

## **VENDOR GUIDELINES & RULES**

### **All Vendors**

- Must have and provide a copy of General Excise Tax License
- Must pay taxes required by law on sales of goods or services at this fair
- Prices should include the excise taxes to be paid by the customer
- Supply one door prize at event
- Interaction and hands on demonstrations are required for all vendors

**Priority** will be given in the following order to vendors for participation:

- Molokai Businesses
- Made on Molokai Products/Services
- Date application received
- Variety of products offered at event

### **You are responsible for:**

- Booth banners & signs unless you are a sponsoring agency
- Table display and supplies
- Staffing of your during the entire event
- Cash or Credit card sales transactions
- Area maintenance and cleanup
- Restocking throughout event and abiding by set hours
- Completion of the Event Vendor Survey Form provided by the Chamber

### **Other**

- Set up at 8:00 am
- Clean up not prior to 4:00 pm
- Deadline to sign up is October 17, 2008
- Deadline to cancel for refund is Friday, October 10th

### **Your fee Includes:**

- Assigned/Reserved space at Lanikeha Community Center
- One 8' table and Two Chairs
- Lights
- Security
- Vendor parking area / passes

*Pu ke Pono Maika'i*  
*Sharing the Goodness*

**QUESTIONS – CONTACT EVENT COORDINATOR  
MARIA HOLMES AT 336-1872**