



Saturday, October 7, 2017 • 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 August 15, 2017**  
**\$1,000 if postmarked after August 15 and by Sept. 10, 2017**

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

- Enclosed is my **application fee of \$625 (by August 15)**
- Enclosed is my **application fee of \$1,000 (after August 15 and by Sept. 10)**
- Enclosed is a **separate refundable deposit check for \$55 for cleaning and damages** along with a self-addressed stamped envelope or payable via PayPal. **Checks for “no-shows” will not be refunded.**
- 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. PayPal payment requires a \$5 convenience fee; refund will be \$50.
- 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 (or payment via PayPal):
  - \$625 (by August 15, 2017)** or  **\$1,000 (after August 15 and by Sept. 10, 2017)**
2.  **\$55 refundable fee for cleaning and damages** payable by check or via PayPal (PayPal refunds are \$50 only)
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 envelope for return of \$55 refundable check

**PAYMENT:**

Pay by PayPal at windwardhoolaulea.com/booths OR make check payable to: **WINDWARD HO’OLAULE’A**  
Mail checks, application and required license/permits/insurance to:  
**Gus Cobb-Adams, Windward Community College**  
**45-720 Kea’ahala Rd., Kane’ohe, HI 96744**

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