



Ho'olaule'a 2024

Ka ua pa'ū pili o Lele

The pili soaking rain of Lele

Vendor Village

November, 2023

Aloha mai kākou Artisans and Crafters,

We would like to invite you to be a vendor at Kamehameha Schools Maui's 18th Annual Ho'olaule'a, at our beautiful 'A'apueo Campus. This annual fundraiser will be held on **Saturday, March 2, 2024, from 9:00 am to 4:00 pm**. The many 'ohana of Kamehameha Schools Maui will join to create an enjoyable 'ohana event filled with 'ono food, entertainment, games, crafts, Country Store, silent auction, keiki zone, and more. As we holomua together in community we recognize and honor our 'ohana o Lele + 'ohana o Kula families. We have limited spaces to support businesses from these areas affected by fire. If your business/'ohana was directly impacted please let us know on your application. We will do our best to support you.

Please review, complete, and submit the Vendor Village Application and Commitment Agreement along with your donation payment of \$150 for a 10' x 10' retail space **no later than January 15, 2024**, as space is very limited. Applications will be processed on a first come, first received (postmarked or emailed basis). An email confirmation will be sent to you after your application and payment have been reviewed and approved. We are planning for Vendor Village to be indoors this year and will confirm when we can. Please be prepared to bring your own 10 x 10 tent in the event we are unable to do this.

All applicants are screened by the Vendor Chairs and the Ho'olaule'a Steering Committee to ensure an understanding of the product being sold and to avoid direct competition with items sold by the sponsoring PTSO. Therefore, we ask for applicants to include a description of every item being sold as well as photos of your product(s). If items can be seen on your social media platforms emailing of photos is not necessary. For those without social media please email to ksmhoolauleavendor@gmail.com

This year we are asking vendors to donate 2 items (suggesting 1-\$25 value item, and 1-discount redeemable at your booth). Vendors will be given an easter egg to decorate and hide at the event. These eggs will be redeemed for one of your donations. The second donated item will be included in a raffle basket highlighting all our amazing vendors. Everyone is welcome to participate in the raffle.

We kindly ask for donation item to be received one week after your application and payment have been received and approved. Mahalo in advance, we appreciate your donations as funds raised at Ho'olaule'a support student enrichment programs (not funded by Kamehameha Schools Maui), and college scholarships for Kamehameha Schools Maui graduates.

Please contact us should you have any questions. E hui pū kākou! Let's gather together for our annual 'ohana event as we reflect on the aloha we have for Ka ua Pa'ūpili o Lele.

I ka malu aloha,

Kaliko Kaauamo
Ho'olaule'a Vendor Chair (808)269-5646
ksmhoolauleavendor@gmail.com

Teana Kahoohanohano
Ho'olaule'a Chair
ksmhoolauleachair@gmail.com



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Vendor Village

Company Name: _____

Contact Name: _____

Address: _____ City: _____ Zip _____

Best Phone: _____ Email: _____

Website/Facebook/Instagram name: _____

VENDOR SPACE RESERVATIONS:

I would like to reserve _____ 10'x10' retail space(s) at \$150.00 Total Amount: \$ _____

I would like to reserve one 10'x10' non-profit space at \$0. *We offer a very limited number of non profit spaces.*

I am a Lāhaina/Kula business affected by the fire. I would like to reserve one 10'x10' space at \$0. *Very limited*

METHOD OF DONATION PAYMENT:

Check or Money Order enclosed (made payable to KSM PTSO, memo: Vendor Village)

Credit Card (select one) Visa MasterCard American Express

You will be contacted for credit card information. \$5.00 processing fee will be added.

PRODUCT DESCRIPTION AND/OR SERVICES TO BE PROVIDED:

PRICE RANGE:

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Return Application, Agreement, Silent Auction Item Donation, Photos and Donation Payment to:

Mail: Kamehameha Schools Maui PTSO
Attn: Ho'olaule'a 2024 Vendor Chair
PO Box 1085
Wailuku, HI 96793



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Vendor Village Agreement

Deadline January, 15 *non refundable

I/We (Vendor), the undersigned agree to participate in the 20th Annual Kamehameha Schools Maui Ho'olaule'a (the Event) on Saturday, March 2, 2024, from 9am to 4pm and agree to the following:

_____ Participation in this Event is of my/our own free will and I/We hereby release and waive, and further agree to indemnify, hold harmless the Kamehameha Schools, its Trustees, employees and representatives, and KSM's Parent Teacher Student 'Ohana (PTSO) from and against any loss, expense, claim of damages, causes of action, injuries, suits or damages, suits to person or property, including attorney's fees, arising out of or related to the operation of the Event to my merchandise or person.

_____ Vendor will be fully responsible for any loss or damage to their property by theft, fire or casualty. Vendor shall be responsible for any damage which may be incurred to the facilities as a result or in connection with its operation. Each Vendor is responsible for the conduct of his employees and/or representatives.

_____ Placement of vendors will be at the discretion of the vendor chair based on flow and competition to provide the best experience for event attendees. If you have special needs, please include your request with your application and we will make every effort to accommodate you, no guarantees.

_____ I/We are responsible to provide our own accommodations, (table, table coverings and chairs,etc.).

_____ Vendor must ensure that none of their display equipment extends beyond the space they have booked.

_____ I understand that all vendors are required to stake any/all tents, firmly and securely to the ground (if assigned space is located within the courtyard, weights must be used).

_____ Set up time begins at 6:00 am. All vehicles must be off of the event location fire lane by 7:30am. Vendor parking will be available in a designated area close to the Vendor Courtyard.

_____ Booth must be manned at all times and remain in-tact until the event ends at 4:00pm. **No early departures allowed.** Booth break down to commence between 4:00 pm and 4:30 pm. Vendors must vacate the campus by 5:30 pm.

_____ Vendor will be responsible for keeping the booth area clean and trash-free at all times during the event. Vendor will be responsible for removing all trash before leaving the event.

_____ Donate a product I am selling (\$25 value or higher) to the raffle basket. List item here: _____

_____ Donate a product I am selling OR a discounted offer ie. 50%off, BOGO List offer here: _____

Name First & Last Name(s) Company Name

Signature(s) Date



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