

Aloha!

Mahalo for your interest in the 3rd Colorado Aloha Festival, to be held Sept 17-19, 2010 at Boulder's 29<sup>th</sup> St. Mall.

Please read the "Merchandise Vendor Application" and the "Merchandise Vendor Guidelines for Participation" carefully as there are major changes from previous years at Vance Brand Auditorium. The guidelines spell out city, mall 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, 2009 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. The University of Hawaii football team will be playing Colorado in Boulder. Hotel rooms will fill quickly! 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. If you have questions, please email us at [traci@tracibrown.com](mailto:traci@tracibrown.com) or call us at 303-494-7075. We will return your call as soon as possible.

Colorado Aloha Festival  
470 S. 40<sup>th</sup>  
Boulder, CO 8305  
303-494-7075  
[www.coloradoalohafest.com](http://www.coloradoalohafest.com)

## **Merchandise 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, wear an identifying uniform of their business, or wear a Festival t-shirt while conducting business at the Festival.

### **Dates and Hours of operation**

*Colorado Aloha Festival* hours are 9 a.m. to 5 p.m. on Saturday September 18 and 10am to 5pm on Sunday September 19<sup>th</sup>. Merchandise booths must be set up and ready to open 30 min prior to festival opening and must be open until - and no later than closing time.

### **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 merchandise 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 15th, 2010. 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.

Mauna Pohaku is required to collect all city and state sales tax from each vendor at the end of the festival. If you already have a State of Colorado and City of Boulder Sales Tax License that allows you to participate in special events, please include a copy of that license with this application.

## **Booth Information**

The Merchandise Vendor booth fee covers a space 10' wide by 10' deep. No racks, tables, merchandise or storage is permitted outside of the 10 x 10 space! **Space beside, in front, and/or behind the booth 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 mall property or plants. If that space is insufficient to contain your merchandise and storage stock, order more than one space.

**Tents, tables, chairs, tent sides, and electricity are additional for extra fees. THESE ITEMS WILL NOT BE AVAILABLE AT THE EVENT!**

Space assignments will be made by the Merchandise Vendor Coordinator along with the Festival Director. 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!

## **Set up/take down**

Setup is available beginning on Saturday morning at 7am, and is available by appointment only. Your assigned time will be included in your confirmation packet.

Vendors who miss their unloading appointment must be prepared to move their merchandise to your booth without bringing your vehicle to the unload area.

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

There is no overnight sleeping allowed in any vehicle parked at the mall.

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

This is a mall – please don't tie anything to trees or damage any plants!!!!  
Tree, plant, or other mall damage will be deducted from your security deposit!  
**All sales areas and stock storage at the Festival must stay within your booth space. This will be strictly enforced, WITH NO EXCEPTIONS!**

## **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.

## **Materials and supplies**

You will need to bring all supplies and materials including your tent, sign hanging materials, table cloths, and anything you'll need to carry out business, including fire extinguishers if electricity is used.

### **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.

### **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.

### **Security**

Overnight security at the facility will be provided! **Still, any items left overnight at the facility are at your own risk.** Overnight sleeping in booths is not permitted under any circumstances.

Police and Security personnel will be on site daily to ensure a safe and enjoyable event. **However, Colorado Aloha Festival, Mauna Pohaku, the City of Boulder, 29<sup>th</sup> St. Mall or any other sponsoring organizations are not responsible for theft, loss or damage!**

### **Publicity**

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

### **Liability**

**Neither Colorado Aloha festival, Mauna Pohaku, the City of Boulder, 29<sup>th</sup> St. Mall, nor 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 notice. 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 early May. 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:**

Merchandise Vendor Coordinator Traci Brown at 303-494-7075 or by email to [traci@tracibrown.com](mailto:traci@tracibrown.com).

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

# **Colorado Aloha Festival Merchandise Vendor Application Sept 18-19, 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, 2009 are considered on space-available basis.**

## **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** items that you wish to sell. Attach a separate sheet, if needed. Be as specific as possible as to the items (or kind of items) and the cost of each. **Enclose photos of your booth and/or of products to assist the committee in making selections!** This is a juried show: we reserve the right to refuse any product or vendor that we feel does not conform to the spirit of the Festival or which provides excessive 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 of this policy will not be allowed to participate in future festivals.

## **IV. Equipment**

A Vendor space includes only the ground space. You will need your own tent, tables and chairs.

**Tents, tables, chairs, booth sides, and electricity are not automatically provided for merchandise booths and must be pre-ordered separately below.**

*You may use your own white tarps for sides but non-white tarps may not be used during Festival hours under any circumstances.*

## **V. Parking**

**Parking will be free at the mall. You will be issued a permit.**

## **VI. Electric service needed**

There is a fee of \$50.00 per 10 amp circuit for the weekend – order it below. You must provide your own 50 foot heavy duty extension cord for each electrical circuit requested. Refunds will be given if we are unable to accommodate your request. Electricity will be used for:

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**No generators are permitted 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'x10' vendor booth spaces x \$200.00 per space.  
\$ \_\_\_\_\_ (includes refundable deposit of \$50.00 per space)

\_\_\_\_\_ 10 amp Electrical circuits x \$50.00 each \$ \_\_\_\_\_

\_\_\_\_\_ Booth tents x \$150 each \$ \_\_\_\_\_

\_\_\_\_\_ 6 foot tables x \$20.00 each \$ \_\_\_\_\_

(No tables are provided or available if not ordered)

\_\_\_\_\_ Chairs x \$5.00 each \$ \_\_\_\_\_ (No chairs are provided or available if not ordered)

\_\_\_\_\_ Booth Sides x \$80 per booth \$ \_\_\_\_\_

\_\_\_\_\_ Corner Booth x \$50.00 \$ \_\_\_\_\_

(Requests will be considered in postmark order. If a corner booth is not available, the payment will be refunded. PAYMENT DOES NOT GUARANTEE A CORNER BOOTH SPACE!

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 payments 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 Merchandise 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 Merchandise 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 Festival, the City of Boulder, 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 but that any items left overnight at the mall are at my own risk. I agree that Colorado Aloha Festival, the City of Boulder 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, the City of Boulder, 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 taxes are submitted upon checkout *after* 5 p.m. on Sunday, September 18, 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 15, 2010. 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 Festival.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Not valid without signature)

Check here if you are interested in being contacted about setting up your booth at our Ho'ike and luau on Friday Sept 17<sup>th</sup>. Note: You would need to tear down your booth late that night and set it up again early Saturday morning across town at the mall.

Please return the original signed application form (3 pages) with payment of total fees, by mail to:

***Colorado Aloha Festival.***  
470 S. 40th  
Boulder, CO 80305

Please keep a copy for your records!

## **MERCHANDISE 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 a tent, tables and/or chairs or am I bringing my own? (We do not supply them unless ordered.)

Do I need and did I order electricity?

Do I want a Corner space?

Did I enclose my signed Application Acknowledgement & Guideline Acceptance form?(page 3 of the application)

Did I enclose photos or a link to a website....or both?

Do I have enough postage on the envelope?

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