



Aloha Kākou,

Mahalo for your interest in the 2020 Merrie Monarch Invitational Hawaiian Arts Fair, the official fair of the Merrie Monarch Hula Festival. Our event is dedicated to the perpetuation of the Hawaiian culture and arts by offering a venue where Hawai'i's master artists and producers can share their talent and mana'o. The fair dates are Wednesday through Saturday, April 15 - 18, 2020 at the Afook-Chinen Civic Auditorium and the Butler Building in Hilo.

Because of the shortage of corner booths, there will be an additional \$50 charge for all corner booths in the Civic, Civic Tents and Butler Building. We would suggest getting in your application as early as possible. Please look over the floor plan and rules to see what changes were made.

OUTSIDE CIVIC TENT BOOTHS: We have set up 4 large tents in the back of the civic to accommodate vendors. Tent spaces are 10' x 10'. There is no electricity available for Civic tents. See the attached booth plans for more information. Lei vendors previously located in front of civic have been moved behind the civic to Civic Tent A.

OUR SCREENING PROCESS - We are an invitational craft fair, which means you have been invited to be a part of our event because of the uniqueness, quality and craftsmanship of your product. All items must be made in Hawai'i by the person applying. They must be screened and conform to the rules and regulations of our screening process that are clearly stated in the vendor packet. Please read them thoroughly before submitting your application.

BEST BOOTH DESIGN CONTEST - Every year we have our Best Booth Design contest. The winner will win a free booth for the next year's Merrie Monarch Hawaiian Arts Fair. We encourage you to be creative and do all you can to make your booth stand out. For details regarding the contest please look at the information enclosed.

We recommend you read this application thoroughly. All information regarding the fair is in this vendor packet. Enclosed is an application, rules and regulations and a layout plan of the booths.

If you have any questions please feel free to contact us.

All applications are due by December 31, 2019.

Mahalo,

Nelson Makua
Fair Director

Paula DeMorales
Co-Director

Kainoa Makua
Co-Director

The Official Fair of the Merrie Monarch Festival

2020 Merrie Monarch Invitational Hawaiian Arts Fair Vendor Information

FAIR LOCATION

The Afook-Chinen Civic Auditorium and the Butler Building on Manono Street in Hilo.

FAIR DATES AND HOURS

Four Days: Wed, Thur, Fri - April 15, 16, 17 9:00 a.m. - 5:00 p.m. • Sat - April 18 9:00 a.m. - 4:00 p.m.

VENDOR MOVE IN DATES AND TIMES

Vendors may set up the day before as well as the morning of the fair. Please note the move-in hours listed below.

Tuesday April 14 10:00 a.m. - 5:00 p.m.

Wednesday April 15 7:00 a.m. - 8:30 a.m.

Your booth must be setup and fully operational by the opening time of the fair.

It is your responsibility to secure your merchandise. We will not be responsible for any damaged or missing items.

MOVE OUT DATE AND TIME

Saturday April 18 4:00 p.m. - 6:00 p.m.

You are responsible for the cleaning up of your booth area and the disposal of all trash before leaving. Leaving with an uncleaned booth will jeopardize your chances of being invited back to our event. We will not be responsible for any items left behind or lost.

BOOTH FEE

The booth fee is \$400.00 (regular booth) \$450.00 (corner booth)

Please note: It may be up to 4 months before we deposit your check, so make sure your account has the funds. A returned check will jeopardize your getting invited back again.

There is a \$ 35.00 service charge on any returned checks. No post-dated checks will be accepted.

ELECTRICITY

Electricity is \$50 additional and only available in the Butler Building only for the booths against the walls.

We will try to honor your request but we cannot guarantee you a booth with electricity. You must bring your own surge protectors and extension cords. **There is NO ELECTRICITY available for vendors in the Civic Auditorium area.**

TABLE RENTAL

There is a rental fee of \$50.00 per table for all 4 days and you must request to rent them on your application.

Our tables are 30" x 6' please make sure they will fit in the dimensions of your booth. Chairs are provided upon request for no charge.

BOOTH SIZES

CIVIC AUDITORIUM - Booth sizes are 8' x 8'.

CIVIC AUDITORIUM OUTSIDE - Outdoor Civic Tents A, B, C & D behind Civic - Booth sizes are 10' x 10' (Tents are provided by the fair)

BUTLER BUILDING INSIDE - Booth sizes are 8' x 10'

BUTLER BUILDING OUTSIDE - Outdoor tent spaces next to Butler Building are 10' x 10'

For tent spaces BT1 - BT14 next to the Butler Building you must supply your own tent or metal roof structure if you will be cooking. You must check with the Fire Dept. to make sure your structure is permissible for cooking.

