



2025 Family Festival Vendor Agreement

68-729 Farrington Hwy, Waialua, HI 96791 (808) 637-6241

Saturday, September 27, 2025 10am to 4pm

Vendor to complete, sign, and return to Camp Mokule'ia or email to Festival@CampMokuleia.org

BUSINESS NAME: _____ Truck _____ Tent _____ Other _____

NAME OF VENDOR TO APPEAR IN PUBLICITY (if different) _____

BUSINESS WEBSITE URL (if applicable, for publicity) _____

SOCIAL MEDIA HANDLES: _____

CONTACT NAME: _____

EMAIL ADDRESS (required): _____

CONTACT PHONE NUMBER (required): _____

PREFERRED PAYMENT OPTION: _____ Check _____ Square

DOCUMENTS REQUIRED (Initial in agreement)

- **CERTIFICATE OF INSURANCE**

_____ (initial) Attached/enclosed is a Certificate of Insurance providing evidence that comprehensive general liability insurance will be in effect on the Festival date.

Please have your insurance company generate such a Certificate naming the following additional insureds:

1. The Episcopal Church in Hawai'i, 229 Queen Emma Square, Honolulu, HI 96813
2. Camp Mokule'ia, 68-729 Farrington Hwy, Waialua, HI 96791

- **GENERAL EXCISE TAX LICENSE**

_____ (initial) Attached/enclosed is a copy of vendor's current and valid State of Hawaii General Excise Tax (GET) License.

- **DEPARTMENT OF HEALTH REPORT**

_____ (initial) Attached/enclosed is a copy of the State of Hawaii, Department of Health current Food Safety report, including one of the following valid permits issued by the Department of Health:

- Temporary Food Establishment (TFE) Permit for this event or
- Mobile Food Establishment (MFE) Permit for licensed food trucks in effect on the Festival date.

_____ (initial) Attached/enclosed is a copy of proof of current food handler certification for staff in accordance with Department of Health guidelines.

_____ (initial) Food vendor must comply with State of Hawaii food safety regulations, including safe food handling, temperature control, sanitation standards, and proper waste disposal. The required permit must be visibly posted at the vendor site during the event.

VENDOR FEE (Initial in agreement)

_____ (initial) Vendor will make a non-refundable payment of \$100 to Camp Mokule'ia to reserve its commitment to the Festival on Saturday, September 27, 2025 10am to 4pm. Payment options consist of: 1) check made payable to Camp Mokule'ia or 2) online to Square account via this link <https://square.link/u/Ow0kEt7p> or use QR code to the right.

RULES and OTHER REQUIREMENTS (Initial in agreement)

_____ (initial) NO SMOKING OR USE OF E-CIGARETTES:

Camp Mokule'ia is a non-smoking, non-vaping facility. Vendor will not allow cigarette or e-cigarette smoking on the premises, including the parking lot, outdoors, and in the bathroom.



____ (initial) NO ALCOHOL OR DRUG USE:

Use, possession, serving and/or consumption of alcohol and illegal drugs of any kind is strictly prohibited on Church property. No exceptions.

____ (initial) ACCEPTANCE OF RESPONSIBILITY:

Vendor will be personally responsible for:

- The orderly conduct of all volunteers and hired staff.
- Providing its own power and water source for its cooking and serving needs. Camp Mokule‘ia will provide dining areas, music, and general lighting of the campus where needed. Generators, electricity, and water will not be available for vendor’s operations.
- Complying with all applicable fire safety requirements. Any vendor using propane tanks, open flame, deep fryers, grills, or electrical cooking equipment must provide a fire extinguisher appropriate to their setup (Class K for grease/oil cooking operations) and ensure all equipment is in safe, working condition. Camp Mokule‘ia and its designated agents reserve the right to inspect and approve all cooking setups.
- Providing appropriate containers for the collection of trash, food waste, grease, and gray water generated by vendor’s operations. Vendor will not dump any substances, including wastewater or cooking oil, on Camp Mokule‘ia property or surrounding land or beach. All cooking waste must be removed from the site at the conclusion of the event. Vendors using grease or oil must use grease containment systems and dispose of grease at a certified off-site location.
- The set-up and removal of all food, beverages, decorations, and trash, leaving the premises in the same or better condition than upon arrival. Please provide own trash receptacle(s) for your needs. Bagged trash (not food waste, grease, and gray water) may be left on site upon departure.
- Any and all damages to Camp Mokule‘ia property and the site at which you are operating.

____ (initial) BUSINESS MATTERS:

Confirmation of Camp’s acceptance will be a signed agreement by both parties upon meeting all requirements. Confirmed vendors will be contacted via email. More details, including setup time and specific location will follow.

Vendor will, within one week of receiving an accepted agreement, provide a business logo or image (if available) for Festival publicity and vendor promotional purposes only. Only images in .jpg or .png format will be accepted and should be emailed to Festival@CampMokuleia.org.

INDEMNITY (*Initial in agreement*)

____ (initial) In addition, you agree to indemnify and hold harmless Camp Mokule‘ia, its officers, staff, and agents working on its behalf, from any and all claims, actions, lawsuits, costs, damages, and liabilities resulting from the breach of this Agreement, any negligent actions, and your willful misconduct or omissions.

Signed by authorized vendor representative:

Name (print): _____

Signature: _____

Date: _____

Accepted by authorized Camp Mokule‘ia representative:

Name (print): _____

Signature: _____

Date: _____

THANK YOU FOR YOUR SUPPORT!

Office Use Only

____ Truck ____ Tent ____ Other

Dates received:

____ Agreement ____ COI ____ GET license

____ Food Permit ____ Fee: ____ Check # or ____ Square

____ Logo **NOTES:** _____