



MANALEO
Hawaiian Cultural Foundation
"Regenerating the native culture through education"

11th Annual Napa Valley Aloha Festival

Aloha,

On behalf of the Manaleo Hawaiian Cultural Foundation and the 2018 Napa Valley Aloha Festival Committee, I welcome you to the **11th Annual Napa Valley Aloha Festival**, a two-day event.

Saturday, September 15, 10 a.m. - 6 p.m. and Sunday, September 16, 10 a.m. – 4 p.m.

Location: Napa Valley Exposition located at 575 Third St, Napa, Ca. 94559.

We look forward to working with you. Please carefully read and understand the **"Terms and Conditions of Participation"** before submitting your completed application and fees.

Applications must be postmarked before **May 30, 2018**. **(Space and food choice, is first come-first choice)** *Early applicants get the main food dish choice.*

All Hot Food Vendor applications will be reviewed as received. Decision on which food vendors and what food will be served will be finalized by 6/14. Hot Food Vendors will be notified by 6/15, if they and their menus are accepted to participant. Past participation is not a guarantee for participation this year. We are looking to broaden and change up our vendors and foods.

- **NO Main Dish** food duplications. You are asked not sell anything not listed and approved on your application. Your menu items will not be duplicated by a neighboring vendor.
- You may contact me @ 707-337-4898 to see what food has already been approved.
- First come- First food choices, so please, submit early!

This is a Green i.e. "Zero Waste" event: all products provided to the customer must be recyclable or compostable (www.naparecycling.com). This is a non-alcoholic event and any vendor attempting to sell alcoholic products will be asked to terminate their vending of such products. **No drinks may be sold by the vendors;** that is a function of the MHCF foundation only. The Napa Valley Aloha Festival Committee reserves the right to refuse any product, item or vendor at its sole discretion.

On behalf of the entire event staff, I thank you for your interest and consideration in this event. I look forward to working with you to ensure we have a successful festival.

Mahalo Nui Loa,

Joe Theisen

Napa Valley Aloha Festival Vendor Coordinator

Best way to contact me is via email (vendors@manaleohcf.org) or via phone 707-337-4898

TERMS AND CONDITIONS OF PARTICIPATION

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Dates and Hours of Operation

Napa Valley Aloha Festival will be open to the general public on **Saturday, September 15 from 10 a.m. to 6 p.m. and Sunday, September 16 from 10a - 4pm**

Set Up / Take Down/ Cleanup

Vendors will be allowed into the venue for setup on Friday (9/14) after 11 a.m. Late set-up after 9:00 p.m. on Friday is available, but event staff requires prior notice to assist Security monitoring of the site. Booths must be set up and ready to open at 9:30 a.m. each day and must remain open and operational until 5 p.m. on Saturday (9/15) and until 4 p.m. on Sunday (9/16). All vehicles must be moved from festival grounds to designated vendor parking before **9 a.m. There is no breakdown prior to 4pm Sunday.** Vendors are solely responsible for the daily cleanup of their assigned space and breakdown of their own items at the close of the event.

Fees / Deposits / Deadlines

All booths will be charged a fee that must be paid in advance and in full at the time of application. Booth fees will be deposited immediately upon receipt. A separate cleaning deposit of **\$100** will also be required. (This will be a separate check that will remain non-deposited and may be returned to you after your booth and surrounding area has been checked for litter or damage of any kind.) Please see the application form for the fee schedule and deadlines. Incomplete applications will be returned and the new Postmark will apply. Take advantage of emailing applications and using PayPal.

Confirmation Policy

Deposit of your booth fee does not constitute acceptance. **No postdated checks will be accepted.** Booth applicants will be notified of their acceptance or rejection either via telephone and/or email by approximately June 15. Applicants not accepted will receive a refund of their booth fees and a letter stating the reason for the return. Booth assignments will not be available until a few days prior to the event. You will be emailed parking passes and assignments several days before the event.