We will try our best to give you the booth location you request but depending on availability, we may have to locate your booth in a different location. For new vendors we will try to honor your requests but most likely you will be placed where ever there is space still available.

NO CANOPIES ARE ALLOWED ON ANY TENT FRAMES FOR ALL INDOOR BOOTHS If you will be using any type of tent frame or booth display be sure all legs are rubber capped or protected in a manner as to not cause damage to the floor of the civic auditorium. **Please make sure your legs and stands are within your own booth space.**

LEI SELLERS

Lei sellers are now located in Civic Tent A behind the Civic auditorium. Vendors will have to setup and breakdown daily. After closing of the fair each day, lei sellers will be allowed to relocate to a tent next to the Edith Kanakaole Tennis Stadium to continue sales during the hula festival but you must supply your own table and chairs. If you plan to sell at the festival, please see Nelson or Paula for your lei seller badge. **You must have a lei seller badge to sell at the evening hula festival.**

SELLING FOOD ITEMS

If you will be selling any food items for consumption you must obtain a permit from the State Department of Health and submit a copy of it with your application. You should also have the original with you in your booth at the fair. **For information please contact Curtis Takai at the Health Department (808) 933-0917.**

ILLEGAL CRAFT ITEMS

Every year the Dept. of Land and Natural Resources and the Dept. of Fish and Game sends agents to inspect the items sold at the fair. They are in plain clothes and are looking for specific items that are illegal to use or sell such as beach sand, illegal bones, certain sizes of opihi shells, etc.. If you are using any illegal items, they may confiscate those items if they inspect your booth at the fair. **It is your responsibility to make sure that the items you sell conform to their rules and regulations. For more information we suggest you contact the Hawai'i State Department of Land and Natural Resources and The U.S. Fish and Wildlife Service.**

GENERAL EXCISE TAX LICENSE

As a reminder, the State Tax Collector have been checking if vendors have a Hawai'i state GE License. We suggest you have your G.E. license with you and have a record of your transactions. The state suggests you offer a receipt to your buyers. We just want you to be aware of this.

WAITING LIST

There is always a waiting list for the Merrie Monarch Invitational Hawaiian Arts Fair and we cannot guarantee new vendors a booth if there is no space available. If you are accepted, you will be notified with a confirmation and your booth number. If you are not accepted, you will be notified and your check will be returned to you.

ARTIST OR PRODUCER MUST BE IN ATTENDANCE

Although we realize there are vendors doing multiple fairs in Hilo during Merrie Monarch, we do feel that being in every fair in town affects the uniqueness of your craft at our event. Because we promote our event as a cultural experience featuring the very best of Hawaiian arts and crafts, we feel that the customers should be able to meet the artisan or producer in person. **The actual producer of the crafts must be in attendance in their booth during the entire duration of the fair. If you plan on doing multiple fairs, you must have another crew to do the other fairs. WE ARE NOT A PRODUCT OR TRADE SHOW.**

NO T-SHIRT SALES WILL BE ALLOWED

Only the official Merrie Monarch t-shirts will be sold at this event. You cannot sell - adult, children and baby tees. You can sell other types of tee-like apparel such as tank tops, long sleeve tees, polo shirts, women's scoop tops.

SECURITY

Security will begin on Tuesday, April 14 in the evenings from closing until opening in the morning through the duration of the fair. Both buildings will be locked and security is for the general premises only. If you are indoors, you may leave your booth set up overnight, but be sure to secure or remove any valuables or merchandise you deem necessary. We will not be responsible for any damaged or missing items. Please be sure your booth is staffed at all times when the show is open to ensure the security of your merchandise.

FOR VENDORS OUTSIDE, YOU WILL HAVE TO SETUP AND BREAKDOWN DAILY. WE WILL HAVE ALL NIGHT SECURITY ON SITE.

INSURANCE

You should contact your insurance company and ask them for a rider to your public liability policy, property damage and burglar insurance policies covering you during and at the show. You are responsible for yourself, your staff, and your merchandise.

CLEAN-UP AND TRASH

We do not ask you for a deposit so we expect that you will be responsible for the cleaning of your booth area and the disposal of all your trash before leaving. You will not be invited back if you fail to do so. We will not be responsible for any items left behind or lost.

If you are serving any food samples you must provide adequate trash receptacles to accommodate the additional rubbish. Also make sure there is no spilled food in or around your booth that someone may slip on.

