

VENDOR/CRAFTER APPLICATION FORM



11th Annual
NHEA Convention
Thursday, March 18 & Friday, March 19, 2010
Windward Community College
www.nhea.net

- 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 \$40 per person for both days (individual days are priced below).
- Crafts must be made in Hawai'i.
- Tables should be set up by 8:00 a.m. on March 18 and taken down by 5:00 p.m. on March 19, 2010.
- 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 *(3/18/10 – continental breakfast, lunch, lū`au dinner)	\$25		\$
Meals** (per person) – One Day only **(3/19/10 – continental breakfast, lunch)	\$15		\$
Meals (per person) – BOTH Days	\$40		\$
		TOTAL	\$



Return this form with checks made payable to:

NHEA CONVENTION
c/o Maria Mersberg
95-949 Ukuwai St #1406
Mililani, HI 96789

Deadline for Vendors is **March 1, 2010**

For questions about vending, contact:

Maria Mersberg

(808) 630-2357 or e-mail at mmersberg@hawaii.rr.com



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.