christmas and decorate your booth. The winner will win a free booth at next year's Christmas fair. Congratulations to last year's winner, Wehi's Boutiqe.

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. Credit cards will be charged a 4% service 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.

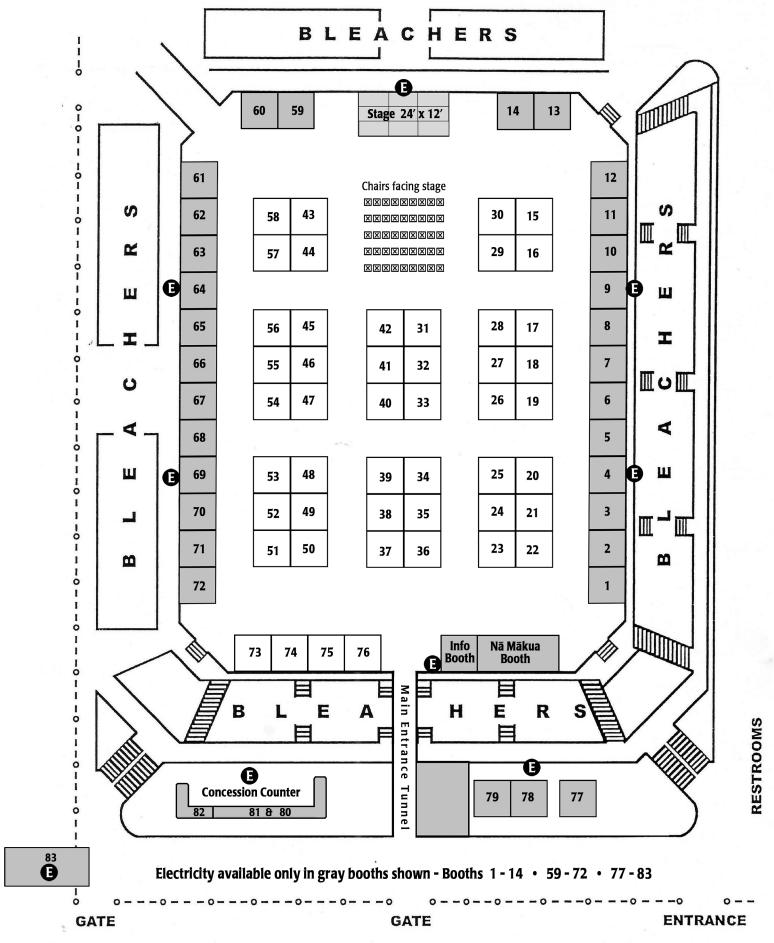
Any returned checks due to insufficient funds will be charged a \$ 35 service fee and you will be required to resubmit a bank cashiers check or money order.

CANCELLATIONS AND REFUNDS:

If you cancel by Oct. 15, 2023, you will receive a full refund. If you cancel between Oct 16 and Oct. 31 you will receive a 50% refund. There will be a \$25 service charge on all refunds. All booth fees are non-refundable after Nov. 1, 2023. All cancellations must be received in writing prior to stated deadline.

Returning Vendors (Early Placement) deadline for your application is Oct. 15, 2023 FINAL DEADLINE FOR ALL VENDOR APPLICATIONS IS NOVEMBER 1, 2023.

| HERE IS A CHECK LIST OF WHAT YOU NEED TO SUBMIT 1. COMPLETED NĀ MĀKUA CHRISTMAS GIFT FAIR APPLICATION New vendors include photos or web site of your product. Returning vendors who have added new products to their line must also submit. | | | | |
|--|---|--|--|--|
| 2. COUNTY VENDOR PERMIT FEE: Fill out and submit the County Vendor Permit Form and a copy of your G.E.License with your completed vendor application. The county fee should be included in the total with your booth fee on the application. | | | | |
| Paying by check or money Paying by credit card - Fill c | OOTH FEE: entals, credit card fees to your booth fee. order - Make checks payable to: <u>NĀ MĀKUA</u> out all credit card information required on the t to include the 4% CC service fee in your total. | | | |
| Mail all of the above to: | Nā Mākua Christmas Fair P. O. Box 10460 Hilo, Hawaiʻi 96721 | | | |



