

MOANALUA HIGH SCHOOL MUSIC BOOSTER ASSOCIATION
www.mohsmusic.com

Dear Vendor:

Thank you for your interest in participating in the MoHS Music Booster Association's Spring and/or Winter Craft Fairs. Please note the following:

1. RETURNING VENDORS. To retain your booth assignment for the next year, please postmark your application by December 31, 2011. Your booth will be open to all vendors after the deadline and will be reassigned on a first come, first served basis. We are not responsible for lost or misdirected applications.
2. INCOMPLETE APPLICATIONS. Incomplete applications will delay processing. Please make every effort to complete all sections of the vendor application.
3. BOOTH ASSIGNMENT. Booth assignment is done on a first-come, first-served basis only. Booth spaces are not automatically reserved for any vendor. You may request a particular space, however, we cannot guarantee the same booth you had in previous Craft Fairs. The Music Boosters reserve the right to reassign booths at any time without notice. If the space you are requesting is not available, we will make every effort to place you in a space near the number you requested. If those spaces are not available, the Craft Fair Committee will place you in a space of their choosing (including any uncovered space) unless instructed by checking the appropriate box.
4. CANCELLATIONS. Booth fees, booth sharing fees and late fees are non-refundable.
5. RIGHTS TO REFUSE. Mohs Music Booster Association reserves the right to refuse participation to any vendor without cause or reason.
6. PRODUCTS FOR SALE. All products must be hand made or hand assembled with a crafty flair in Hawaii. No food products that can be consumed at the fair are allowed. All food products must be gift packaged or in gift baskets to be allowed for sale at the craft fair. Only "MOHS School Groups" are allowed to sell food items for consumption at the fair. All foods/beverages sold in concessions at the craft fair by the Moanalua High School (MOHS) Groups must follow the latest Department of Education Wellness Guidelines which can be obtained from your MOHS school advisor.

About the Moanalua High School Music Booster Association

The MoHS Music Booster Association is a volunteer parent group that has assumed the duties of managing the Craft Fairs. The proceeds generated from the sale of Booths at the Craft Fair is used to offset the costs of uniforms, instruments, and other equipment of our award winning Music Department and to make sure the department has sufficient funds to continue its outstanding work with our children. The Craft Fair also enables other school groups at Moanalua High School to fund raise and to support their individual organizations or school projects.

As always, we solicit your evaluation, comments and suggestions for improving the Craft Fair after each event. Your input will serve as a valuable tool to more finely tune our operations.

