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

Village Vendors Village Vendors spaces for Winter Craft Fair only. vt 28 vt 28 vt 30 MAP IS NOT DRAWN TO SCALE. F-BUILDING LIBRARY 3 215 214 213 212 211 (3 216 217 218 220 219 103 104 105 106 107 108 109 110 111 112 113 114 115 116 TRASH BINS 124 123 122 120 119 118 3 L-BUILDING UNLOADING AREA B 147 148 C) 140a 140 139 138 137 136 135 134 133 150 151 152 153 154 155 156 157 158 159 G-BUILDING H-BUILDING (3 I-BUILDING 193a 193b (3 <u></u> 142 143 144 145 146 RAMP . (3) 3 13 12 11 10 9 24 25 26 27 28 29 45 46 47 48 6-d 母母母 M-BUILDING 34 33 32 31 30 FACULTY PARKING LOT enter from Ala Napunani Street (C) Moanalua High School (C) 40 41 42 43 44 **(3**) 39 38 37 36 35 UNLOADING AREA A ASAS Craft Fair Moanalua High School 2825 Ala Ilima Street 8 235 234 233 232 231 226 227 228 229 230 236 237 238 239 240 246 247 248 249 250 245 244 243 242 241 CAFETERIA Barbeque Pit



2012 CRAFT FAIR VENDOR APPLICATION

MOANALUA HIGH SCHOOL MUSIC BOOSTER ASSOCIATION

TO NOT ULL. HAWA	A	Craft Fair to be he	ld at Moanalua Hig	h School	_ 1	Booth # Winter			
S. Commission	I am applying for: (check one box below) ☐ Spring Craft Fair, Saturday, April 28, 2012, 9:00 am to 2:00 pm.				11. Spring Craft Fair - Complete all information below Booth number request:				
	☐ Winter Craft Fair, Saturday, December 8, 2012, 9:00 am to 3:00 pm. ☐ Both Spring and Winter Craft Fairs					first choice second choice third choice I do not want any uncovered space. The Craft Fair Committee is instructed			
	COMPLETE #'S 1-14 BELOW				to return my booth fee if a covered space is not available.				
	PRINT INFORMATI	ON CLEARLY IN BOX (to be use	d for mailing purposes)		Booth Fees:	# booths	Total due		
					Covered Lanai	@ \$100.00 each	= \$		
. Vendor Contact Name	e:				☐ Cafeteria	@ \$100.00 each			
. Company name/DBA:	:				Uncovered	@ \$100.00 each			
. Mailling Address:					Other Fees:	0 \$100.00 each	¥	-	
. manning nauress.						ee (\$50.00 additional per	r hooth)		
. City , State, Zip:					booti Staring 1	@ \$50.00	= \$	_	
	5.	Hawaii GE Tax #		(Please provide your Hawaii GE Tax license number. If left blank, your					
				application will be rejected.)	Late Fee	@ \$40.00	= \$	-	
Reminde	er: No stak	es in ground for	tents.		(if application received	ved after 4/15/2012)			
6. Telephone:	(Home)	(Cell)	(Business)		TOTAL FOR FIRST	: СНЕСК	= \$	_ Ck #	
7. Email address					Cash Donation		= \$	_ Ck #	
3. Booth Sharing?	no, go to #9 yes, please speci	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	ny die fonowing.	12. Winter	Craft Fair - Compl	lete all informa	ition below			
	vendor contact name	vendor Contact name				iest:			
	Company name/DBA	Company name/DBA				second choice	third choice		
	Booth Sharing Vendor	phone number				☐ I do not want any uncovered space. The Craft Fair Committee is instructed			
	Booth Sharing Vendor	Booth Sharing Vendor email address				ee if a covered space is not	available.		
	Hawaii GE Tax #				Booth Fees:	# booths	Total due		
	Tiawan GE 1ax #				Covered Lanai	@ \$150.00 each	= \$	_	
9. Special Needs?	? I will require:				☐ Cafeteria	@ \$150.00 each	= \$	_	
	Handicap parking	; (please provide placard #) Other (spe	ecify)	Uncovered	@ \$150.00 each	= \$	_	
	(Note: The Boosters do	o not provide access to electricity ar	nd generators are not allowed.)						
In Indicate categ	ory that best describes	your products (check one) We	oman's annaral Children's	annarel Cift Items	Other Fees:		4 45		
(0. Indicate category that best describes your products (check one)					Booth Sharing Fee (\$50.00 additional per booth)				
-	-	sehold & Kitchen Items Thin	-			@ \$50.00	= \$	-	
					Late Fee	@ \$40.00	= \$		
For Vendor Product Submission Review - List all items to be sold (attach separate sheet if necessary) For Craft Fair Committee Use Or tem Description Price Approved Rejecte					1-	ved after 11/25/2012)	Ψ	-	
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					TOTAL FOR FIRST	CHECK	= \$	_ Ck #	
					Cash Donation		= \$	_ Ck #	
					Make checks payable	to: MoHS N	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:				
							raft Fair Comi . Box 10430	nittee	
		ctly completed this applications of the Agreement and Cra					lu, HI 96816		
13. Primarv V	endor Signature					Date:			
	_	Notice				_ = 3.00.			
You have beer	n assigned the foll	owing booth space(s) for th	e;						
	ft Fair (see attache	* '	Winter Craft Fair (see	* '					
	-		-	3)	CON.	0	oHS Music Booste		
				s)		P.C Telephone: (80	O. Box 10430, Hon 08) 738-5088	olulu, HI 96816	
unc	overed space(s) _		uncovered space	e(s)		Email.	00,700-0000		

Booth # Spring

craftfair@mohsmusic.com

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

- EQUIPMENT. Vendors are responsible for providing their own equipment and/or furniture (tables and chairs) and must not exceed their allotted space. School tables and chairs will not be provided.
- 2. BOOTH SIZES. The Booth Fees listed in the application for the specified Craft Fair are for the following measurements:
 - * Covered Lanai 8' x 6' area BOOTH #s 67, 69-116,133-140, 150-159, 182-193, Village V2-V14, V18-V24.
 - * Cafeteria 8' x 8' area BOOTH #s 60-64, 226-259
 - * Uncovered $10' \times 10'$ area (Vendor to provide tent to set up no earlier than on the day of the fair.)

BOOTH #s 9-52, 68, 116a-132, 141-149, 160-181, 199-220, 211-220, Village Tent VT1, VT15, VT16, VT17, VT25-VT35.

- 3. FEES. Booth and other fees collected are used for promotional expenses and other costs incurred during the Craft Fair. The balance goes to the operational expenses of the MoHS Music Booster Association. Explanation of the other fees are as follows:
 - * \$50.00 Additional fee for booth sharing with another vendor (i.e. 2 vendors in one booth).
 - *\$40.00 Late Fee for applications postmarked after the last Friday in April for the Spring Craft Fair and the last Friday in November for the Winter Craft Fair
 - *\$20.00 Service Charge per item for checks returned by the bank. Repayments must be made with a money order or cashier's check and must include the additional \$20.00 service fee per check returned.
 - *\$10.00 Lost Parking Pass Fee assessed after initial issuance of Confirmation and Parking Pass. Only one pass per booth fee paid. Payment will have to be received before the parking pass is reissued. Should a parking pass NOT be included with your initial confirmation, please call Geoffrey Pang at 738-5088 or email to: craftfair@mohsmusic.com.
- **4. TAX CLEARANCE.** Vendors are not required to submit a copy of a current State of Hawaii Tax, Department of Taxation Tax Clearance Application (Form A-6) with the application. However, randomly selected vendors will be required to submit a copy of this Tax Clearance Application at the time of our audit of the Craft Fair. The stamped approval date must be within 6 months prior to the respective Craft Fairs. Vendors will adhere to all other applicable State of Hawaii tax laws.
- 5. CANCELLATIONS AND REFUNDS. Booth fees are non-refundable. Cancellation requests must be in writing and must be postmarked by the second Friday in April for the Spring Craft Fair and the second Friday in November for the Winter Craft Fair.
- BOOTH SHARING. For liability and accountability reasons, booth-sharing will be allowed only if proper forms and fees are submitted.
- **7. DONATIONS.** Donations are gladly accepted and very much appreciated.
- 8. PARKING PASSES. The parking pass allows the Vendor to park in designated parking areas on the school campus. Parking passes must be prominently displayed on your vehicles rear view mirror upon entering the unloading area. Once the parking lot is open to the public, you are not guaranteed a space even if you have a pass. Vendor vehicles found to be parked in unauthorized places will result in the TOWING of the vehicle.
- 9. TEMPORARY UNLOADING PASSES. Temporary unloading passes issued on the day of the fair will be given to additional delivery vehicles. After unloading and before setting up the tent, the vehicles will have to move and park on the street to allow other vendors to unload. Vendor vehicles found to be parked in unauthorized places will result in the TOWING of the vehicle.
- NOTIFICATION/ACCEPTANCE. If you are accepted to participate, you will receive a Confirmation Notice with booth assignment and any last minute instructions, flyers and a parking pass.
- 11. PRODUCTS FOR SALE. Handmade and handcrafted items are encouraged. Regular vendors are not allowed to sell food or food items (except for pre-packaged seasonings, sauces, candies, cookies, and gift-type food items). Food products (wrapped in handcrafted paper/bags or included in handcrafted gift baskets) may be allowed, i.e., bottled seasonings, dressings, etc. We discourage the sale of common retail items for resale unless packaged and presented in a unique fashion.
- **12. SAMPLES.** Sampling is allowed however, vendors may not charge for samples.
- PRODUCT WARRANTY. Vendors will assume full liability and responsibility regarding warranty and guarantee of products being sold.
- **14. FOOD SALES.** 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.
- 15. SCHOOL CLUB POLICIES. School Clubs must be school-approved in order to be considered a school club vendor and will be assessed a regular vendor price with a prorated refund depending upon manpower provided. Service clubs such as (Project Grad or the MOHS Alumni) need not provide manpower.
- 16. TENTS. NO STAKES are allowed in the ground to hold tents in place. All booth numbers in the uncovered spaces will require that tents be used. All tents must be secured without using any stakes or by using buckets or weights. Tents are allowed to be set up only on the day of the Craft Fair. (Moanalua High School has installed sprinkler systems throughout the campus and will not allow stakes installed to hold tents. Also, since the Music Boosters do not have use of the campus until the day of the Fair, the High School has asked that no tents are set up prior to 5:30 a.m. on the day of the fair.)