CANCELLATIONS AND REFUNDS

If you cancel before February 1, 2020 you will receive a full refund less a \$50.00 processing fee. If you cancel before March 1, 2020 you will be refunded 50% of your booth fee. **THERE WILL BE NO REFUNDS FOR CANCELLATIONS AFTER MARCH 1, 2020.**

CRAFTS SCREENING PROCESS - IMPORTANT PLEASE READ

This is an invitational fair and all products must be screened prior to acceptance. Vendors are required to fill out a product description on their application form and submit photos, brochure or web site address of their crafts. You may submit actual product but these will not be returned to you.

ONLY ITEMS DESCRIBED ON YOUR APPLICATION WILL BE ALLOWED TO BE SOLD AT THE FAIR. THIS WILL BE STRICTLY ENFORCED. Criteria for acceptance will be based upon the uniqueness of the product, the quality of the craftsmanship and consideration will be made of its Hawaiian cultural value.

THE PRODUCT MUST BE PRODUCED BY THE VENDOR AND MADE IN HAWAII - NO IMPORTS ARE ALLOWED! On site screening will take place during the fair by the fair directors. Any item found that does not meet criteria or was not included on the application will not be allowed to be sold and must be removed from your booth.

In our screening process we also limit the amount of duplicate items. We will select only so many vendors of each type of product. This allows us to only select the very best of a particular product and increases sales for the participating vendors. If you are a returning vendor and have the same product as last year you need not be screened again with this application, but if you have changed your craft or are adding new items to your booth you **MUST** have them screened.

With this being a Hawaiian Arts Fair, preference is given to products that are made in Hawai'i by local artisans. We generally do not accept applications from big businesses and retail stores. The final decision is dealt with on a case by case basis. We are not a trade show.

The following are reasons for an application to be rejected:

1. Vendors who broke down and left before the end of the fair without asking permission.
2. Vendors who violated any of our rules and regulations, will not be accepted in this year's fair.
3. Duplication of too many similar products. We will select only so many vendors of each type of product.

THIS IS AN INVITATIONAL FAIR AND WE RESERVE THE RIGHT TO DECLINE OR REJECT ANY VENDOR OR CRAFT THAT DOES NOT MEET THE CRITERIA OF OUR EVENT OR DID NOT FOLLOW THE EVENT RULES AND REGULATIONS.

APPLICATION DEADLINE IS DEC. 31, 2019

HERE'S A CHECK LIST OF WHAT YOU NEED TO SUBMIT

1. Completed vendor application - signed and dated
For new vendors, you must submit photos or a web site of your products.
2. Payment - Check for booth fee - make check payable to:
THE MERRIE MONARCH CRAFT FAIR
3. Address the envelope as shown below and mail application with payment to:
NELSON MAKUA / MM CRAFT FAIR
P. O. Box 10460
Hilo, Hawai'i 96721

2020 MERRIE MONARCH INVITATIONAL HAWAIIAN ARTS FAIR BEST BOOTH DESIGN CONTEST

Every year we have a contest for the best designed and decorated booth. Judging is based upon how well your product is displayed and integrated into your booth design and the overall look of your booth.

