

LA HOIHOI EA

**Sovereignty Restoration Day
Honolulu Hale Civic Grounds
July 30, 2017, 11:00 a.m. – 5:00 p.m.**

VENDOR & PARTICIPANT AGREEMENT FORM

Application Deadline: July 7, 2017

NAME: _____

CLUB/ORGANIZATION: _____

E-MAIL: _____ PHONE: _____

ADDRESS: _____

VENDOR TYPE: (Fee collected at the Festival)

- Non-Profit Organization
- Cultural Practitioner
- Product Vendor - \$50
- Food Vendor - \$50

ITEM BEING EXHIBITED OR DEMONSTRATED:

CONDITIONS OF PARTICIPATION:

1. **HOURS OF OPERATION:** La Hoihoi Ea hours are 11:00 a.m. until 5:00 p.m. Registration and set up lasts from 8:00 a.m. until 10:00 a.m. Location of tent will be assigned on a first come, first served basis at the discretion of the event organizers as directed upon registration on the day of the event. The celebration officially begins at 11:00 a.m., however, food, cultural demonstrations and exhibits may begin earlier. Area must be completely cleared and cleaned by 6:00 p.m.

(Initial)

2. **FEES:** Fees cover the one day festival and will be collected on the day of the Festival. The fee will help to defray event costs and sustain future KLHE celebrations. If you are able, extra donations of money, services, or merchandise are warmly welcomed to support this celebration and its growth.

Non-Profit Vendor: No Charge
Cultural Practitioner: No Charge
Product Vendor: \$50.00
Food Vendor: \$50.00

3. **FLAG CEREMONY:** All vendors and guests at Honolulu Hale Civic Grounds will be asked to join the blessing and flag ceremony at the main flagpole at 12:00 noon to begin the day collectively. Please be prepared to secure your tent during this time.

- 4. **TENT, TABLES, AND CHAIRS:** Exhibitor, cultural practitioner, or food vendor will provide own 10' x 10' tent, tables, and chairs. No spiking is allowed on the grounds. All tents must be located away from the central Hawaiian Flag and the main stage. Vendors must bring their own water barrels, sand bags or cynder blocks to anchor their tents.
- 5. **PARKING PASSES:** Parking is limited so please arrive early. Sunday is free street parking.
- 6. **DELIVERY OF SUPPLIES AND EQUIPMENT:** Driving or parking on the Honolulu Hale Civic Grounds is prohibited. Please plan accordingly in the delivery of supplies and equipment. Cars will be allowed to drive and unload along King Street. Vendors are prohibited from driving their vehicles on the grass/grounds.

7. INSURANCE:

- All Organizations, Vendors and Food Vendors are required to provide:
 - **Certificate of Insurance** for July 30, 2017 in the amount of \$1,000,000. The certificate of insurance should list the following as additional insured: The City and County of Honolulu, Hui Mau Ke Ea, Mālama Kīpuka and DTL, LLC as an additional insured.

City and County of Honolulu
 550 South King Street
 Honolulu, HI 96813

Hui Mau Ke Ea:
 2924 Alphonse Place
 Honolulu, Hawaii 96816

Mālama Kīpuka:
 725 Kapiolani Blvd.
 Suite 423
 Honolulu, Hawaii 96813

DTL:
 725 Kapiolani Blvd.
 Suite 400
 Honolulu, Hawaii 96813

- Food Vendors are required to provide:
 - **Temporary Health Permit** from the Department of Health. For more information on the health permit, visit: <http://goo.gl/DDwiyay>. Applications must be submitted to the Department of Health, Sanitation Branch.
 - A copy of the Certificate of Insurance and Temporary Health Permit must be provided to info@lahoihoiea.com no later than July 7, 2017. If documents are not received by this date, participation in La Hoihoi Ea may be denied by Mālama Kīpuka.

 (Initial)

- 8. **INDEMNIFICATION:** You agree to indemnify, save and hold harmless the City & County of Honolulu, Mālama Kīpuka, Hui Mau Ke Ea, Ka La Hoihoi Ea, DTL, LLC and all other sponsors of this event, their officers, staff, and volunteers from any and all deaths, injuries, losses and damages to persons or property, and any and all claims, demands, liabilities therefore arising out of your negligence, misconduct, exhibit, cultural demonstrations, food services, and participation. You shall also be liable for any lost, damage or injury to persons or property resulting from your demonstration or exhibit to the person or persons suffering such loss, damage or injury. Any and all damage to the Honolulu Hale Civic Grounds and/or park facilities caused by you must be fully and completely restored within 7 days after the end of this event.

9. REVOCATION: Hui Mau Ke Ea reserves the right to deny space, or to revoke this agreement if you fail to comply with the conditions for participation that appear elsewhere on this document.

DEADLINE: All Vendor Applications, Certificates of Insurance and Temporary Health Permits must be received no later than midnight on July 7, 2017. Late applicants will not be accepted.

Initials

SIGNATURE: By signing this application, you confirm that you have read and understand the conditions of participation as articulated above and agree to adhere to them.

Signature

Date

SUBMIT APPLICATION VIA EMAIL: info@lahoihoiea.org

DEADLINE: July 7, 2017

QUESTIONS? Call Imai Winchester at 780-3680, or email: info@lahoihoiea.org

For internal use.

Date Received: _____ By _____

Check Number, Amount, and Date: _____