Cancellation Policy

No refunds will be given in case of inclement weather, acts of nature, forfeiture or by restrictions of government agencies to amend or cancel the event, over which the Napa Valley Aloha Festival Committee has no control. There will be no refunds if you cancel after **July 15, 2018.** All Cancellations must be in writing and postmarked before **July 15, 2018.**

Permits and Licenses Including Temporary Seller's Permits

All pertinent fire codes, laws, ordinances and regulations pertaining to health, fire prevention and public safety shall be strictly observed. There is no charge to acquire this permit. **ALL vendors must provide their valid Seller's permit number or Temporary Seller's permit number on their application.** You may download the California Department of Tax and Fee Administration's form from their website at <https://www.cdtfa.ca.gov/industry/temporary-sellers.htm> or you can call them directly at (800) 400-7115.

Health Department Permits

Any vendor selling or giving away pre-packaged factory sealed food **must comply with, apply and pay for permit directly** from **County of Napa Department of Environmental Management.** See the County Website for Temporary Event Vendor Application: www.countyofnapa.org/DocumentCenter/View/3841. Napa County charges a fee for this application. Be sure to apply ASAP to avoid higher fees and approval delays.

Napa County info: **1195 Third Street, Suite 210 Napa, CA 94559 | www.co.napa.ca.us | Main: (707) 253-4471 | Fax: (707) 253-4545.**

Vendors must make a copy of approved permit and provide it to the Festival Vendor coordinator prior to event, no space refunds will be given because you did not get approval or issues worked out in time.

Reserved Items

The Manaleo Hawaiian Cultural Foundation reserves the right to sell official licensed goods such as event t-shirts, hats, programs and any other promotional items. Beverage vending such as water, tea, lemonade, soda or drinks of any kind, will be sold exclusively by the Manaleo Hawaiian Cultural Foundation and may not be sold or given away at any Vendor booth.

TERMS AND CONDITIONS OF PARTICIPATION

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Food Specific Booth Information

The Hot food booth fee provides a space 10' x 20', this space must incorporate any food prep and cooking (extra space on side if BBQ in use). All items must be neatly contained within this 10' x 20' area. You must provide your own fire retardant canopy covered on all sides per Health and Fire Department Regulations. Food Vendors must adhere to all Napa County requirements and to the following:

- ✓ **Napa Food permit should be approved by 9/2/2018 to avoid late fees.** You need to apply and pay for the Health Department's standard permit at the same time you apply to us. (See links above). Permits not firmed by September 14, 2018 will not be allowed to participate.
- ✓ **Hot Food Vendors Must carry their own liability insurance for this event, copy to be sent to me by 9/2/2018.**
- ✓ **Food must be prepared in a commercial kitchen per the Napa County Health Department rules.**
- ✓ **We are providing ONE** Napa County authorized refrigerator for perishable cold food to Hot Food Vendors only.
- ✓ Store all food and/or supplies up off the ground with in your 20w x 10d space by using pallets and tables, and protect same against insects and other contaminants; **Everything you bring must stay within this 10' x 20' area.**
- ✓ There will be space behind your booth for your food storage truck or trailer, Hot Food Vendors only.
- ✓ Maintain hot food at 145° F or higher and maintain cold food at 45° F or lower;
- ✓ Cooking is prohibited under canopies or other unapproved indoor structure;
- ✓ Provide all food items, condiments, tools necessary for the sale of your product, including soap for washing all equipment, rubber gloves and hairnets;
- ✓ Provide sanitary operation of booth. Food handlers MUST use hair nets and plastic/rubber gloves in food area. Food handlers may not handle money at the same time as handling food; comply with all Napa county health codes.
- ✓ Electric power will be available. Vendors are encouraged to use propane gas appliances, butane stoves, hibachis, etc. Microwave ovens are not allowed.
- ✓ Store flammable liquids, such as gasoline, at least 15 feet away from any open flame;
- ✓ Provide own fire extinguisher with a minimum of 18 BC classification as required by the Napa County Fire Department.
- ✓ Smoking is prohibited in food preparation area and in or near booths
- ✓ Provide your **own Fire Retardant** 10' x 10' or 10'x 20' canopy covered on all sides, per health and Fire code. Canopy must be in good structural condition and be visually appealing (preferably white in color).
- ✓ All serving dishes, cups, nee to be recyclable or compostable as this is a **NO Waste - "Green"** supported event. **Recycle containers will be available throughout festival grounds for use.**

