



888 Mililani Street, Suite 401
Honolulu, Hawaii 96813-2991

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www.hgea.org

May 1, 2020,

Dear Exhibitor:

We would like to invite you to participate in the annual Hawaii Government Employees Association (HGEA) Downtown Holiday Craft & Gift Fair on Wednesday, December 2, 2020 and Thursday, December 3, 2020 from 10:00 AM to 2:00 PM to support the Charles R. Kendall Scholarship Fund.

Due to the COVID-19 pandemic we will be adjusting the application process for 2020.

Preference to applications that are submitted early and those that apply for both day (same in years past).

Changes for 2020 are as follows:

- Submit application by email ONLY to khirayama@hgea.org.
- Booth fees will be due no later than October 30, 2020. (you can still submit check by mail at any time)
- Reduction of booth fees: \$160 for 2 days and \$90 for 1 day.

We hope these changes will help during this unprecedented pandemic we are facing.

Should you have any questions, please do not hesitate to contact me at khirayama@hgea.org.

Mahalo,

Kevin Hirayama
Member Engagement Specialist

VENDOR APPLICATION



2020 HGEA Downtown Holiday Craft & Gift Fair

Wednesday & Thursday • December 2 & 3, 2020
10 a.m. - 2 p.m. • Kendall Building (corner of Queen & Mililani Streets)

Exhibitors!

BOOTHS: Indoor spaces (approx. 6' x 3'),
Partially covered exterior spaces (8' x 3'), &
Uncovered terraced spaces (10' x 10')

FEES:
ONE DAY ~~\$100~~ \$90
TWO DAYS ~~\$180~~ \$160

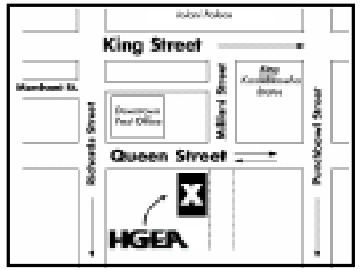
SCREENING: Required of new exhibitors & of past participants.
For appointment, email khirayama@hgea.org

All crafts/merchandise to be sold must be listed in application form below. Goods may be left overnight in the building, but at the exhibitor's own risk.

DOOR PRIZES DAILY!
GRAND PRIZE EACH DAY!
ADVERTISED TO CAPTURE
THE DOWNTOWN MARKET!

MAKE CHECKS PAYABLE TO:
KENDALL SCHOLARSHIP FUND

MAIL TO:
HGEA/AFSCME-CRAFT FAIR
888 MILILANI ST., STE 401
HONOLULU, HI 96813



For more information email khirayama@hgea.org

PLEASE PRINT CLEARLY AND RETURN

I (we) hereby apply for exhibit space in this HGEA/AFSCME event. I (we) have read the "Show Terms and Conditions/Regulations" on the reverse of this sheet and agree to fully abide by them. I (we) acknowledge that any breach of the terms and conditions/regulations is sufficient grounds for removal from the event.

Please Print or Type

Name(s): _____ Best Contact #: _____) _____
 Company Name: _____ Email: _____
 Mailing Address: _____ Gen. Ex. Tax # _____
 City, State, Zip: _____ Have you been in our fair before? Yes No
 List/Describe in detail craft items: _____

Circle your choice of dates: Wed. (Dec. 2) Thurs. (Dec. 3)
 Indicate (1st choice, 2nd, 3rd) your preferred area: ___ Inside (6' x 3') ___ Outside (partially covered, 8' x 3') ___ Outside (10' x 10')
 Do you want to borrow a free 6' table (you must bring table cloth), if available? Yes No

Signature(s): x _____ Date: _____

DON'T FORGET TO INCLUDE YOUR CHECK! PHOTOCOPY BOTH SIDES OF FORM FOR YOUR RECORDS.

