

Aloha!

Mahalo for your interest in the 3rd *Colorado Aloha Festival*, to be held Sept 17-19, 2010. Please read the "Food Vendor Application" and the "Food Vendor Guidelines for Participation" carefully as there are major changes from previous years at Vance Brand. The guidelines spell out city or other rules we must all follow and give instructions and tips about preparing your space, trash disposal, loading/unloading, parking, and the other details that make a successful event.

The review committee will start with applications postmarked on or before April 15, 2010. Applications are reviewed in order of postmark, with earliest postmarks reviewed first. Applications postmarked after April 15, 2010 will only be reviewed if booth spaces are still available. The review committee selects vendors to provide as much variety of products as possible and ensure all merchandise reflects a Polynesian connection.

Please submit your applications as early as possible to have the best chance for acceptance! Please note that the application form is three pages long and all three pages must be returned in order to be considered.

If you are coming from out of town, please make your reservations early wherever you plan to stay. A hotel list will be provided to you once you are confirmed to participate. We look forward to working together with our vendors and performers to continue to make the Colorado Aloha Festival the best Polynesian festival there is.

Colorado Aloha Festival

470 S. 40th
Boulder, CO 80305
303-494-7075
www.coloradoalohafest.com

Food Vendor Guidelines for Participation 2010 *Colorado Aloha Festival*

ALL foods, products, services and entertainment should reflect the culture of Hawaii and/or the South Pacific Islands. Vendors are strongly encouraged to dress in the fashion of the islands or wear a Festival t-shirt or an identifying uniform of their business while conducting business at the Festival.

Hours of operation

Colorado Aloha Festival hours are 9a.m. to 5 p.m. on Saturday Sept 18 and 10 to 5pm on Sunday Sept 19th. Booths must be set up and ready to open at 8:30 a.m. and must be open until - and no later than - 5 p.m.

Reserved items

The Festival reserves the right to sell official licensed goods such as t-shirts and any other *Colorado Aloha Festival* logo or 'official' items.

Fees, deposits and deadlines

All food vendor booths will be charged a fee that must be paid in advance and in full at the time of application. Please see application form for fee schedule and deadlines. Incomplete applications will be returned and, if resubmitted, the new postmark will apply. First review will only include those postmarked by April 15, 2009. Applications received after that date will be reviewed only if space is available after the completion of the first review.

All checks will be deposited upon receipt of the application and must clear before the application is reviewed. **Depositing the check does not guarantee a space in the Festival!** Checks are to be made out to: Halau Hula o na Mauna Pohaku. Payments and applications must be sent to the return address listed on the application. **Applications and payments made to other locations will not be accepted and will be returned without processing and review!**

Permits and Licenses

All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed.

Sales tax, city and state:

You will be operating under the tax license of the Colorado Aloha Festival. You will submit your city and state sales tax to us BEFORE you leave the festival on Sunday night, September 19.

Permits and Licenses

Food sales:

Food sale permits *must be purchased in advance*. They are not available for purchase at the event. You must have a permit to participate in the event! Certain license types are exempt from obtaining the special event permit, please contact the county at 303-441-1150 for more information.
Web: <http://www.bouldercounty.org/health/environ/foodsafety/>

Booth Information The Food Vendor booth fee is for one 10'x20' space that includes the 10'x10' space immediately behind your 10'x10' canopy. The uncovered space is to be used for additional food preparation space.

If the 10 x 20 space is insufficient to contain your merchandise and storage stock, order more than one space. No racks, tables, merchandise or storage is permitted outside of the allotted space! **Space beside, in front, and/or behind the 10x20 space may not be used.**

Violators will be warned and requested to move the displays and items. ***If you ignore this warning, you will be charged for the extra space used!*** Repeat violators will not be allowed to participate in future Festivals. As always, you are responsible for any damage to tents, side, tables, chairs, mall property or plants.

Extra tables, chairs, sides, and additional electricity are optional and must be pre-ordered separately. **THESE ITEMS WILL NOT BE AVAILABLE AT THE EVENT!**

Space assignments will be made by the Food Vendor Coordinator along with the Festival Chair. If you have a particular request, such as being near another vendor, please state this in your participation application. We will take all requests into consideration, but no requests are guaranteed!

Subletting

Subletting is expressly prohibited. Only vendors named on the application form are permitted. If subletting is discovered, all involved vendors will be barred from participation in the festival and no refunds will be provided. Only items listed on the application and approved may be sold at the festival.

Electric availability

Each 10x20 booth space is supplied with one 10 amp plug-in socket. Additional electricity will be limited and available for a fee if available, see the application.

Gauge your electric needs carefully. If your appliance only lists watts and volts (usually on a plate or sticker on the back or bottom), then use this formula to calculate your needs for the appliances you wish to use:

Convert Watts to Amps by the equation $\text{Amps} = \text{Watts}/\text{Volts}$.

For example: $12 \text{ watts}/12 \text{ volts} = 1 \text{ amp}$

Electric service can be interrupted when a vendor does not calculate their needs correctly and the circuit breaker trips, thereby interrupting service for ALL vendors hooked up to that circuit. This does not make friends for you. Many propane appliances are available such as rice pots and refrigerators and are strongly recommended.