- 17. **SETUP.** The area will be open for setup at 6:30 am on the scheduled Craft Fair date. All vendors must check in and have their booths set up by 8:30 am. <u>Tents and equipment are allowed to be set up only on the day of the Craft Fair. Violation will result in the the vendor not to be allowed to participate in future sales.</u>
- 18. LABEL BOXES. Please label your boxes with your name and booth number to avoid misplacement and to facilitate delivery to the proper booth. Vendors are responsible for making sure their merchandise gets to their proper booth. The MoHS Music Booster Association will not be responsible for lost or misplaced merchandise.
- 19. UNLOADING. If available, student help for unloading will begin by 6:30 a.m. when entering the Ala Napunani Street parking lot. Due to vendor liability, students will not be responsible for carrying heavy or bulky items. After unloading, please move your vehicle.
- 20. CLEAN UP. Vendors are responsible for setting up and cleaning up their assigned space. Vendors will keep the area around their assigned space clean at all times during and after the Craft Fair. Trash must be taken to the trash bins located in the Ala Napunani St. parking lot near the unloading area. Vendors who do not comply will not be allowed to participate in future sales.
- **21. FUTURE APPLICATIONS**. Applications will be available at the Craft Fair Information Booth during the Craft Fair.
- **22. BOOTH HOURS.** Vendor booths are expected to stay open up until closing or until sold out
- 23. CRAFT FAIR DATES. Dates and times are subject to change due to the MoHS Music Department schedules and cannot be guaranteed from year to year.
- **24. SPECIAL NOTICE FOR WINTER FAIR:** assigned booths will be allowed to unload from the Ala Ilima entrance by the Salt Lake Fire Station from 6:15 to 7:30 a.m. Arrival outside of these times will result in unloading at the other entrance. Please be prompt. You must have the correct parking pass to be allowed entrance to this area.
- 25. ADVERTISING. The Moanalua High School Music Booster Association (MoHS MBA) may arrange publicity and/or advertising. Vendor will allow the MoHS MBA to use, display in any publication the vendor's name, locality, picture, likeness, voice, video, and statements. MoHS MBA may use any material for advertising, trade, publicity and promotional purposes, free of charge and without vendor's review, notification or approval. MoHS MBA may edit, adapt and modify any material for clarity or brevity, as determined by MoHS MBA.
- **26. SMOKING. Smoking is not allowed and is prohibited on campus.** According to HRS Chapter 31, Tobacco Free School System, smoking is not allowed on campus. Vendors violating this DOE policy will not be invited back to future fairs at Moanalua High School. Please help us enforce this policy and set a good example for our students.
- 27. SOLICITATIONS. Vendor will not request information from other MoHS Craft Fair vendors or sign any petitions, flyers, or promotional literature from other companies who may visit or approach vendors with the intent of trying to secure your name and contact information. For your protection, if a company approaches you for information, please do not provide such information. The MoHS Craft Fair cannot be held liable for any losses incurred if you provide personal and confidential information to these outside groups. Only provide information to clearly designated MoHS Music Booster Association committee members. If you are approached by groups not affiliated with the MoHS Music Booster Association, please refer them to the Craft Fair Information Booth for assistance.
- 28. LIABILITY. It is understood and agreed to that the Company, Organization, or Vendor, or any person signing this application will release and hold harmless The Moanalua High School, Moanalua High School Music Booster Association, and the individual organizers of the Craft Fair from and against any and all losses, claims, or actions including reasonable attorney's fees, arising from any injury or damage to any person or property caused by the activities, equipment and/or exhibit of the undersigned in or about the facilities at the Moanalua High School during the Craft Fair date the Vendor has signed up for. Organization and person signing this application accepts the location(s) in an "as is" condition, with all faults, known and unknown. The Moanalua High School Music Booster Association reserves the right to terminate this Application at any time by giving the Vendor/Organization five (5) days prior written notice. Moanalua High School, the MoHS Music Booster Association and the individual organizers of the Fair assume no liability for any damaged, lost, or stolen items, or bodily injury, including, but not limited to, reason of weather, accident, vandalism, or theft.
- 29. OTHER. The Music Boosters rent Vendors a space from which to sell. Vendors are responsible to bring their own tables and chairs and if applicable, tent with cardboard or rugs, in case of rain. The Fair goes on, RAIN or SHINE except in cases of a natural disaster or national emergency.
- Mohs Music Booster Association reserves the right to refuse participation to any vendor without cause or reason.

CONTACT US: Mailing: MoHS Music Booster Association

P.O. Box 10430, Honolulu, HI 96816

Telephone: (808) 738-5088

Email: craftfair@mohsmusic.com