



**Las Vegas**  
**Hawaiian Civic Club**  
*22<sup>nd</sup> Annual*  
*Prince Jonah Kuhio*

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*Ho`olaule`a-Pacific Islands Festival*

*September 15<sup>th</sup> and 16<sup>th</sup> , 2012*  
*9:00a.m. - 6:00p.m.*  
*Henderson Events Plaza*  
*200 Water Street, Henderson, Nevada*

**22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a  
Pacific Islands Festival**

**General Rules and Regulations, Information**

- Absolutely no subletting of any booth space. Only 1 (one) vendor per booth.
- **No VENDOR** is permitted to sell, give away or include any liquid refreshments of any kind, including water, shave ice, and alcoholic beverages of any kind.
- Vendors must adhere to their list of approved items for sale declared on their application.
- **Vendors MUST use dumpsters for trash.** The trash cans in the event area are for visitors only. Check for location upon check in.
- No vendor shall use a generator for their booth without prior written approval.
- Electrical power will be provided for ALL Food Vendors. Electrical power for Craft and Information Vendors will be made available upon request.
- **Vehicles:** Vendors may use their vehicles to set-up only during the times specified. There will be **NO EXCEPTIONS**. At 9:05am City Marshals will start ticketing vehicles at owner's expense. On Sunday vehicles will be allowed back into the event area **AFTER 6:30pm or after the City Marshals have declared it safe. NO EXCEPTIONS**
- **NO PERSONAL TENTS OR CANOPIES!** The tents / canopies provided are inspected and approved by the Fire Department. **Absolutely no personal extension! NO EXCEPTIONS.**
- Any vendor that extends outside their allotted booth space by more than 2 feet will be charged for an additional booth.
- Items sold shall be only those items listed on the vendor application.
- **Time of Operation:** All vendors are required to remain open and operate from 9am thru 6pm on September 15<sup>th</sup> and 16<sup>th</sup>, 2012.
- In the event a vendor may have to close early on either day of the event, the Vendor Coordinator must be informed. A determination will be made as to whether or not the vendor will forfeit their deposit.
- **Tax Reporting:** All vendors will be required to pay Nevada State Sales Tax at the close of the event. Sales Tax documents will be provided to all Vendors. **Failure to return Sales Tax documentation at the close of the event will result in forfeiture of your deposit.**
- **Licenses:** Vendors should submit copies of all necessary and appropriate licenses to do business in Nevada.
- Security will be provided on the premises for Friday and Saturday nights. Vendors are encouraged to lock up or secure any merchandise that is of value as the LVHCC will **NOT** be responsible for lost, damaged, or stolen items.
- ALL VENDORS MUST CLEAR THE EVENT AREA NO LATER THAN 9:00 P.M. ON SUNDAY, SEPTEMBER 16<sup>th</sup>, 2012.
- There will be no right of product exclusivity. LVHCC reserves the right to allow the exclusivity of any product.
- **VENDOR DONATIONS** - We ask all vendors to donate a prize for the LVHCC Scholarship raffle. A committee member will be on site to collect your donations on Saturday morning.
- **ADMISSION FEE** - There is no admission fee to the general public.
- **Vendor Parking-** There is no assigned parking for any vendors. Please check for parking areas at check in.

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**Specific Rules/Regulations/Requirements for Food Vendors**

