



**Laupahoehoe Community Public Charter School  
Laupahoehoe Music Festival  
Vendor Information and Application  
Date: Saturday, April 21, 2018**

Please support LCPCS as we continue the tradition of the Laupahoehoe Music Festival. This years festival proceeds are to support music programs at LCPCS.

This festival celebrates local music at the beautiful Laupahoehoe Point.  
The event's live music starts at 10 am. There will be craft vending, food booths, silent auctions and games.

**VENDOR APPLICATION PROCESS**

**Submit one (1) application per booth. Application must be received by Friday, January 19, 2018.**

**Applications will be reviewed for completeness and compliance.**

**Vendor selection will occur so there is a variety of food and crafts and limited overlap.**

**Selection will be completed by Jan 26, 2018.**

**Registration Fee is \$50 for craft vendors.** Vendors are also responsible for the County vending fee. These fees will be gathered and collected by LCPCS for submission all at once. Fees are non refundable. \$30 returned check fee for NSF checks.

**BOOTH INFORMATION:**

Vendors may not sublease their space (one vendor per booth). Only items listed for sale in applications are to be sold.

All transactions completed at the vendor booths will be at the vendor's discretion.

**Craft Vendor Space:** 10 ft x 10 ft under covered canopy tent, please provide your own protection from weather; provide your own tables and chairs, limit 2 tables and 2 chairs.

No electricity is available or will be allowed at craft booths.

**Signs:** Please provide your own booth displays including signage.

**Location:** Space will be on Laupahoehoe Point Park field ( flat grassy field).

Space to be marked.

**Time:** Vendors will be allowed to drive to spot for set up. Field will open at 8 am. Vehicles must be moved off the field by 9:15 am. Parking for craft vendors will alongside the grass on the Honokaa side of the park behind the sand volleyball court. Performances will start at 10:00 am.

Vendors are expected to remain open for the duration of the event. No early take downs.

**Entry:** Selected vendors will be given ONE vendor parking pass for entry into the park. All others working in the booth(s) must purchase a ticket in order to enter/participate in the event.

Purchasing tickets during presale (\$15) is advised. Ticket prices at the gate will be \$20.

**Information only booths, please contact coordinator directly.**

**Additional notes:** Advertising for the event will include coverage about the vendors.

The event goes on rain or shine.

This is an alcohol and drug free event.

**For any questions please contact Shantell at (808) 962-2200.**

**Selected Vendors will be contacted by Jan 26, 2018.**

**\*\*Limited space is available for information only type booths. Please contact Shantell for more details.**

**SELECTED VENDOR INFO/REQUIREMENTS/RESPONSIBILITIES:**

**Upon acceptance of your application All Selected Vendors are required to send these completed forms to LCPCS Attn: Shantell Urbanozo by Feb. 09, 2018.**

**-All Selected Vendors will complete the County of Hawaii Parks & Recreation Vendor Permit Form, which requires a fee of \$30, per application, payable to the County Director of Finance.**

**-All vendors will add LCPCS as Additional Insured on their insurance policies for the day of the event.**

*Event coordinators will apply for ALL event vendors at one time, thus the need for these items to be turned in to the school on time. We appreciate your prompt response.*

**INSTRUCTIONS: Please complete the following. Application and payment must be completed and returned by Friday, January 19 , 2018.**

Please complete the bottom and return with registration check by January 19, 2018 to  
Laupahoehoe Community Public Charter School Attn: Music Fest Vendor Chair  
P.O. Box 189 Laupahoehoe, HI 96764

**Application for Craft Vending**

Vendor Name: \_\_\_\_\_

\*Contact person: \_\_\_\_\_

Type of Organization (check one):

\_\_\_\_\_ Community/Faith Based \_\_\_\_\_ School \_\_\_\_\_ Individual \_\_\_\_\_ Business

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Hawaii State General Excise Tax No. \_\_\_\_\_ (attach copy here)

List all items you wish to sell.

Craft vendors: It is encouraged that vendors sell original handcrafted work. When application is selected, sales will be restricted to what is listed in this application.

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You may attach an additional sheet if you need more space.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

LCPCS reserves the right to reject any application.

Waiver:

In consideration of my participation as a vendor in this event, I waive any claims for myself, my administrators, and my heirs against all officials, sponsors, and organizations connected with the Laupahoehoe Music Festival, including but not limited to LCPCS, State of Hawaii and the County of Hawaii, for injury or illness or loss or damage that may directly or indirectly result from my participation in this event. I attest that I have full knowledge of the risks involved in this event.

Print Applicants Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Office Use Only:

Payment Amount Received: \_\_\_\_\_ Cash/Check or Money Order No. \_\_\_\_\_

GE # \_\_\_\_\_ Accepted \_\_\_\_\_ Notified \_\_\_\_\_

P&R forms received: \_\_\_\_\_ DOH forms received: \_\_\_\_\_