2023 Nā Mākua Invitational Christmas Gift Fair • Edith Kanakaole Tennis Stadium • Hilo, Hawai'i

2023 VENDOR APPLICATION

| 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, broc | hures 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 choi | ice in order of preference. We will try to honor your request. | | | | | | |
| I am a Returning Vendor I AM | I A NEW VENDOR | | | | | | |
| 1st Choice 2nd Choice | 3rd Choice | | | | | | |
| Inside Booth \$300 Corner Booth \$350 | Electricity Add \$25 | | | | | | |
| NOTE: ONLY GREY BOOTHS ON FLOOR PLAN HAVE ELECTI | RICITY - SEE ATTACHED FLOOR PLAN. | | | | | | |
| Tables rentals are \$ 25 each for the 2 days • 7 | | | | | | | |
| • | | | | | | | |
| I will need (Enter how many): Tables | Chairs (Free) | | | | | | |
| The deadline for returning vendors (early placement) is Oc | t 15 2023 Final deadline Nov 1 2023 | | | | | | |
| | .t. 13, 2023. Final deadinie 140V. 1, 2023 | | | | | | |
| IF USING A CREDIT CARD FILL OUT THE INFO BELOW | Booth Cost \$ | | | | | | |
| Credit Card Info VISA MASTERCARD AMEX | Electriciy: Add \$ 25 \$ | | | | | | |
| Card Number | Tables: \$ 25 per table \$ | | | | | | |
| Card Number | County Vendor Fee \$ 60.00 | | | | | | |
| Exp. date CID # Billing Zip Code | Sub Total \$ | | | | | | |
| Name on Card | 4% Credit Card Fee \$ | | | | | | |
| Signature | | | | | | | |
| | TOTAL AMOUNT \$ | | | | | | |
| * I agree to waive, discharge claims, and release from liability and indemnify and hold harmless Nā Mākua Invitation Christmas Gift Fair, Directors Nelson and Kainoa Makua and The County of Hawaii | Check/ Money Order Credit Card | | | | | | |
| from any and all liability, even if caused by negligence in any way connected with this event. | You must include the County Vendor Permit Form and a copy of your G.E. license. Payment should be include | | | | | | |
| • I understand that I may be exposed to some risk of personal injury or illness, which may occur, by | as part of your vendor fees in this application. | | | | | | |
| natural causes or activities of other persons. • I agree to that I am resposible for my own safety and others around me at this event and that my | Make checks & moneyorders payable to: | | | | | | |
| participation is voluntary. | Nā Mākua | | | | | | |
| * I allow Nā Mākua Invitational Christmas Gift Fair and proffesional news media to photograph myself | Mail check and application to: | | | | | | |
| and products for documenting and promotional purposes. I agree and consent to all of the conditions stated in this application | Nā Mākua Christmas Fair P. O. Box 10460, Hilo, Hawai'i 96721 | | | | | | |
| | 1. 5. 25.7 10-100, Hillo, Human 1 307 21 | | | | | | |
| Signature | Date | | | | | | |
| BELOW FOR NĀ MĀKUA USE O | | | | | | | |
| Date Received Check / Money Order # / Credit Card | Amount Paid | | | | | | |
| | | | | | | | |
| | ibles Chairs County permit | | | | | | |

COUNTY OF HAWAII DEPARTMENT OF PARKS & RECREATION RECREATION DIVISION – <u>HO'OLULU COMPLEX</u> RETURN COMPLETED FORM TO THE EVENT ORGANIZER

VENDOR PERMIT

| Name | | Address | | | |
|---|--|--|--|--|--|
| Organization/Busir | ness Name/dba | | | | |
| General Excise Tax License/Federal ID# | | | Ph | Phone: | |
| For sale of goods, products, services on | | Dec. 1 & 2, 2023 | at <u>Ed</u> | ith Kanakaole Tennis Stadiu | |
| To be completed b | y the Event Organizer: | | | | |
| Contact Person Nelson & Kainoa Makua | | akua | Phone: 808-969-7985 | | |
| Organizer | zer Nā Mākua Designs | | Permit No. | | |
| county ordinances. or injury to persons or ganization shall a suffering such loss Hawaii, in the even or injury. Possession of PERMIT: The Ven a valid State of Hawaii times when so Director or his/her person or organization oncompliance. A FEE: \$\frac{\sigma}{2} \frac{\sigma}{2} \frac{\sigma}{ | Every person and organs or property resulting from also be liable for breach and the department or the control of also be liable for breach at the department or the control of also dor shall obtain a Vendowaii General Excise Tax ales are being conducte representative shall be attion, whether as a spondar of your General in a copy of your General in a cop | inization who is issued a promithe use of the facility unit of the rules, regulations to the Department of Pacounty is named as a particular permit at least two week License. The Vendor shad. Failure to immediately cause for denial of use of isor or as a vendor, for a excise Tax License must a day(s). Total: \$\frac{2}{2} \text{ day(s) Total: \$\frac{5}{2} \text{ submit fee payments particular to immediately cause for denial of use of isor or as a vendor, for a excise Tax License must \$\frac{2}{2} \text{ day(s) Total: \$\frac{5}{2} submit fee payments particular to immediately cause than 3 weeks between the particular to the consolidate the more than 3 weeks between the payments and the consolidate than 3 weeks between the payments and the consolidate than 3 weeks between the payments and the consolidate than 3 weeks between the payments and the consolidate than 3 weeks between the payments and the consolidate than 3 weeks between the consolidate than 3 w | permit shall ander such and/or or o | date of activity and shall have be permit in his/her possession permit when requested by the acilities or properties to such one year beyond the date of any permit. So the event's sponsoring ent, payable to "Director of event start date. No vendor | |
| | Applicant's S | | | | |
| For: | Applicant's Title within (| Organization/Business (if app | licable) | | |
| То b | e completed Recreation | | | | |
| _ | | | | Recreation Office Personnel: | |
| | | ne: | | ☐ Verified GE Tax License | |
| Rece | ived: GE Tax License | ☐Payment | | Staff Initial: | |
| | County of Hawai'i is | an Equal Opportunity Provide | er and Emp | lo <i>yer.</i> | |

(Rev. 3/2023)