



25th HAWAII STAR BALL
October 4-7, 2017

Vendor Agreement

Vendor Name					Phone		
Contact Name					Email		
Address							
City		State		Postal Code		Country	
Products Offered							

We are pleased that you will be attending the 2017 Hawai'i Star Ball to be held at the Sheraton Resort and Hotel in the heart of beautiful Waikiki in Honolulu, HI. This year's competition is scheduled to begin the morning of Thursday, October 5th and end on the night of Saturday, October 7th.

We are still in the process of determining the layout of the space assigned for vendors. Please return this from as soon as possible and we will make every effort to accommodate your needs.

The following shall apply to all vendors:

- A) Electrical Power: A limited amount of power may be provided by the hotel. The vendor is responsible for working with the hotel to procure any additional needs. We will do our best to have you as close as possible to wall outlets. We recommend you bring your own extension cords and power strips to avoid having to rent them from the hotel. Please bring your own professional tape to secure any cords.
- B) Banners: each vendor may display one banner in front of or behind their booth.
- C) Commission on sales and vendor fees: all vendors shall pay the greater of \$500 or 10% commission to "Hawaii Star Ball" on gross sales and shall complete a vendor tally sheet. The commission and tally sheet are due no later than the end of the day Saturday, October 7th, 2017.
- D) Telephone / Internet: The vendor is responsible for working with the hotel to procure any needs.
- E) Shipping of Goods: The vendor is responsible for working with the hotel regarding any storage needs and shall pay for any shipping and/or storage costs. Shipping and receiving information will be sent to you once contracted.
- F) We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.
- G) Program Advertising: All vendors will receive a full page color ad as part of the vendor fee.
- H) Certificate of Insurance: Vendors shall supply Dance Junkie Productions, Inc. with insurance certificate showing general liability insurance coverage.
- I) Vendor shall be responsible for complying with all federal and state laws, rules, and regulations governing the sale of goods and services.



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- J) We will arrange overnight security and the costs will be included in the vendor fee. However, Dance Junkie Productions, Inc. is not responsible for any loss, theft, or damage to any of the vendor's property at any time before, during, or after the event.
- K) All vendors and their staff shall stay at the Sheraton Waikiki hotel from Wednesday October 3rd, 2017 through Saturday October 7th, 2017.
- L) Estimated load in and load out times will be confirmed 30 days prior. We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.

Some other useful information:

- If you would like to take advantage of our group room rate at the Sheraton, please call the hotel directly at 808.921.4611 or go to <https://www.starwoodmeeting.com/Book/hsb2017>
- Contact the hotel to coordinate any additional needs.

We look forward to having you officiate at this year's event!

Sincerely,
David Alvarez, Organizer

Please sign one copy of this agreement and send via email to john@hawaiistarball.com, or to fax (808) 356-0651 or mail to Hawaii Star Ball, 115 Via Lee, Santa Barbara, CA 93111.

Accepted:

Vendor/Concessionaire

Date: _____



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Vendor Tally Form

Vendor Name	<input type="text"/>
Contact Person	<input type="text"/>
Phone/email	<input type="text"/>

Vendor Fee	<input type="text" value="\$ 500.00"/>
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-OR-

Total Sales	<input type="text" value="\$"/> x 0.10	<input type="text"/>
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Total Due (the greater of the Vendor Fee OR 10% sales)	<input type="text"/>
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Payment Due by 11:59 pm on Saturday, October 7th, 2017

Make Checks Payable to:

"Hawaii Star Ball"

Credit Cards Accepts. A 3% Service Fee will be added to all CC charges