



**Laupahoehoe Community Public Charter School
Laupahoehoe Music Festival
Vendor Information and Application
Date: Saturday, April 21, 2018**

Please support LCPCS as we continue the tradition of the Laupahoehoe Music Festival. This years festival proceeds are to support music programs at LCPCS.

This festival celebrates local music at the beautiful Laupahoehoe Point. The event's live music starts at 10 am. There will be craft vending, food booths, silent auction and games.

VENDOR APPLICATION PROCESS

Submit one (1) application per booth. Application must be received by Friday, January 19, 2018.

Applications will be reviewed for completeness and compliance.

Vendor selection will occur so there is a variety of food and limited overlap. Selection will be completed by Jan. 26, 2018.

Registration Fee is a \$100 donation for food vendors. Vendors are also responsible for the County vending fee and any Health Dept. permit fees. These fees will be gathered and collected by LCPCS for submission all at once. Fees are non refundable. \$30 returned check fee for NSF checks.

BOOTH INFORMATION:

Vendors may not sublease their space (one vendor per booth). Only items listed for sale in applications are to be sold.

All transactions completed at the vendor booths will be at the vendor's discretion.

Food Vendor Space: 8 ft x 16 ft under corrugated roofing booth structures, provide your own table & chairs, limit 4 tables and 4 chairs.

Food vendors to specify electrical needs on application so proper electricity can be provided.

Food or drink vendors, please prepare a rinse station and working fire extinguisher at your booth.

Food or drink vendors to post a copy of their Food Permits/Health Dept. Certificates at booth.

Signs: Please provide your own booth displays including signage.

Location: Space will be on Laupahoehoe Point Park field (flat grassy field).
Space to be marked.

Please pay attention to the fire lane spacing at the back of the booth.

Time: Vendors will be allowed to drive to spot for set up. Field will open at 8 am. Vehicles must be moved off the field by 9:15 am. Parking for food vendors will be in the first row behind the food vending booths. Performances will start at 10:00 am.

Vendors are expected to remain open for the duration of the event. No early take downs.

Entry: Selected vendors will be given TWO vendor parking passes for entry into the park. All others working in the booth(s) must purchase a ticket in order to enter/participate in the event. Purchasing tickets during presale (\$15) is advised. Ticket prices at the gate will be \$20.

Additional notes:

Advertising for the event will include coverage about the vendors.

The event goes on rain or shine.

This is an alcohol and drug free event.

For any questions please contact Shantell at (808) 962-2200.

Selected Vendors will be contacted by Jan. 26, 2018.

SELECTED VENDOR INFO/REQUIREMENTS/RESPONSIBILITIES:

Upon acceptance of your application All Selected Vendors are required to send these completed forms to LCPCS Attn: Shantell Urbanozo by Feb. 09, 2018.

-All Selected Vendors will complete the County of Hawaii Parks & Recreation Vendor Permit Form, which requires a fee of \$30, per application, payable to the County Director of Finance.

-All Selected FOOD Vendors shall complete a State of Hawaii Dept. of Health Application for Temporary Food Establishment Permit, which requires a fee of \$50, if applicable, per application, payable to State of Hawaii.

-All vendors will add LCPCS as Additional Insured on their insurance policies for the day of the event.

Event coordinators will apply for ALL event vendors at one time, thus the need for these items to be turned in to the school on time. We appreciate your prompt response.

INSTRUCTIONS: Please complete the following. Application and payment must be completed and returned by Friday, January 19 , 2018.

Please complete the bottom and return with registration check by January 19, 2018 to
Laupahoehoe Community Public Charter School Attn: Music Fest Vendor Chair
P.O. Box 189 Laupahoehoe, HI 96764

Application for Food Vending

Vendor Name: _____

*Contact person: _____

Type of Organization (check one):

_____ Community/Faith Based _____ School _____ Individual _____ Business

Address: _____

Phone: _____

Email: _____

Hawaii State General Excise Tax No. _____ (attach copy here)

List all items you wish to sell:

Food vendors: Food items must comply with what is listed on the Dept. of Health application.

When application is selected, sales will be restricted to what is listed in this application.

You may attach an additional sheet if you need more space.

Number of electrical outlets needed (Food vendors only): _____

Please list type of appliances to be used: _____

LCPCS reserves the right to reject any application.

Waiver:

In consideration of my participation as a vendor in this event, I waive any claims for myself, my administrators, and my heirs against all officials, sponsors, and organizations connected with the Laupahoehoe Music Festival, including but not limited to LCPCS, State of Hawaii and the County of Hawaii, for injury or illness or loss or damage that may directly or indirectly result from my participation in this event. I attest that I have full knowledge of the risks involved in this event.

Print Applicants Name: _____ Signature: _____

Date: _____

Office Use Only:

Payment Amount Received: _____ Cash/Check or Money Order No. _____

GE # _____ Accepted _____ Notified _____

P&R forms received: _____ DOH forms received: _____