The winner will be awarded a

A FREE Booth for the 2021 Merrie Monarch Craft Fair

P A R K I N G

CEMENT BARRIERS

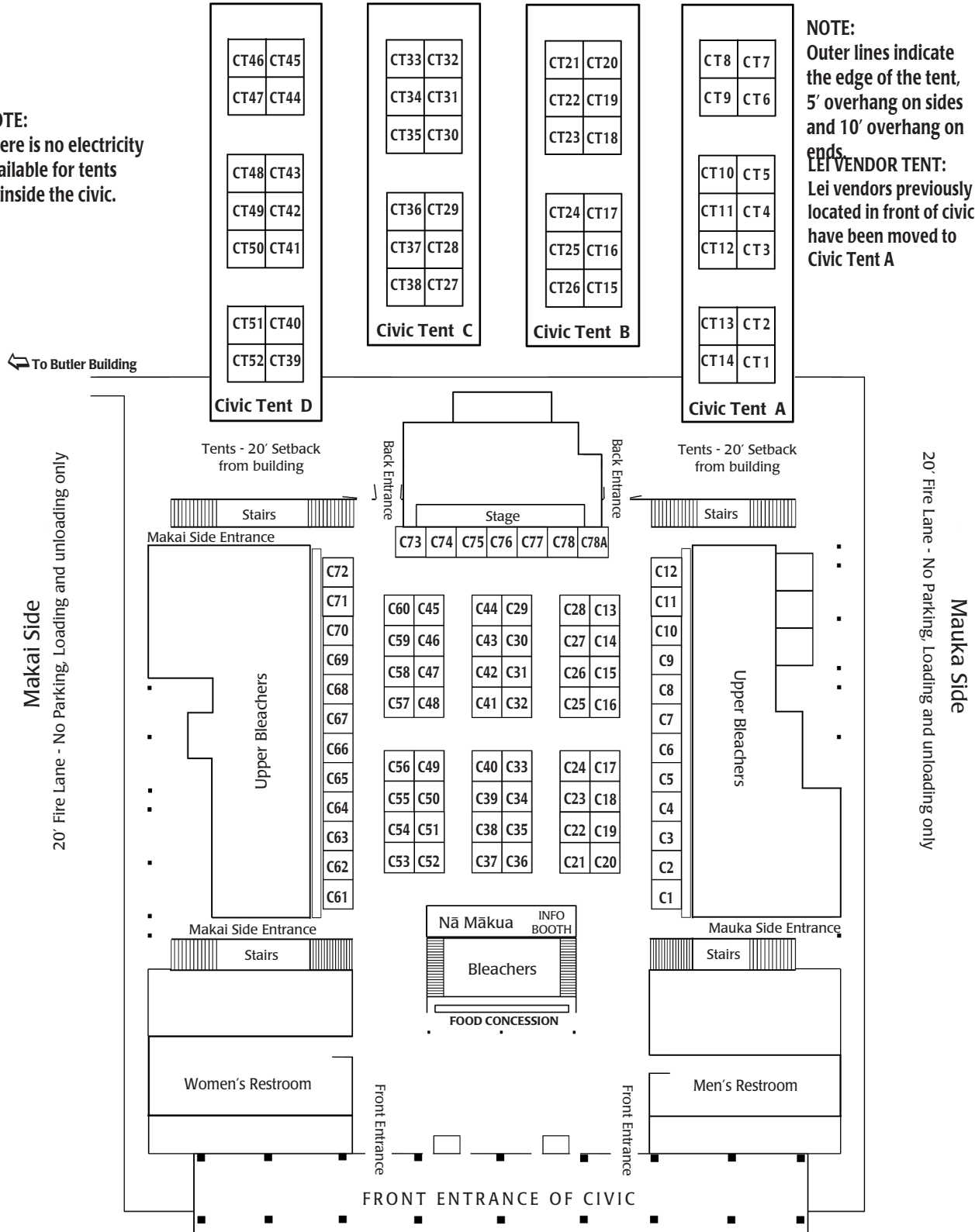
CEMENT BARRIERS

20' Fire Lane - No Parking - Loading and unloading only

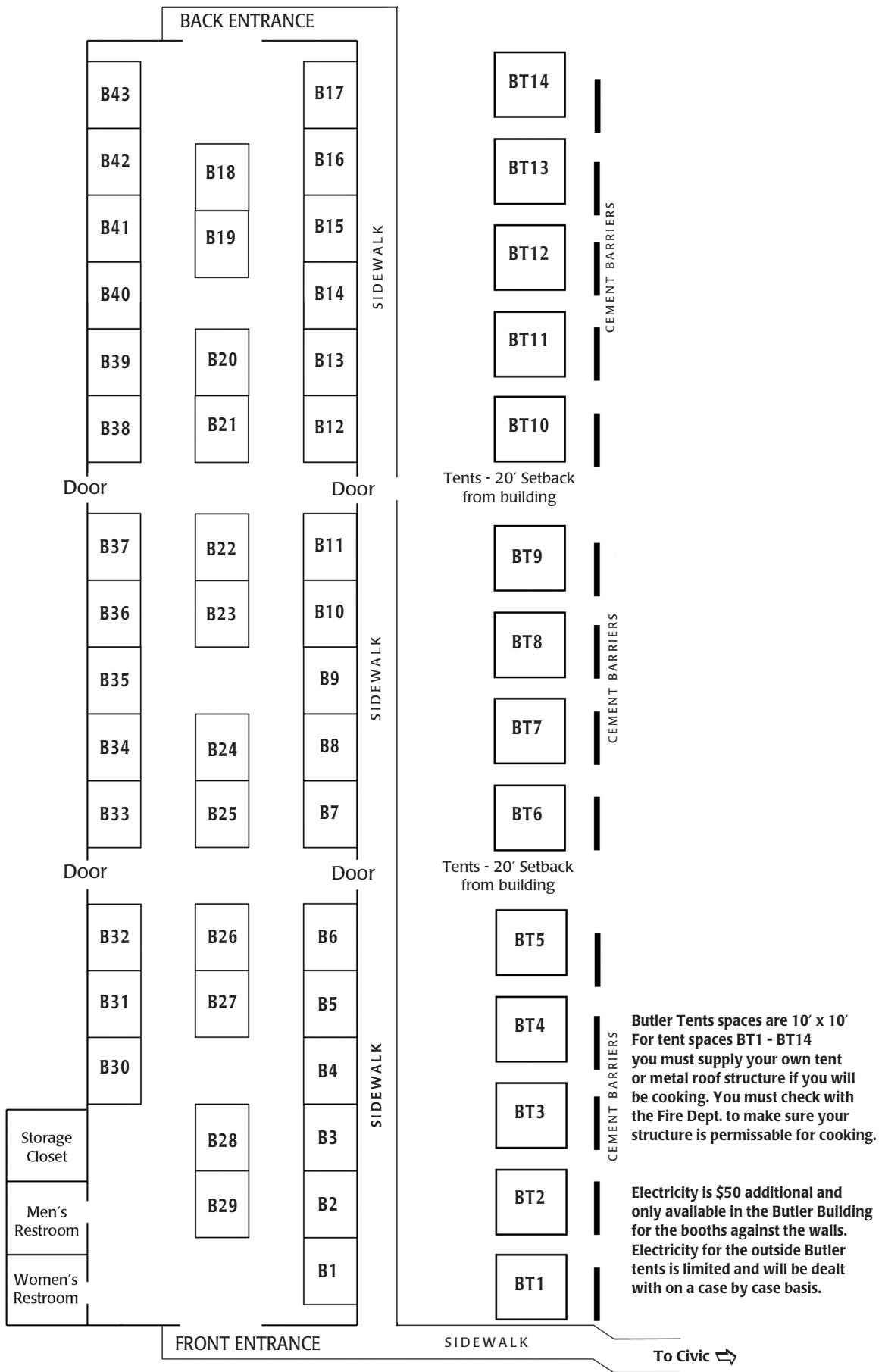
Four Tents in Back Of Civic • Two - 30' x 110' and Two - 30' x 90' Tents * Booth Space is 10' x 10'

