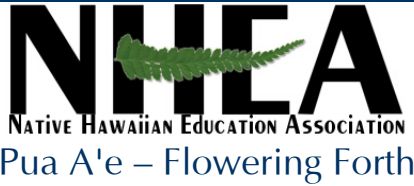


VENDOR/CRAFTER APPLICATION FORM



6th Annual
 NHEA Convention
 March 21 & 22, 2005
 Leeward Community College
 www.nhea.net

Please complete a separate form for each vendor space you are requesting.

- There is a fee of \$75 per crafter/vendor space; with an additional \$25 shared-booth fee. If you are interested in purchasing meals from the Convention, there is an additional fee of \$35 per person.
- Crafts must be made in Hawai'i.
- Tables should be set up by 8:00 a.m. on March 21 and taken down by 5:00 p.m. on March 22, 2004.
- Crafters/vendors will provide their own table and chairs.

CONTACT PERSON INFORMATION

Last Name	First Name	Middle Initial	Home Phone
Title	Company/Organization		Work Phone
Street Address	City	State	Zip
			FAX
E-mail Address			

VENDOR INFORMATION

Please attach a page with a description of the items/services that you will be promoting.

FEES

	Cost	Quantity	Total
Vendor Fee – per space	\$75		\$
Shared Booth Fee	\$25		\$
Meals (per person) – One Day only <input type="checkbox"/> 3/21/05 <input type="checkbox"/> 3/22/05	\$18		\$
Meals (per person) – BOTH Days	\$35		\$
		TOTAL	\$

FORM OF PAYMENT

Indicate payment method below:

<input type="checkbox"/> Check payable to the University of Hawai'i	
<input type="checkbox"/> Credit Card	<input type="checkbox"/> I hereby authorize the University of Hawai'i the use of my credit card account:
<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard	Credit Card No. _____
Expiration Date (Mo/Yr)	Printed Name: _____
Signature: _____	

Return this form with payment by
March 1, 2005 to:

University of Hawai'i Conference Center
 2530 Dole Street, Sakamaki C403
 Honolulu, HI 96822
 FAX: (808) 956-3364

Deadline for Vendors is **March 1, 2005**

For questions about vending, contact:
Maria Mersberg
 (808) 676-3428 or e-mail at mmersberg@hawaii.rr.com

NHEA
NATIVE HAWAIIAN EDUCATION ASSOCIATION
ANNUAL CONVENTION

**Vendor Application Information
RULES & REGULATIONS**

1. **Confirmation:** Applicant will receive a confirmation with detailed information by mail. Call if you have any questions or concerns. Confirmation will be mailed after receipt of payment/registration.
2. **Screening:** If there is any question as to the nature of the goods/services that you are offering, screening may be requested.
3. **Food Products:** Must be approved by the NHEA Vendor Coordinator, prepared in a Dept. of Health certified kitchen and must be insured over \$1,000,000.
4. **Setup & Display:** Vendors must have booth/display in place to open for business by 8 a.m. Vendors are responsible for cleanup of their area and must remove all property by 2 hours after event ends. Vendor must be sure that display is within the marked booth space. Vendors are solely responsible for any injury or death or property damage caused by his/her booth. **NO SHOWS, LATE ARRIVALS, AND EARLY DEPARTURES ARE SUBJECT TO FORFEITURE OF DEPOSIT, FUTURE EVENT PARTICIPATION AND OR EVENT FINE AND LOSS OF BOOTH SPACE.** Booth must be kept open until event ends. (See schedule for ending times.)
5. **Weather:** No refunds due to inclement weather.
6. Vendors shall defend, indemnify, and hold harmless NHEA, along with its officers, staff or agents from or against all actions for personal injury, property damage, or death arising from or resulting from or in any connection with the operation of the vendors concessions, including claims by the vendors own employees.
7. NHEA reserves the right to revoke the privilege of admission to any vendor, whereupon the booth space fee and/or deposit will be returned. NHEA reserves the right to refuse any application for admission for any reason.
8. **Parking:** Will be explained in the confirmation letter.
9. **Unload & Loading:** Follow confirmation instructions. Once you have unloaded, and prior to setting up, move your vehicle to a parking which will be explained in confirmation.
10. **BOOTH FEE IS NONREFUNDABLE, ALL SALES FINAL.**
11. **Cleanup:** Vendors are responsible for keeping their areas clean and must take their rubbish home. Failure to follow this rule will result in forfeiture of deposit or fine.
12. **NO SMOKING.**
13. **NO ALCOHOLIC BEVERAGES OF ANY KIND.**
14. **Shared Booth:** Merchandise is owned by another business or person other than the applicant. There is a shared booth fee of \$25, and you will be limited to the space of the number of booths purchased.
15. Vendors are personally responsible for all taxes, excise, income, or any other levy relating to their income from the event.
16. No fires or cooking allowed in the event area, except for the food booths.

This agreement shall not be changed, altered, modified or otherwise transferred by either party without written consent of the parties, and shall not be construed to be a joint partnership between vendor and NHEA. Violation of the above-stated rules will be reviewed by a committee, which will determine if the deposit is to be forfeited. Event officials and NHEA staff are not responsible for the return of your deposit.