



**Laupahoehoe Community Public Charter School
Laupahoehoe Music Festival
Vendor Information and Application
Date: Saturday, April 25, 2020**

Please support LCPCS as we continue the tradition of the Laupahoehoe Music Festival. This year's 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 January 31, 2020. 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 Feb. 7, 2020.

Registration Fee is \$75 for craft vendors. Vendors are also responsible for the \$30 County vending fee. The County fee will be gathered after vendor is accepted and then submitted by LCPCS for submission to the County all at once. Fees are non refundable. \$30 returned check fee for NSF checks. **As a reminder Laupahoehoe Music Festival is a annual fundraiser, all proceeds go to Laupahoehoe Community Public Charter School.**

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 Loida at (808) 962-2200.

Selected Vendors will be contacted by Feb. 10, 2020.

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

SELECTED VENDOR INFO/REQUIREMENTS/RESPONSIBILITIES:

Upon acceptance of your application All Selected Vendors are required to send these completed forms in by January 31, 2020

LCPCS - Laupahoehoe Music Festival

Attn: Loida Navalta

P.O Box 189

Laupahoehoe HI 96764

-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. This fee will be collected after vendor is accepted.

-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 Jan. 31, 2020.

Please complete the bottom and return with registration check by Feb. 15, 2020 to
LCPCS - Laupahoehoe Music Festival
Attn: Chair Loida Navalta
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: _____