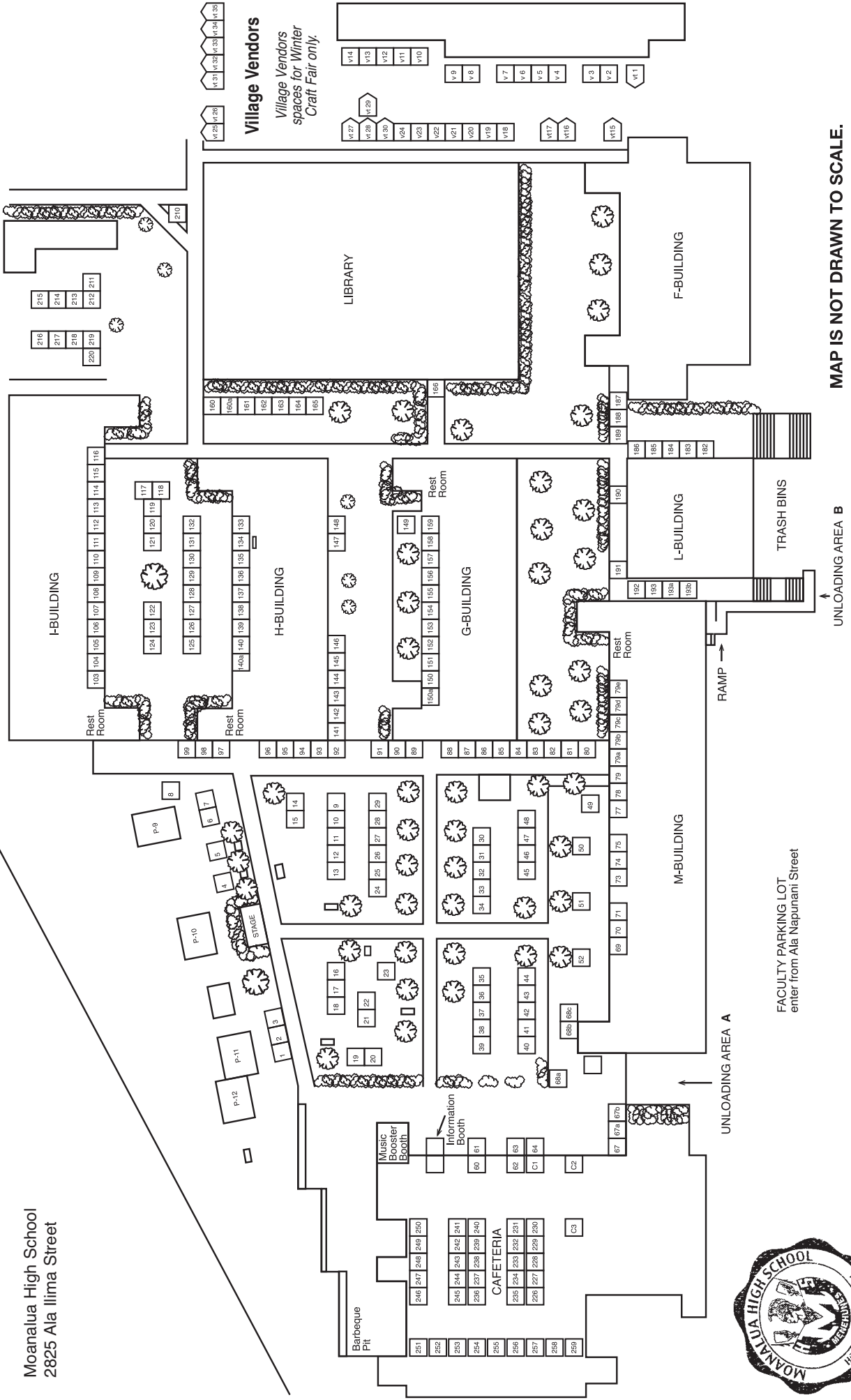
Please keep in mind that the MoHS Music Booster Executive Board and the MoHS Craft Fair Committee are comprised of parent volunteers. We will do our best to answer your call as soon as they are received. We appreciate your support and consideration.

If you have any questions, call Geoffrey Pang at 738-5088 or email to: craftfair@mohsmusic.com

Thank you,
Craft Fair Committee

Moanalua High School Craft Fair

Moanalua High School
2825 Ala Ilima Street



MAP IS NOT DRAWN TO SCALE.

FACULTY PARKING LOT
enter from Ala Napunani Street





2012 CRAFT FAIR VENDOR APPLICATION

MOANALUA HIGH SCHOOL MUSIC BOOSTER ASSOCIATION

Craft Fair to be held at Moanalua High School

Booth # Spring _____
 Booth # Winter _____

I am applying for: (check one box below)
 Spring Craft Fair, Saturday, April 28, 2012, 9:00 am to 2:00 pm.
 Winter Craft Fair, Saturday, December 8, 2012, 9:00 am to 3:00 pm.
 Both Spring and Winter Craft Fairs

COMPLETE #'S 1-14 BELOW

PRINT INFORMATION CLEARLY IN BOX (to be used for mailing purposes)

1. Vendor Contact Name: _____
 2. Company name/DBA: _____
 3. Mailing Address: _____
 4. City, State, Zip: _____

5. **Hawaii GE Tax #** _____ (Please provide your Hawaii GE Tax license number. If left blank, your application will be rejected.)

Reminder: No stakes in ground for tents.