NOTE:
There is no electricity available for tents or inside the civic.

NOTE:
Outer lines indicate the edge of the tent, 5' overhang on sides and 10' overhang on ends.
LEI VENDOR TENT:
Lei vendors previously located in front of civic have been moved to Civic Tent A



BOOTH PLAN FOR CIVIC AND OUTDOOR TENTS BEHIND CIVIC



BOOTH PLAN FOR BUTLER BUILDING AND OUTDOOR SPACES NEXT TO BUTLER



2020 VENDOR APPLICATION

Please Type or Print Clearly

Name _____ Date _____

Business Name _____ G. E. Number _____

Address _____

City _____ State _____ Zip _____

Phone (Day) _____ (Night) _____

Fax _____ Email _____

Web Site _____

Craft or Product Description - Be precise in your description and submit photos, brochures or web site. Use reverse side if needed.

This is my first year I am a returning vendor How many years? _____
Indicate below the booth numbers of your choice in order of preference. We will try to accommodate your request.

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Table rentals are \$ 50 per table for all 4 days and no charge for chairs. You must order and pay for them with this form.

Please indicate here if you need tables and chairs: 6 ft. Table(s) _____ Chair(s) _____

I agree to the following conditions as a vendor:

• I agree to waive, discharge claims, and release from liability and indemnify and hold harmless the Merrie Monarch Invitational Hawaiian Arts Fair, the Fair Directors, Security staff, event sub-contractors and The County of Hawaii from any and all liability, even if caused by negligence in any way connected with this event.

• I understand that I may be exposed to some risk of personal injury or illness, which may occur, by natural causes or by activities of other persons and I agree that I am responsible for my own safety and others around me at this event and that my participation is voluntary.

• I allow The Merrie Monarch Invitational Hawaiian Arts Fair and professional news media to photograph myself and products for documenting and promotional purposes.

• I understand that vendors who violate any of our rules and regulations, will not be accepted in this fair.

I agree and consent to all of the conditions in this application

Signature _____

Date _____

BOOTH FEES

Regular Booth \$ 400.00 \$ _____

Corner Booth \$ 450.00 \$ _____

Table Rental \$ 50.00 per table \$ _____

Electricity \$ 50.00 \$ _____

TOTAL AMOUNT ENCLOSED \$ _____

Check or Money Order Only • Do not send cash!
Make check payable to:
THE MERRIE MONARCH CRAFT FAIR

Mail application and check to:
**Nelson Makua / MM Craft Fair
P. O. Box 10460
Hilo, Hawai'i 96721**

BELOW FOR COMMITTEE USE ONLY

Application Received By _____ Date Received _____

Accepted Rejected Check / Money Order Number _____