Garbage and Trash

Vendors must keep the inside and outside of their booth space neat and tidy. Trash receptacles will be provided throughout the event area. All rubbish should be bagged in heavy duty plastic trash bags, tied and closed and deposited in the specified receptacle collection areas. Any disposal of garbage other than in the trash receptacles provided will result in an additional cleaning charge equal to the time, equipment and materials used.

Dumping of ice, potable liquids is permissible in the marked drains. No food waste, grease or non-potable liquid is permitted in any unauthorized receptacle. No Zip-Tie clippings may be left on the ground. No trash may be left in booth space. Violations will result in the forfeiture of your cleaning deposit. Trash and recycling cans will be plentiful, nearby and regularly emptied. If you see a mess, please notify fair staff for clean-up.

Parking and Unloading

Vehicles may be driven onto certain parts of premises for the QUICK unloading and loading purposes only. However, all vehicles must be moved by 9 a.m. and cannot return until the public has left the area. Please break down completely before moving your vehicle to loading area. Loading must be completed quickly and vehicles moved immediately to keep space available for other vendors ready to load or unload. This will be strictly enforced by the Manaleo Hawaiian Cultural Foundation (MHCF) and the Security personnel. Set up is available on Friday (9/16) after 12 p.m. Must have ID tag in Window of vehicle. There is a vendor parking area.

TERMS AND CONDITIONS OF PARTICIPATION

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Security

The Napa Valley Expo and Fairgrounds hired security agency will provide the security for the day of event, 9/15 10 a.m. – 5 p.m. and 9/16 10 a.m. – 4 p.m. MHCF will provide one security guard overnight, but it is your responsibility to tightly enclose your booth to protect your specific items. **Leaving any items overnight in your booth is done so at your own risk.** Overnight sleeping in booths or parking lot is not permitted under any circumstances per Napa Expo rules. You may, however make a reservation and bring an RV/trailer and stay overnight in the R.V. park. Spaces are limited and are on a first come, first serve basis and are solely handled by the Napa Valley Fairgrounds Office and not the Napa Valley Aloha Festival Committee. Please contact the office for further details at: (707) 253-4900

Publicity

Publicity for the Napa Valley Aloha Festival will be provided through all forms of TV, print media, etc. as determined by Napa Valley Aloha Festival Marketing Committee. Flyers and posters will be available upon request.

Liability

Involvement in the Napa Valley Aloha Festival is at your own risk. All vendors will agree to and sign the Hold Harmless Agreement that is made a part of this application.

No Alcoholic Beverages / Illegal Drugs or Pets Allowed

No alcoholic beverages, illegal drugs, firearms, ammunition or pets (with the exception of Service dogs) or any other harmful items will be allowed. All violators will be expelled immediately by the security staff. **Smoking is not permitted around or within booth space or in the plaza area. A designated smoking area will be provided.**

Subletting

NO subleasing of booth space or surrounding areas. If anyone subleases any portion of his or her space without prior written permission from the Event Chairperson, they will not be allowed to operate the booth and will forfeit all fees paid.

Lost and Found

Lost and Found items recovered during the event may be claimed at the MHCF/ Napa Valley Aloha Festival Booth.

Medical/Safety

A medical tent with qualified personnel will be located on the grounds for assistance with medical emergencies/issues.

Policies & Guidelines

The Napa Valley Aloha Festival Committee reserves the right to approve or deny any booth application, and the right to limit the number of applicants for any one type of goods/service thereby protecting all vendors and maintaining diversity for the event.

Clean Up

Space and ground must be cleaned up prior to leaving or deposit will not be returned. **NO Zip Tie Clippings may be left on the ground.** Trash must be deposited in trash bin. There is no smoking in the vendor area, so we should not find any cigarette butts on the ground.

11th Annual Napa Valley Aloha Festival

Food Vendor Application

September 15-16, 2018

Applications & hold harmless agreement must be completely filled out **(3) pages and returned by mail** (or email and PayPal) along with payment of total fees. PayPal is available and payments are made to (nvafest@yahoo.com), if used please include your confirmation number on this application. **No postdated checks** will be accepted. Application will not be considered until after check is cleared. Food Vendors are required to separately apply and pay for, and then present an approved Temporary Event Vendor Permit from the County of Napa's Health and Environmental Department. **To be considered as a FOOD Vendor application forms must be in by May 31, 2018. Food Vendors will be notified if they have been accepted by 6/15/2018 ** No Food Duplication (we may choose to negotiate items with you, so we have variety of vendors). First applications get choice of 1 main food item. ** Late fees apply after 7/15.**

Name of Organization / Business: _____

Contact Person: _____ Title: _____

E-Mail Address: _____ Website: www. _____

Address: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: _____ Evening Phone: _____ Mobile Phone _____

Please provide at least one of the following:

Seller's Permit # _____ Temporary Permit # _____ Non Profit Status - Federal ID # _____

Please provide a list of ALL food items that you wish to sell. Be as specific as possible as to the items (or kind of items). **Food items will not be duplicated between sellers. All items will be negotiated and Pre-approved.** Enclose photos of your booth, if available.

<u>Item Description</u>	<u>Item Description</u>
1. _____	5. _____
2. _____	6. _____
3. _____	7. _____
4. _____	8. _____

The **Napa Valley Aloha Festival** will supply the following:

- Booth Space 10' x 20' + 10' x 10' adjacent "Grill" Space
- Electrical outlet.
- Trash and Recycling Receptacles (Customer Use Cans and "Dumpster" near vendor Parking Area).
- Nearby Potable Water, Restrooms and Hand Washing Facilities
- Vendors are responsible for their own canopy
- Designated eating area with tables.

Vendor must agree to and comply with all Napa County Health, fire and safety regulations and all items listed under terms and conditions in this document.

11th Annual Napa Valley Aloha Festival

Food Vendor Application

September 15-16, 2018

I WISH TO APPLY FOR (Indicate number):

____ Hot Food Vendor 10'x20' food booth space at \$ 1100

Hot Food Booth \$ _____

____ \$100 **Include Late Fee after 7/15**, please include if you are late.

Late fee \$ _____

____ \$100.00 cleaning deposit check along with a self-stamped envelope, deposit will be returned if space is completely clean by 8:00 pm on Sunday Sept 16, 2018.

Cleaning dep. \$ 100.00

Included is a business card size Ad in the festival program: please submit your business card with your application.

TOTAL AMOUNT ENCLOSED \$ _____

****Mail application and check or electronically transfer to our Pay Pal account: (nvafest@yahoo.com).**

PayPal confirmation #: _____ Booth Fee Check # _____ Deposit Check # _____

I understand that any cancellation must be made in writing and postmarked by **July 15, 2018**. There are no refunds for cancellations after this date. I and/or my organization/business agree to assume all risk and injuries arising out of or resulting from the use of the Napa Valley Expo facilities and/or properties located thereon. And further, to make no claim whatsoever for injuries against the N.V. Aloha Festival Committee, the Manaleo Hawaiian Cultural Foundation, the city of Napa, State of California, its agents or employees, arising as or resulting from the use of any booth(s), buildings, grounds, real property or personal property located thereon.

I/we shall be personally responsible, on behalf of ourselves and/or my organization/business for any damages sustained to the grounds, buildings, or equipment because of the occupancy of said premises by myself and/or organization/business.

I/we agree to abide by and enforce the rules, regulations and policies of the N.V. Aloha Festival Committee as stated in the Conditions of Participation, this Non-Profit Organization Application, and the Hold Harmless Agreement.

Signature: _____

Date: _____

(Application is not complete without signature)

No Postdated checks will be accepted. Please make your Checks Payable to **MHCF/ Napa Valley Aloha Festival 2018**, or use PayPal account (listed above) and return all pages of the application and fees. Hot Food vendors should be **postmarked no later than May 30, 2018, if not received by 6/1/2018 will not arrive in time for board voting on Food Vendors.**

MHCF/ NAPA VALLEY ALOHA FESTIVAL

ATTN: VENDOR COMMITTEE

P.O. BOX 10009, NAPA, CA. 94581

HOLD HARMLESS AGREEMENT

September 15-16, 2018

Napa Valley Expo- 575 Third St., Napa, California 94558

In consideration for receiving permission to participate in the Napa Valley Aloha Festival 2018, I and the members of my participating organization/Business do hereby RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE, the Napa Valley Aloha Festival Committee, the Manaleo Hawaiian Cultural Foundation and the city of Napa, their committees, officers, agents, servants, volunteers or employees (hereinafter referred to as RELEASEES) and the State of California from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss damage, or injury, including death, that may be sustained by me, my organization / business, or any of the property belonging to me or my organization / business, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while participating in such activity, or while, in on, or upon the premises located at 575 Third St., Napa, California where the activity is being conducted.

I and the members of my participating organization / business hereby AGREE AND INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to our organization's participation in said activity, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise.

I and the members of my participating organization / business realize that the Napa Valley Aloha Festival Committee, the Manaleo Hawaiian Cultural Foundation and the city of Napa, State of California, their committees, officers, agents, servants, volunteers or employees (hereinafter referred to as RELEASEES) does not maintain any insurance policy covering any circumstance arising from our participation in this event or any activity associated with or facilitating that participation. As such we are aware that we should review our own personal insurance portfolio.

We further understand that this Hold Harmless Agreement is intended to be as broad and inclusive as permitted by the laws of the State Of California and that if any portion hereof is held invalid, we agree that the balance shall notwithstanding, continue in full legal force and effect.

IN SIGNING THIS RELEASE, WE ACKNOWLEDGE AND REPRESENT that we have read the foregoing Hold Harmless Agreement, understand it and sign it voluntarily as our own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; our authorized representative that has signed below is at least eighteen (18) years of age and fully competent; and executes this Release for full, adequate and compete consideration fully intending to be bound by same. Please include this with your application.

Name of Organization / Business: _____

President / Leader: _____ Title: _____
(Please Print - Must be an authorized representative to sign on behalf of Organization / Business)

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Contact Home Phone Number: _____ Contact Mobile Phone Number: _____

Gift Voucher (Return this with you application)

Every year we come around to ask for donation for our raffle. Everyone has been very generous. The Festival Raffle is the main fundraiser for our cultural and educational scholarships. In an effort to make it easier for our vendors and to encourage patrons to visit your booths for shopping, we've attached gift vouchers for your convenience. Please fill out the gift Vouchers below if you'd like to participate. We encourage you provide one or more for each day. We will raffle these items early each day in order to get shoppers to your booths to spend the voucher.

**** Please remember all donations are tax deductible and help us provide scholarships****

Mahalo for your donation



2018 Napa Valley Aloha Festival Gift Voucher

Only valid at Vendor booth listed on Sat 9/15/18 or Sunday 9/16/18

Vendor Name: _____

Product or Value of Gift Voucher: _____

Vendor Signature: _____ Booth No. _____



2018 Napa Valley Aloha Festival Gift Voucher

Only valid at Vendor booth listed on Sat 9/15/18 or Sunday 9/16/18

Vendor Name: _____

Product or Value of Gift Voucher: _____

Vendor Signature: _____ Booth No. _____