6. Telephone: (Home) _____ (Cell) _____ (Business) _____

7. Email address _____

8. Booth Sharing? no, go to #9 yes, please specify the following: **Hawaii GE Tax #** _____ (Hawaii GE Tax license number must be filled in or application will not be processed for the booth sharing fee.)

Vendor contact name _____
 Company name/DBA _____
 Booth Sharing Vendor phone number _____
 Booth Sharing Vendor email address _____
 Hawaii GE Tax # _____

9. Special Needs? I will require:
 Handicap parking (please provide placard # _____) Other (specify) _____
 (Note: The Boosters do not provide access to electricity and generators are not allowed.)

10. Indicate category that best describes your products (check one) Women's apparel Children's apparel Gift Items
 Baby Goods Pre-designed T-Shirts Women's Accessories & Bags Baked Goods and Spices Jewelry & Hair Pins
 Ornaments & Decorations Household & Kitchen Items Things for Pets Other _____

For Vendor Product Submission Review - List all items to be sold (attach separate sheet if necessary) | For Craft Fair Committee Use Only

Item Description	Price	Approved	Rejected

I/We certify that I have correctly completed this application to the best of my/our knowledge and have read and agree to abide by all the terms of the Agreement and Craft Fair Guidelines information on reverse.

13. Primary Vendor Signature: _____ Date: _____

14. Booth Sharer Signature: _____ Date: _____

Craft Fair Confirmation Notice

You have been assigned the following booth space(s) for the:

Spring Craft Fair (see attached map)	Winter Craft Fair (see attached map)
_____ covered space(s)	_____ covered space(s)
_____ cafeteria space(s)	_____ cafeteria space(s)
_____ uncovered space(s)	_____ uncovered space(s)

The following item(s) are missing. Please turn them in as soon as possible or risk forfeiting your assigned space.

_____ Booth Fee _____ Other: _____

11. Spring Craft Fair - Complete all information below

Booth number request:
 first choice _____ second choice _____ third choice _____
 I do not want any uncovered space. The Craft Fair Committee is instructed to return my booth fee if a covered space is not available.

Booth Fees:	# booths	Total due
<input type="checkbox"/> Covered Lanai	_____ @ \$100.00 each	= \$ _____
<input type="checkbox"/> Cafeteria	_____ @ \$100.00 each	= \$ _____
<input type="checkbox"/> Uncovered	_____ @ \$100.00 each	= \$ _____

Other Fees:
 Booth Sharing Fee (\$50.00 additional per booth)
 _____ @ \$50.00 = \$ _____
 Late Fee _____ @ \$40.00 = \$ _____

(if application received after 4/15/2012)

TOTAL FOR FIRST CHECK = \$ _____ Ck # _____

Cash Donation = \$ _____ Ck # _____

12. Winter Craft Fair - Complete all information below

Booth number request:
 first choice _____ second choice _____ third choice _____
 I do not want any uncovered space. The Craft Fair Committee is instructed to return my booth fee if a covered space is not available.

Booth Fees:	# booths	Total due
<input type="checkbox"/> Covered Lanai	_____ @ \$150.00 each	= \$ _____
<input type="checkbox"/> Cafeteria	_____ @ \$150.00 each	= \$ _____
<input type="checkbox"/> Uncovered	_____ @ \$150.00 each	= \$ _____

Other Fees:
 Booth Sharing Fee (\$50.00 additional per booth)
 _____ @ \$50.00 = \$ _____
 Late Fee _____ @ \$40.00 = \$ _____

(if application received after 11/25/2012)

TOTAL FOR FIRST CHECK = \$ _____ Ck # _____

Cash Donation = \$ _____ Ck # _____

Make checks payable to: **MoHS Music Booster Association**

Mail original application and agreement, plus 2 copies of the original application front side only (a total of 3 pages to be mailed) and your checks to:

MoHS Music Booster Association
 Attn. Craft Fair Committee
 c/o P.O. Box 10430
 Honolulu, HI 96816

CONTACT US: Mailing: MoHS Music Booster Association
 P.O. Box 10430, Honolulu, HI 96816
Telephone: (808) 738-5088
Email: craftfair@mohsmusic.com