All food prep areas and food sales areas at the Festival must stay within your allotted booth space. This will be strictly enforced, WITH NO EXCEPTIONS!

Contact the City of Boulder at 303-441-1150 to obtain Special Event permits.

Potable water availability

29th st. Mall does have readily accessible water supplies. We will include any new information in our confirmation letters.

'Grey' or waste water disposal

Vendors must plan to put waste water into containers and take them away yourself. There are no 'grey' water accommodations at the mall and severe fines are issued by the mall for pouring 'grey' waste water into the mall plants. Waste or 'grey' water includes dishwashing and rice- wash water. Wash rice at other locations if possible.

Oil or grease

The Festival provides no grease traps for the event. Vendors must put their other oil or grease into containers and haul them away. There are no other accommodations for oil or grease disposal at the event.

Keep food waste and grease away from the trees and plants.

Food waste

Food waste can go into the garage containers provided. Recycle all cardboard and other food-free containers. Keep food waste and grease away from the trees and plants.

Garbage and other trash

Trash and recycling dumpsters are provided. Cardboard must be broken down and recycled. Please check with the Food Vendor Coordinator for specific instructions at the start of the Festival.

Any dumping of ice or liquids in planters, tree wells or other areas is unacceptable and will result in forfeiture of your deposit. Keep food waste and grease away from the trees and plants.

Clean-up

Vendors must keep the inside and outside of their booth space neat and tidy and are responsible for the daily clean-up of their assigned space and breakdown of their own items at the close of the Festival.

Trees and plants

This is a mall – please don't tie anything to trees or damage any plants!!!! Tree, plant, or other park damage will be deducted from your security deposit!

Set up/take down

Setup is available beginning on Saturday morning, and is available by appointment only for Saturday and Sunday. **You will receive your set up and take down appointment in your confirmation packet.**

Vehicle access permits

You will receive an appointment time for loading & unloading in your confirmation packet. Please plan accordingly. If you miss your appointed time, you'll go to the back of the line.

Vendors without an appointment must wait until access becomes available. There is no guarantee that access will be available and you must be prepared to move your merchandise to your booth without bringing your vehicle to the unload area.

Unloading

Festival volunteers will be on site to help you at 7 a.m. daily. Entry into the mall will be unavailable until that time.

Parking

You will receive a permit and map of where to park during the festival. This area will be reserved for vendors.

Materials and supplies

You will need to bring all supplies and materials to hang your signs, cover your tables, and carry out business, including fire extinguishers if electricity is used.

Photographs

Please include photos and/or web links to represent your products. We can't make a decision on your application if we can't see what you want to sell.

Publicity

Publicity for the Festival will be provided by the City of Boulder and Colorado Aloha Festivals through all forms of media. Flyers and posters should be available in March and they will be available for download then. Other last-minute information will be sent to you in late July. Programs will be available at the Festival.

Security

There is overnight security at the facility! Even so, **any items left overnight at the facility are at your own risk.** Overnight sleeping in booths is not permitted under any circumstances. Security personnel will be on site daily to ensure a safe and enjoyable event.

However, Colorado Aloha Festivals, the City of Boulder or any other sponsoring organizations are not responsible for theft, loss or damage!

Liability

Neither Colorado Aloha Festival, the City of Boulder, or any other sponsoring organizations carry accident insurance to cover participants. Involvement in the 2010 Colorado Aloha Festival is at your own risk!

Cancellation policy

No rain date is available. No refunds if you cancel after April 15, 2010. Cancellations must be made in writing and postmarked by April 15, 2010. Telephone, fax, or email cancellations will not be accepted as official. There will be a \$25.00 processing fee for cancellations made after vendor acceptance. There is no fee for cancellations made prior to acceptance as a vendor.

Confirmation Policy

Applicants will be notified of their acceptance for participation once they are selected and the required payment has cleared. Notification of acceptance or rejection will be handled strictly by mail. The first confirmations will not be sent until late April. Read your confirmation letter carefully. It will list any items from your application that have not been approved.

If you have any questions, please contact:

Vendor Coordinator Traci Brown by email to traci@tracibrown.com. You may also contact the Festival office at 303-494-7075.

KEEP THESE GUIDELINES to refer to as you prepare for the event.....

Colorado Aloha Festival Food Vendor Application September 17-19, 2010

Applications must be completely filled out and returned by mail with payment of total fees by either check or money order. Postdated checks will be returned unprocessed!

Applications postmarked after April 15, 2010 may not be considered.

I. Name of Organization/Business

Address _____
City _____ State _____ Zip _____
Contact Person _____
Title _____
Business Phone _____ Fax: _____
Cell: _____ Email: _____
Web Site: _____

II. Special Requests (location, near another vendor, etc.) Please attach special requests on a separate sheet.

III. Description

Please provide a list of **ALL** food and beverage items that you wish to sell. Attach a separate sheet, if needed. Be specific about the items (or kind of items) and the cost of each. Enclose photos of your booth to help the selection process. We wish to have the greatest variety possible with little or no duplication. Items not listed on this application **MAY NOT** be sold at the Festival! Violators will be warned to stop selling the offending product. Repeat violators will not be allowed to participate in future Festivals.