- **Cooking:** No cooking allowed under your canopy area or any grass areas. All food booths must have a FIRE retardant mat under ALL cooking instruments, and a APPROVED Fire extinguisher if required by the Fire Marshall.
- Health District Permits: Food vendors must acquire this permit **from Southern Nevada Health District, 625 Shadow Lane, Las Vegas, NV 89106. Phone: 702-759-0588 or www.cchd.org** Contact the Health District for information on your permit for the event. This permit must be presented at check-in. **IF YOU DO NOT HAVE A PERMIT YOU WILL NOT BE ALLOWED TO PARTICIPATE.** Be prepared to be inspected by the SNHD prior to the opening of the event. The LVHCC will not be held responsible for the closure of any food booths that has not met the requirements of the SNHD. If the SNHD enforces the closure of your booth, ALL payments will not be returned.
- Food vendors must adhere to the list of items declared on their application, or be subject to deposit forfeiture and / or participation in future events. All discrepancies must be brought to the Vendor Coordinators attention. The Vendor Coordinators decision is final.
- **Electrical Power.** Each **FOOD** booth will be provided with one 20 amp outlet. If you require additional power this must be indicated on the application and fees for the additional power must be included in with your application. Vendors are responsible for extension cords to service their equipment. Any vendor that continues to trip the circuit box will be asked to remove their lines. Vendors are responsible for any damage as a result of tampering with the outlet.
- **Grease and Oil Disposal** – There will be 1 Gray Water storage tank located on the back wall of the Plaza area. Food Vendors are responsible for transporting all grease and oil accordingly using these storage tanks.

**VENDOR REGISTRATION AND SET-UP**

- Your vendor packet will be emailed to you on or before September 1, 2012, with all necessary information.
- Vendor registration and set-up time is scheduled for Friday, September 14<sup>th</sup> (Time TBD) and between 6:00 a.m. and 8:00 a.m. on Saturday September 15<sup>th</sup>, 2012. Please use your set up time frame to only drop off your items at your booth location.
- Vendors will be responsible to pick up their tables and chairs at check in.
- All vendor vehicles must be removed immediately from the event area no later than 8:00 a.m. on both Saturday and Sunday. Vehicles not moved will be subjected to tow at the owners expense. Vendor vehicles will not be allowed onto the event area after 7:30 a.m.
- Late vendors will have to transport their goods to their booth(s) by other means
- Cleaning deposits will be ACCEPTED via separate Personal Check or Cash at vendor registration. Please do not mail your Security / Cleaning Deposit with your vendor application payment. Cleaning deposit will be **RETURNED** Sunday evening on September 16<sup>th</sup>, 2012 when **YOU return your tables, chairs, and Tax paper to the Hospitality Booth.** It is your responsibility to acquire your deposit. Any deposits not picked up will be deemed as a donation to the LVHCC.

**22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a  
Pacific Islands Festival**

**Presented by the Las Vegas Hawaiian Civic Club  
And,  
The City of Henderson, Nevada**

**September 15<sup>th</sup> and September 16<sup>th</sup>, 2011  
From 9:00am- 6:00pm daily  
Henderson Events Plaza  
200 Water Street. Henderson, Nevada**

**VENDOR APPLICATION PACKET  
(Please print clearly)**

**Business/Organization Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_  
*First* *Last*

**Contact Number:** \_\_\_\_\_  
*Primary* *Secondary*

**Email:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
*Street* *Apt. #*

\_\_\_\_\_ *City* *State* *Zip code*

**Tax I.D. #:** \_\_\_\_\_

**If you have a City of Henderson Business License, please include a copy.**

If you have questions or require further information please contact:

**Vendor Chairperson – Jeff Hoapili**

**Contact #: (702) 296-2303**

**Email: [Jeffh@lvhcc.org](mailto:Jeffh@lvhcc.org)**

Mail Application and Payment to:

Las Vegas Hawaiian Civic Club

Attn: Ho`olaule`a Vendor Coordinator

P.O. Box 29237

Las Vegas, NV 89126-9237

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Fee Table

**“Early Bird Special” valid until 12 a.m. July 1, 2012**

Booth Type	Cost	Early Bird	Quantity	Total
Information	<b>\$350</b>	<b>\$300</b>		
Craft*	<b>\$450</b>	<b>\$400</b>		
Food*	<b>\$600</b>	<b>\$550</b>		
Pre-packaged Foods *	<b>\$600</b>	<b>\$550</b>		
Craft/Info Booth Power	<b>\$50</b>			
Additional Power (Food Booths)	<b>\$50</b>			
Extra Table	<b>\$20</b>			
Extra Chair	<b>\$5</b>			
<b>Total</b>				

- Craft and Information booths receive 1 (one) 8’ table and 2 (two) chairs. Food booths receive 2 (two) 8’ tables and 4 (four) chairs. Vendors are responsible for checking out and returning tables and chairs
- All booth spaces will be assigned on a **first-come, first-served basis** and will be based on the **postmarked date**.
- Applications **MUST** include **ALL FEES** and a copy of pages **4-7 ONLY!** All incomplete applications will be returned.

