



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.

Late charge will apply after 7/15 and there is no guarantee that spaces will be still available. Early applications are also encouraged to submit their choice of location. Applications will be continue to be accepted until all spaces are filled.

Please note on your application if power will be needed as this helps us with booth placement.

Booth set up is available on Friday 11:00 a.m. Security staff will be available to allow late, Friday night set-up. Please call ahead and schedule, if you plan to arrive after 9:00 PM on Friday night.

Please use good judgement when choosing your items to sell and display in your booth as this is a family-oriented event. 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.**

Merchandise Specific Booth Information

The basic merchandise booth fee covers a space 10' x 20'. If you choose an outdoor location, you must provide your **own 10' x 10' or 10' x 20'** canopy, preferably white and in good condition. Space assignments will be made in order of Applications received. Vendor Coordinator has final say. All sales items and stock storage must stay within your booth space. This will be strictly enforced. **Smoking is not permitted around or within booth space or in the plaza area. A designated smoking area will be provided.**

Materials and Supplies

You are responsible for your **own** canopy, tables, chairs and all supplies and materials needed to hang your signs, cover your tables and carry out business. A limited supply of "fairground" tables and metal chairs are available. Please include a request for tables and chairs with your application. Again, early applications get priority. Be sure to bring table covers, as fairground tables are worn.

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.

TERMS AND CONDITIONS OF PARTICIPATION

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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.

Approved Merchandise and pre-packaged Food Only necessary if giving away free samples

Only items listed on the application and approved may be given away at the Napa Valley Aloha Festival. Merchandise that creates excessive trash may not be given away (i.e. poppers, streamers, egg shells or sawdust, etc.) Food items may not be given away at unless factory sealed and approved prior to the event. Per Napa County, sampling of pre-packaged food is not permitted unless "required hand washing is setup & approved within your booth" (see County permit rules). *Selling of alcohol is not permitted under any circumstances.* **Non-profit and informational booths approved to give away factory sealed food from their booths will be required to apply and pay for a permit from the County of Napa Department of Environmental Management.** See section above.

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.

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.

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

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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

Merchandise 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. First paid, first served.

Vendors giving away pre-packed food items are required to separately apply, pay for, and then present an approved Temporary Event Vendor Permit from the County of Napa's Environmental Department.

Late charges apply after 7/15, applications will be accepted until space are full.

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 # _____

Section II - Product Description:

Please provide a list of **ALL** merchandise that you wish to sell. Be as specific as possible as to the items (or kind of items). Enclose photos of your booth, if available. It is the intent of N.V. Aloha Festival to have the greatest variety possible with little or no duplication. Quality of products will also be screened to maintain a high standard of goods.

Item Description

1. _____
2. _____
3. _____
4. _____
5. _____

Item Description

6. _____
7. _____
8. _____
9. _____
10. _____

(Attach a separate sheet, if needed)

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

- Trash Receptacles, recycle containers nearby
- 2X6 Tables and folding metal chairs by request. Tables are worn, so bring a cover. Please request early to confirm availability.

11th Annual Napa Valley Aloha Festival

Merchandise Vendor Application

September 15-16, 2018

I WISH TO APPLY FOR (Indicate number):

___ 10' x 10' merchandise booth space(s) at \$ 450 or \$500 end space/back wall

Booth Total \$ _____

___ 10' x 20' merchandise booth space(s) at \$ 700 or \$750 end space/back wall

Booth Total \$ _____

___ \$75 Late fee for 10' x 10' space ___ \$100 Late fee for 10' x 20' space (**only include Late Fee after 7/15**) 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 am a wholesaler: **Yes** ___ **No** ___

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: _____
(Application is not complete without signature)

Date: _____

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. _____