Item (Items) Price (or range of prices)

(Please attach a separate sheet)

IV. Equipment

You must provide your own tent, tables & chairs!

We will provide:

- Water source (you must provide your own hose and connections)
- One 10 amp electrical circuit, if needed, see below)

V. Parking

You will receive a parking pass to a special vendor parking area.

VI. Electric service needed: ____ yes ____ no

(One 10 amp circuit will be provided with each booth at no additional charge, if requested). There is a fee of \$50.00 per additional 10 amp circuit for the weekend – order it below. **You must provide a list of all electrical equipment that you intend to use...NO EXCEPTIONS!**

You must provide your own 50 foot heavy duty extension cord for each electrical circuit requested. Electric service is limited and requested circuits cannot be guaranteed. Refunds will be given if we are unable to accommodate your request. **No individual generators are allowed under any circumstances!**

The use of electricity, open fire, or propane requires an appropriate fire extinguisher in the booth. You are responsible for providing the extinguisher.

I wish to apply for: Total fees enclosed:

(indicate number) _____ 10'x20' vendor booth spaces x \$400 per space \$ _____
(includes refundable deposit of \$100.00 per space)

_____ Additional 10 amp Electrical circuits x \$50.00 each \$ _____

_____ Additional 6 foot tables x \$20.00 each \$ _____
(No extra tables will be available if not ordered)

_____ Additional chairs x \$5.00 each \$ _____
(No extra chairs will be available if not ordered)

_____ Booth tents x \$325 each \$ _____

1 set Booth sides \$160

Grand total enclosed \$ _____

Payment Method: A check or money order must be enclosed with the application in order for it to be processed and considered. All checks will be deposited upon receipt of the application and must clear before the application is reviewed. Depositing the check does not guarantee a space in the Festival! If you are not accepted, all paid fees will be refunded. Please make checks payable to Halau Hula o na Mauna Pohaku.

Application Acknowledgement and Guideline Acceptance

I hereby submit this application for consideration to participate as a Food Vendor in the 2010 Colorado Aloha Festival. I understand that the cashing of my check does not guarantee acceptance into the Festival. In the event that my application is not accepted, all paid fees will be refunded.

I acknowledge receipt of the Food Vendor Guidelines for Participation ("Guidelines") and agree that those Guidelines are expressly included in this application. I also agree to fully comply with all event rules and regulations as stated in the Guidelines and in this application form.

I understand that subletting is expressly prohibited and that all involved vendors will be barred from participation in the festival and no refunds will be provided.

I understand that neither Colorado Aloha Festivals, the 29th St. Mall, nor any sponsoring or supporting organization carry accident insurance to cover vendors or their employees/helpers and that participation in the 2010 Colorado Aloha Festival is at your own risk!

I understand that there is overnight security at the mall and that any items left overnight at the park are at my own risk. I agree that Colorado Aloha Festivals, Inc., the 29th St. Mall or any other sponsoring organizations are not responsible for theft, loss or damage!

I agree to hold harmless and indemnify Colorado Aloha Festival, its Board of Directors, Officers, Planning Committee and volunteers and any sponsoring and supporting organizations from any liability, claim or demand due to injury to any person or property which may arise from my participation in the 2010 Colorado Aloha Festival.

I understand that the security deposit will be returned (by mail) if all booth equipment is in place, all necessary clean-up performed and all sales tax is submitted upon checkout *after* 5 p.m. on Sunday, September 18th 2010, and all rules incorporated within this application have been complied with.

I understand that any cancellation must be made in writing and postmarked by April 15th ,2009. Telephone, fax or email cancellations will not be accepted. Cancellations made after my acceptance as a vendor will be assessed a \$25.00 cancellation fee. There are no refunds for cancellations after this date.

I understand that no fees will be refunded due to the cancellation of the event due to acts of God or because of events beyond the control of Colorado Aloha Festivals, Inc.

Signature: _____ Date: _____

(Not valid without signature)

Please return the original signed application form, with payment of total fees, by mail to:

Colorado Aloha Festivals, Inc.

470 S. 40th

Boulder, Colorado 85282

Please keep a copy for your records!

FOOD VENDOR APPLICATION CHECKLIST

Use this handy checklist to make sure your application packet is complete:

Is my application completely filled out and enclosed?

Did I order enough booth space for my product to be both stored and displayed?

Did I order enough extra tables and/or chairs or am I bringing my own? (There will not be any available at the Festival.)

Did I order enough electricity?

Did I enclose my signed Application Acknowledgement & Guideline Acceptance form?

Did I check the Boulder Food website to ensure that I can comply with food safety regulations?

Do I have enough postage on the envelope?

AND – DID I PUT THE CHECK OR MONEY ORDER IN THE ENVELOPE?