2020 HGEA/AFSCME Downtown Holiday Craft & Gift Fair

SHOW TERMS AND CONDITIONS/REGULATIONS

1. This event is a benefit for a charitable organization of HGEA/AFSCME.

2. The artist, craft or non-craft person, hereafter known as Exhibitor, must be ready for business by 10:00 a.m. and shall remain open until 2:00 p.m. on all chosen days. Goods may be left overnight in the building, at Exhibitor's own risk. Booth spaces shall be cleaned and all items removed from the premises by 4:00 p.m. on the last day of the event, unless Exhibitor is otherwise notified.

3. Booth spaces may vary in size. It shall be the responsibility of Exhibitor to be within the assigned area and not infringe on surrounding exhibitors. No stakes, nails, or tape may be used on any part of the HGEA/AFSCME building, walls, railing or walkways. Should Exhibitor cause any damage to the fair site's structures or displays, whether deliberate or accidental, said Exhibitor will be liable for the cost of all repairs.

4. All exhibits must be designed, constructed and operated in good taste and in accordance with the best interest of the event, which HGEA/AFSCME in its sole discretion shall have the right to decide.

5. Exhibitor agrees to occupy the exhibit space as assigned and to be open and staffed during show hours. In the event Exhibitor does not occupy said space, HGEA/AFSCME is expressly authorized to occupy or cause said space to be occupied as may be deemed in the best interest of the event without any rebates or allowances whatsoever to Exhibitor and without in any way releasing Exhibitor from any liability thereunder. Exhibitor also agrees not to sublet or apportion to anyone else said space or to employ sales agents in lieu of the Exhibit at the event(s). No dealers or representatives shall be eligible without the express written consent of HGEA/AFSCME.

6. Exhibitor agrees that if accepted for this event, that HGEA/AFSCME is under no obligation to rent space to Exhibitor in future events.

7. Dates and times are subject to change. These changes shall not affect any terms, conditions and regulations of this contract which are the responsibility of the exhibitor.

8. All sales, publicity and promotional activities conducted by Exhibitor during the event must be confined to Exhibitor's assigned space. Carnival tactics and the use of public address system shall be forbidden. HGEA/AFSCME in its sole discretion may prohibit the conduct of any activity whatsoever which deems deleterious and not to the best interest of the event.

9. Liability insurance, if desired, must be obtained by Exhibitor at the individual's own cost and expense. HGEA/AFSCME assume absolutely no risk; and by the acceptance of this agreement, the Exhibitor expressly releases the above groups of and from any and all liability for any damage, injury or loss to any person or goods which may arise from the rental and occupation of said space by the Exhibitor and the sale or distribution of goods and/or services by the Exhibitor, and agrees to hold and save the above harmless of any loss or damage by reason thereof.

10. All necessary statutory requirements, including but not limited to business permits, tax licenses (and subsequent tax collections and payments) and health clearance permits (food products), are the responsibility of the Exhibitor.

11. COST: Booth fees for each 2 day segment is \$180. One day only, cost is \$100.

12. PAYMENT TERMS: Applications sent in on or before Aug. 15, 2019, a check must be included. Notice of acceptance into the fair will be mailed in October. If fees are not paid in accordance with above, HGEA/AFSCME reserves the right to replace the Exhibitor in the event.

13. Assignment booth preference will be given to early applications and those that apply for both days.

14. CANCELLATION POLICY: HGEA/AFSCME expects that Exhibitor will participate in events for which the Exhibitor has applied and been assigned a space. Since this is a fund-raising event for Kendall Scholarship Fund, the Exhibitor shall receive no refund. No refunds are provided due to inclement weather. Furthermore the HGEA/AFSCME shall not be liable for refunds or any other liabilities whatsoever for the failure to fulfill this contract due to reasons of the site of the event being, before, or during the show, destroyed by fire or other calamity, or by any act of God, public enemy, strikes, statutes, ordinances, or any legal authority, or any other cause beyond their control.

15. This agreement shall not be considered as a joint venture or partnership between Exhibitor and the HGEA/AFSCME.

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