Please make your **MONEY ORDER** or **CASHIERS CHECK** payable for the entire amount to: Las Vegas Hawaiian Civic Club. No personal checks, business checks, or cash will be accepted.

An **ACCEPTANCE** confirmation will be delivered via e-mail or U.S.P.S. mail, once applications and full payment is received and reviewed.

**Completed Application due date: August 31, 2012. A late FEE of \$50 is to be added, for ALL Vendor applications whose postmarked date is after August 1, 2012**  
**Early Bird Special until July 1, 2012. No refunds after August 10, 2012.**

<u>Las Vegas Hawaiian Civic Club Use Only</u>	
Date Postmarked: _____	Number of Booths: _____
Date Received: _____	Type of Vendor: _____
Payment Amount: _____	Received by: _____
Payment Type:	
Cashiers Check/Money order: _____	

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**List of Items**

Business/Organization: \_\_\_\_\_

- All vendors must supply a complete list of the items / food for sale.
- All items will be reviewed by the 22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a -. Pacific Islands Festival Committee will have final approval on all items that each vendor will be selling.
- **Food Vendors** must provide a list of all equipment being used in their booth.
- **Pre-Packaged Food Vendors** must submit labels from pre-packaged foods for approval.
- **Craft Vendors** please indicate whether your items are hand-crafted (H) or bought for resale (RS).

Hand Craft/Resale/Food	Item or Equipment	Hand Craft/Resale/Food	Item or Equipment
1		11	
2		12	
3		13	
4		14	
5		15	
6		16	
7		17	
8		18	
9		19	
10		20	

Please list any additional items on the back of this page.

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**APPLICATION ACKNOWLEDGEMENT**

I have read and understand all of the rules and regulations as stated on the Vendor Application. If I am chosen as a vendor, I agree to abide by all Rules and Regulations or forfeit all fees paid. The Las Vegas Hawaiian Civic Club (LVHCC) will determine the final remedy of any and all disputes.

I agree that no fees will be refunded due to cancellation of the event by acts of God or because of acts beyond the control of the LVHCC. No refunds after August 10, 2012.

Initial:

**HOLD HARMLESS AGREEMENT**

Each participating organization, person, firm, or corporation directly or indirectly engaged in the Las Vegas Hawaiian Civic Club's 22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a - Pacific Islands Festival shall hold harmless and indemnify the Las Vegas Hawaiian Civic Club, it's Board of Directors, Officers, Volunteers, the City of Henderson and any co-sponsor, from every liability, claim, or demand, which liability, claim, or demand may be made reason of:

- Any injury to person or property sustained by the participating organization or individual engaged directly or indirectly in the Las Vegas Hawaiian Civic Club's 22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a - Pacific Islands Festival.
- Any injury to person or property sustained by any organization or individual caused by such an act, neglect, default, or omission of the participating organization or individual directly or indirectly engaged by it upon or in connection with the Las Vegas Hawaiian Civic Club's 22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a - Pacific Islands Festival, whether the injury or damage occurs upon or adjacent to the event site.
- The furnishing or use of any copyrighted or un-copyrighted composition, secret process, patented or unpatented inventions, articles, or appliances during Las Vegas Hawaiian Civic Club's 22<sup>nd</sup> Annual Prince Jonah Kuhio Ho`olaule`a - Pacific Islands Festival.

Initial:

The LVHCC and the Ho`olaule`a Committee hereinafter named "Committee", reserve the right to deny any application for any reason, or no reason. Resolution of application disputes is the duty of the LVHCC and the Committee; all their decisions are final. In keeping with the spirit of the Ho`olaule`a, the LVHCC and the Committee reserve the right to limit the number of vendors selling the same goods and services. Therefore, the LVHCC and the Committee reserve the right to deny the sale of any product, goods, or service, for any reason.

Initial: