Brigham Young University–Hawaii
Expressions Fair
November 28, 2012
5:30PM – 8:30PM
Aloha Center Ballroom

Vendor Application Packet Information

All documents including payment must be submitted before application will be considered.
Vendor booths are limited and sold on a first-come, first-serve.

1. Application packet contains:
   - Vendor Application Form/Item List
   - Agreement
   - Dress and Grooming Standards Agreement
   - Assumption of Risk and Release Agreement
*Please review, complete and submit all above items to Educational Outreach.

2. GE license
   Original Copy of your GE license is required. No photocopies. Original will be returned.

<table>
<thead>
<tr>
<th>Booth Fees (CASH ONLY)</th>
<th>1 Booth</th>
<th>1 Booth + 1 Additional Vendor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee</td>
<td>$55</td>
<td>$55 + ($30)</td>
</tr>
<tr>
<td>Deposit</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td>Total</td>
<td>$105</td>
<td>$135</td>
</tr>
</tbody>
</table>

Deadline Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 22, 2012</td>
<td>9:00AM</td>
</tr>
<tr>
<td>Nov 21, 2012</td>
<td>3:30PM</td>
</tr>
<tr>
<td></td>
<td>4:00PM</td>
</tr>
<tr>
<td>Nov 22 &amp; 23, 2012</td>
<td>9:00AM - 3:30PM</td>
</tr>
</tbody>
</table>

Educational Outreach

Phone: (808) 675-3780 / Email: outreach@byuh.edu
Office Location: Lorenzo Snow Building 130
## Part 1: Primary Vendor Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Telephone</th>
<th>Email</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Address:</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
</tr>
</thead>
</table>

### Vendor Assistant #1

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

### Vendor Assistant #2

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

### Vendor Assistant #3

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

### Vendor Assistant #4

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
</tr>
</thead>
</table>

## Part 3: Vendor Requirements (Primary Vendor to Initial Each Item)

<table>
<thead>
<tr>
<th>Initial</th>
<th>Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>- Application and deposit fees plus additional badges purchased are due at the time the application is submitted.</td>
</tr>
<tr>
<td></td>
<td>- Application Fee: $55.00  Required Deposit: $50.00  Additional Vendor: $30.00</td>
</tr>
<tr>
<td></td>
<td>- I understand that I am responsible for ensuring my vendor assistant(s) reads and understands the agreements.</td>
</tr>
<tr>
<td></td>
<td>- Agreement – All Vendors received, read, signed and submitted to EO.</td>
</tr>
<tr>
<td></td>
<td>- Copy of Agreement received by Vendor.</td>
</tr>
<tr>
<td></td>
<td>- I understand that I am required to submit my original General Excise license to Educational Outreach.</td>
</tr>
<tr>
<td></td>
<td>- I UNDERSTAND THAT ALL ARRANGEMENTS MUST BE MADE DIRECTLY WITH THE EDUCATIONAL OUTREACH OFFICE ONLY. ALL OTHER ARRANGEMENTS WILL NOT BE HONORED.</td>
</tr>
</tbody>
</table>

### Cancellation & Deposit Refund (Initial Each Item)

- **CANCELLATIONS:** All requests for cancellations must be made in writing and received by 4:30 p.m. five (5) business days prior to day of event. Refund will be less a $10.00 processing fee for each vendor. Submit all requests to: Educational Outreach, BYU Hawaii #1963, 55-220 Kulanui Street, Laie, HI 96762.

- **DEPOSIT REFUNDS:** Refunds will be processed 10 business days after the event to verify approval. A refund check will be sent to the name and address listed in Part 1 (Primary Vendor).

## Signature (Primary Vendor)

Signature: ____________________________ Date: ____________

## Office Use Only

<table>
<thead>
<tr>
<th>Assumption of Risk and Release Agreement</th>
<th>Application Fee</th>
<th>Added Vendors</th>
<th>Deposit</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>$55.00</td>
<td>$</td>
<td>$50.00</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approved</th>
<th>Denied</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Approved:</td>
<td>Date Customer Notified:</td>
</tr>
<tr>
<td>EO Staff:</td>
<td>Booth Assigned</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIMARY VENDOR GE TAX ID #:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Booth</td>
</tr>
</tbody>
</table>

V1.10.23.12
All items listed above need to be in compliance with the general rules outlined in the “Agreement – All Vendors” section of the application. Any additional items not listed above will need official approval from Educational Outreach by Wednesday, November 21, 2012, 4:00pm. Any item not preapproved by the specified date, may not be exhibited or sold at any acquired booth. Failure to comply will result in items being confiscated and vendor will be subject to removal and fees forfeited.

Revised_10/23/2012_EO
AGREEMENT – ALL VENDORS

1. ASSIGNMENT OF CONTRACT
   Booth space will be allocated at the discretion of BYUH with due regard to grouping of Vendors and date upon which contract for booth space was received. The decision of BYUH with respect to allocation of booth space will be final and binding upon all Vendors. Closing or abandoning the contract space before the established closing time will jeopardize future participation in the designated event and loss of deposit. Vendors may not transfer or sublease the permit or vending booth to another person without proper approval from BYUH.

2. SPACE
   Booth spaces for vendors will be located inside the Aloha Center Ballroom, across from the Cannon Activities Center (CAC).

3. RECEIPT OF APPLICATION AND PAYMENT OF FEES
   Applications will be accepted on a first-come-first-serve basis. Reservations will not be accepted. Upon receipt of the completed Vendor application and contract, general excise license, accompanied by a deposit and booth fee, BYUH will accept the registration for a booth space and provide the Vendor a duplicate copy of the signed contract. **Vendor permits will not be sold on the day of the event.**

4. FEES & DEPOSITS ARE AS FOLLOWS:
   Fee: $55.00    Deposit: $50.00    Additional Vendor: $30.00

5. CONTRACT ACCEPTANCE
   The Vendor agrees that unless and until BYUH accepts the Vendor application, it shall not be binding. If and when said contract is properly accepted by BYUH and returned to the Vendor, it shall become binding upon both BYUH and Vendor, with respect to space assigned and use thereof and all other matters included in this Contract. BYUH retains the right to refuse any applicant that it deems inappropriate. Vendors are responsible for reporting and paying all necessary city, state, and federal taxes to the appropriate agencies. Vendors are required to submit their original General Excise license to Educational Outreach.

6. QUALIFYING PRODUCTS
   Only products described under the “Description of Approved Products” may be sold. Any exception to this list must be approved by BYUH. **Any product(s) that are inappropriate, sexual in nature, gang related or contain alcohol, tobacco, or drugs are prohibited.** Vendors who violate this requirement will have their products confiscated; fees forfeited (registration and deposit) and asked to leave the premises immediately. BYUH has the right to evict any vendor who refuses to comply.

<table>
<thead>
<tr>
<th>Description of Approved Products</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ceramics (Clay, Glass)</td>
</tr>
<tr>
<td>Weaving</td>
</tr>
<tr>
<td>Quilts/Sewn Items</td>
</tr>
<tr>
<td>Sculpturing/Carvings (wood, metal, stone)</td>
</tr>
<tr>
<td>Hand made crafts and items</td>
</tr>
<tr>
<td>Leis (ribbon, yarn, and money)</td>
</tr>
<tr>
<td>Art paintings</td>
</tr>
<tr>
<td>Original Created Music CDs</td>
</tr>
<tr>
<td>Wrapped Gift Sets (baked goods, pre-packaged items)</td>
</tr>
<tr>
<td>Decorative Paintings and Frames</td>
</tr>
<tr>
<td>Self-designed clothing (screen print, tie dye, etc.)</td>
</tr>
<tr>
<td>Christmas decorations (ornaments, nativitry, etc.)</td>
</tr>
</tbody>
</table>

7. FOOD & BEVERAGE SALES
   Independent food and beverage sales for consumption are prohibited. Exceptions to this are food and beverage items that are packaged as gift items and BYUH authorized vendors.
8. ALCOHOLIC BEVERAGES
The selling or consuming of alcoholic beverages including Kava, tobacco, or illegal drugs are prohibited at BYUH. All violators will be removed and banned from the BYUH campus.

9. ELECTRICAL/WATER SOURCE
Electrical source is limited and a request must be made to Educational Outreach. Water source will not be provided at the event.

10. BOOTH (for indoor venues and events)
Vendors will be provided with two (2) tables and chairs for their booth space. Additional equipment needed for your display (e.g. tent poles, lattices, etc.) must remain within the 10’ x 10’ booth space. NOTE: ANY VENDOR EXCEEDING THE 10’ X 10’ SPACE WILL BE CHARGED $100.00 FOR THE ADDITIONAL SPACE, DUE IMMEDIATELY. All table/chair supports must have covering or covered to avoid scratching the facility floor. Vendors may set up their booths as outlined below:

PM Event: Setup time starts at 12:00 PM and must be completed by 5:00 PM.
NOTE: No exceptions will be made to the set up times.

11. CLEAN UP OF AREA
Responsibility of vendors — unsold merchandise and emptied storage containers, and trash must be removed from the campus area by the vendor. Clean up starts at 8:30 PM and must be completed by 9:00 PM.

12. WALKWAY ACCESSIBILITY
Walkways MUST be kept clear of obstruction and remain accessible by all who attend.

13. PARKING OF VEHICLES
BYUH will provide each vendor one (1) “Street/Moving” Permit. No additional Permits can/or will be issued. The “Street/Moving” permit only allows that specific vehicle into the restricted area to set up prior to the event and breakdown two hours after start of said event. Vehicles will not be allowed to park or remain in the restricted area during the official hours of the event. Vehicles must be parked in the Administration parking area and in a marked parking stall.

14. LIMITATION OF LIABILITY
BYUH, any of its employees or representatives of the event site, will not be responsible for any loss, injury or damage, including that by fire and/or theft, which may occur to a Vendor or to his agents, or employees or to their property or wares, arising from any cause whatsoever, prior to, during, and subsequent to the period of the event. Each Vendor, by signing a contract for space expressly understands that he/she releases BYUH, from and agrees to indemnify it against all claims for any loss, injury, or damages.

15. FEE FORFEITURE
Vendor fee and deposit is forfeited if vendor is closed down due to failure to comply with any and all rules and requirements provided within this packet. All business or other activity, for which the vendor has rented space, must be conducted within the designated 10 x 10 booth space only! No distribution, canvassing, flyers, nor vending of any kind may be done by walking the campus grounds.

16. CANCELLATIONS
All requests for cancellations must be made in writing and received by 4:30 p.m. five (5) business days prior to the day of the event or deposit will be forfeited. Submit all requests to: Educational Outreach, BYU Hawaii #1963, 55-220 Kulanui Street, Laie, HI 96762. No refunds are given once the event starts. A $10.00 processing fee is charged for all cancellations.

17. ADHERENCE TO BYUH STANDARDS & GUIDELINES
Vendors must comply with all University policies and procedures including the BYU–Hawaii Dress and Grooming standards and Honor Code (refer to brochure). BYUH has the right to revoke any permits for non-compliance of University policies and procedures.

I AFFIRM THAT I HAVE CAREFULLY READ THIS CONTRACT AND UNDERSTAND ITS CONTENTS AND PURPOSES AND AGREE TO ALL THE TERMS SET FORTH ABOVE AND TO PAY ALL ASSESSED CHARGES.

Vendor Signature: __________________________ Date: ________________

V1.10.23.12
BYU–Hawaii Dress and Grooming Standards Agreement

Last Name | First Name
----------|----------

Address | City:
---------|--------

State: Zip Code: Telephone #: Cell #

Event: Expressions Fair – BYU–Hawaii Date: November 28, 2012

Facility: Aloha Center Ballroom

### Appropriate for men (Classroom & General Campus Wear)
- Slacks, jeans, dress shorts, sweaters, and sport or dress shirts with sleeves.
- If worn, neat mustaches which do not extend beyond or below the corners of the mouth.
- Neat hairstyles, trimmed above the collar and leaving the ears uncovered.
- Clothing which cover the knee.
- Footwear worn in all public places. Men must wear shirts at all times.

### Appropriate for women (Classroom and General Campus Wear)
- Dress, loose-fitting blouses, shirts and sweaters with sleeves.
- Modest, neat hairstyles.
- Skirts, gaucho, modest pantsuits, jeans and slacks to the waist. Hemline on dresses, skirts, and shorts must cover the knee.
- Footwear worn in all public places.

### Appropriate Work-out or Athletic Attire
- Swim suits are modest in fabric, fit and style (no bikini, two-piece or French-cut styles)
- Modest shorts, sweats, and appropriate gym clothing.
- Modest t-shirts which cover the back, midriff and arms.
- Appropriate footwear in all athletic areas.

### Inappropriate for men (Classroom & General Campus Wear)
- Any sleeveless clothing and clothing that exposes the underarm and waistline.
- Any athletic shorts, sweats, or surf shorts.
- Earrings or excessive jewelry.
- Beards or noticeable (grubby) facial hair.
- Body piercing.
- Visible tattoos.
- Hats, caps, or beanies indoors.
- Bandanas.

### Inappropriate for women (Classroom and General Campus Wear)
- Dresses or skirts with lists above the knee.
- Tight clothing and leggings.
- The no-bra look.
- Any sleeveless clothing or clothing that exposes the underarm and midriff.
- Evening or formal wear with low-cut necklines, or gowns that are backless, strapless, or which have spaghetti straps.
- Any athletic shorts and sweats.
- Excessive hairstyles or colors.
- Excessive ear-piercing (not more than one pair on lower earlobes)
- Body piercing.
- Visible tattoos.

I have read and agree to abide by all the standards and guidelines as stated here. I also take full responsibility for all members attending my event. BYU–Hawaii reserves the right to remove individuals who are in violation of the above stated requirements.

Signature | Date
----------|--------

Return Forms mail: Educational Outreach
BYU–Hawaii # 1963, 55-220 Kulanui St, Laie, HI 96762
Or Fax: (808) 675-3789
ASSUMPTION OF RISK AND RELEASE AGREEMENT

In consideration for being permitted by Brigham Young University–Hawaii to participate, and as an inducement to BYU–Hawaii to permit me to participate, in the following activity(s):

Expressions Fair 2012

I, the undersigned, recognizing the hazards and dangers inherent of said activity(s) and/or in the transportation to and from such said activity(s) and already knowing or having been advised of said dangers and fully acknowledging the risk of injury or health inherent therein, whether by my own actions, the actions of others or events beyond my control, do hereby agree to knowingly and voluntarily assume, full responsibility for all of the risks surrounding my participation in said activity(s) and any other activity(s) undertaken as an adjunct thereto, and all risks associated with my own health problems and physical or emotional limitations; I also certify that I am covered by my own health insurance; and, furthermore, for myself, my heirs, and personal representative(s), I hereby fully release Brigham Young University–Hawaii and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, demands and actions which might be made by me or my state on account of any losses, expenses or damages of any kind concerning property or personal injuries (physical or emotional) or death which may result, directly or indirectly, from my participation in the aforesaid activity(s), unless any such damages or injury is primarily the direct result of a negligent act or omission by Brigham Young University–Hawaii or any of its officers, employees or lawful agents and not caused in part by my own negligence.

THE UNDERSIGNED, BY HIS/HER SIGNATURE BELOW, AFFIRMS THAT HE/SHE CAREFULLY READ THIS ASSUMPTION OF RISK AND LIMITED RELEASE AGREEMENT, UNDERSTANDS ITS CONTENTS AND PURPOSES, AND VOLUNTARILY AGREES TO ALL THE TERMS SET FORTH ABOVE.

Date of activity: November 28, 2012

<table>
<thead>
<tr>
<th>Print name</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Hawaii GE License

General Information

1. Independent contractors will need to submit a copy of their Hawaii GE License.

2. If you do not have one, please visit the city and county web site to apply online. Here is the link for the license application. https://hbe.ehawaii.gov/BizEx/home.eb

3. Follow instructions under “Start of Business.” If you do not have an account, you will need to create an account.

Sample of Hawaii GE License

Sample only