

The 16th Annual
Windward
Ho'olaule'a

Saturday, October 1, 2016 • 10 a.m.–8 p.m. • Windward Community College Great Lawn

FOOD VENDOR APPLICATION

(Application also available at: windwardhoolaulea.com under “Booths” tab)

Vendor Fee: \$625 if postmarked by July 15, 2016
\$1,050 if postmarked after July 15 and by Sept. 10, 2016

Contact: **Gus Cobb-Adams, Chair**
Phone: **235-7385**
E-mail: **gusca@hawaii.edu**

- Enclosed is my **EARLY application fee of \$625 (by July 15)**
- Enclosed is my **LATE application fee of \$1,050 (after July 15 and by Sept. 10)**
- Enclosed is a **separate refundable deposit check for \$50 for cleaning and damages** along with a self-addressed stamped envelope. **Checks for “no-shows” will not be refunded. Also payable via PayPal.**
- We are unable to participate. Please notify us of future events.

Contact Person: _____ Title: _____

Company Name: _____

Mailing Address: _____ Zip: _____

Phone: _____ Cell: _____ Fax: _____ E-mail: _____

- This is an alcohol-free event. Alcoholic beverages are not permitted on campus.
- Sale of beverages by individual vendors will not be permitted.
- On a first-to-pay basis, vendors will be chosen on the type of food you plan to sell. This is to avoid duplication.
- You are responsible for damages to your assigned work area at set-up, during the event, and at time of take down.
- The refundable deposit check for cleaning and damages will not be cashed. It will be returned to you within 14 days after the event providing there is no evidence of damage and your work area was restored to the condition it was in prior to set-up.
- Children, age 10 and under, are not allowed in the booth area for liability reasons.

Submit with the application form the following:

1. Check for booth as indicated above:
 - \$625 (by July 15, 2016) or \$1,050 (after July 15 and by Sept. 10, 2016)
2. Separate \$50 check or PayPal payment for cleaning and damages (refundable)
3. Copy of G.E.T. License
4. Department of Health Temporary Food Booth Permit
5. Certificate of Liability Insurance of no less than \$500,000 per occurrence and \$1 million in the aggregate, with the University of Hawaii/Windward Community College and the Kaneohe Business Group named as additional insured for the Windward Ho'olaule'a event
6. Stamped, self-addressed, legal-size envelope to return \$50 refundable check

PAYMENT:

Pay by PayPal at windwardhoolaulea.com/booths or
Make check payable to: **WINDWARD HO'OLAULE'A**
Mail to: **Gus Cobb-Adams, Windward Community College**
45-720 Kea'ahala Rd., Kāne'ohe, HI 96744

“MAHALO FOR YOUR SUPPORT TOWARDS MAKING THIS EVENT SUCCESSFUL.” —WINDWARD HO'OLAULE'A 2016 STEERING COMMITTEE