



## 12<sup>th</sup> Annual Napa Valley Aloha Festival Workshop Instructor Application

Aloha Instructor,

The Manaleo Hawaiian Cultural Foundation would like to cordially invite you the 12th Annual Napa Valley Aloha Festival on September 21-22, 2019 at the Napa Valley Expo, 575 Third St. Napa, CA 94559.

If you would like to accept our invitation and participate, fill out the enclosed forms and return them to us as soon as possible.

Please email them to [workshops@manaleohcf.org](mailto:workshops@manaleohcf.org) and/or mail back completed application to:

**MHCF/Napa valley Aloha Festival**  
Attn: Workshop Committee  
PO Box 10009  
Napa, CA 94581

If we have not heard from you by September 1, we will assume you will not be able to participate.

Once we receive your application, we will send out all pertinent information and parking passes no later than, September 16, 2019.

We look forward to your participation at this year's Napa Valley Aloha Festival.

Mahalo Nui Loa,

Susan Kessler  
Workshop Committee

# Terms and Conditions of Participation

## **Dates and Hours of Operation**

**Napa Valley Aloha Festival** will be open to the general public on Saturday, September 21, 2019, from 10 a.m. to 5 p.m. and Sunday, September 22, 2019 from 10 a.m. to 4 p.m.

## **Parking and Unloading**

Vehicles may be driven onto certain parts of premises for the **QUICK** unloading and loading purposes only. Driving on grass or sod is strictly prohibited by the Napa Valley Expo. This will be strictly enforced by the Manaleo Hawaiian Cultural Foundation (MHCF) and the Security personnel. Any unauthorized vehicles left in the reserved parking lot behind the stage shall be towed at the owner's expense.

## **Check In**

All instructors are **required** to check in at the Entertainment Check-In upon arrival. Instructors should arrive at least 15 minutes before their scheduled workshop time.

## **Backstage**

After the completion of your workshop, instructors are to clean up and vacate the assigned area. Food and beverages are allowed. Cold water and restrooms will be provided.

## **Liability**

Involvement in the Napa Valley Aloha Festival is at your own risk. All participants will agree to and sign the Hold Harmless Agreement that is made a part of this application. Do not leave any items unattended. The Napa Valley Aloha Festival Committee is not responsible for any lost, stolen or damaged items.

## **Materials and Supplies**

Tables and chairs will be provided for your convenience. You are responsible for your **own** supplies and materials needed to present your workshop.

## **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.

## **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.

## **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 workshop instructor application, and the right to limit the number of applicants for any one type of demonstration thereby protecting all presenters and maintaining diversity for the event.

# Workshop Instructor Profile

## INSTRUCTOR INFORMATION *(please print)*

Contact Person: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

## WORKSHOP INFORMATION *(please print)*

Name of Group: \_\_\_\_\_ Number of Staff: \_\_\_\_\_

Workshop Description *(Please provide a brief summary of your group):* \_\_\_\_\_

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# Hold Harmless Agreement

In consideration for receiving permission to participate in the Napa Valley Aloha Festival, 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: \_\_\_\_\_