

# Pacific Exchanges Productions

Presents

**Aloha Festival of Reno**

THURSDAY, JULY 31<sup>ST</sup>

**HEIVA I RENO 2008**

FRIDAY, AUGUST 1<sup>ST</sup>

*Ha La Hula i Reno*

SATURDAY, AUGUST 2<sup>ND</sup>

## **Guide Lines ~ Food and Arts & Craft Vendors**

Food and Arts & Craft vendors with merchandise representative of Polynesia are welcome to apply for single or double booth space for the *Pacific Exchange Productions* 2008 events. Arts & Craft booths will be set up on the *Plaza* as well as in the foyer of the *Reno Ballroom*. Food booths will be set up on the *Plaza* only. Upon receipt of application, vendors will be given an opportunity to select booth location. Booth space and booth location will be determined by earliest postmark of application.

**1.0 Vendor Requirements:** All vendors must operate booth on all 3-days of this year's event.

- (a) A complete description of items to be sold must be listed on application.  
**Note: Pacific Exchange Productions reserves the right to refuse vendor permission to operate booth if selling items other than described on application.**
- (b) Merchandise sold to be handmade and/or commercially crafted items representative to Polynesia.
- (c) Prepackaged foods (ie, cookies, crack seed, etc) can be sold in Arts & Craft booths.
- (d) Food vendors required to abide by all guidelines provided by the City of Reno in the operation of their food booth and food preparation.
- (e) Vendor will not hold **Pacific Exchange Productions, Silver Legacy Hotel-Casino** and **ARTOWN** responsible for damage or loss of items in booth(s) during the entire event.

**2.0 Deadline:** Application form and fees must be received no later than **June 25<sup>TH</sup>, 2008**. Incomplete and/or late application will not be accepted.

**3.0 Check-In Time:** Vendors may check-in at 6am on Thursday, July 30<sup>TH</sup> in the foyer of the *Reno Ballroom*.

**4.0 Booth Fees & Description:**

**4.1 Booth Type A-1: \$350** Single space for 3-days in the Reno Ballroom:

- (a) Booth will include 2 tables with linen table covering and up to 2 chairs.  
**Note: All food vendors will be set-up on the Plaza only.**
- (b) No electrical power / outlets provided.
- (c) Owners are required to provide names and signatures of staff members working in booth on application form.

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4.2 **Booth Type A-2: \$300** Single space for 3-days on the Plaza (outdoors):

- (a) Owners to provide covering (ie, tent, canopy, etc), tables to display merchandise and chairs.
- (b) No electrical power / outlets provided.
- (c) Owners are required to provide names and signatures of staff members working in booth on application form .

4.4 **Booth Type B-1: \$550** Double space for 3-days in the Reno Ballroom:

- (a) Booth consists of two booth spaces.  
*Note: All food vendors will be set-up on the Plaza only.*
- (b) Booth will include 4 tables with linen table covering and up to 4 chairs.
- (c) No electrical power / outlets provided.
- (d) Owners are required to provide names and signatures of staff members working in booth on application form.

4.5 **Booth Type B-2: \$500** Double space for 3-days on the Plaza (outdoors):

- (a) Booth consists of two booth spaces. Owners to provide covering (ie, tent, canopy, etc), tables to display merchandise and chairs.
- (b) No electrical power / outlets provided.
- (c) Owners are required to provide names and signatures of staff members working in booth on application form.

## 5.0 **Vendor Confirmation**

Approved vendors will receive a confirmation letter by mail or email identifying booth space location. Change in booth space location will **not** be allowed at check-in.

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## Arts & Craft Vendor Application Form

Booth Type "A" (Single Space in *Reno Ballroom*)

Name	Day Phone
Address	Eve Phone
	Fax Number:
	Email

Clearly print names of assistants below.

1.	2.
3.	Booth Space Choices: 1 <sup>st</sup> : _____ 2 <sup>nd</sup> : _____ 3 <sup>rd</sup> : _____

As Owner/Operator, I hereby agree to have all participants abide to all Rules & Regulations set forth by **Pacific Exchange Productions** for *Ka La Hula i Reno~Heiva i Reno* which will take place on August 1-2, 2008 at the Silver Legacy Hotel-Casino. We will not hold *Hula Halau 'O Nalua/'Ote'a 'Api; Pacific Exchange Productions, Silver Legacy or City of Reno* responsible for loss or damage to personal property or bodily harm or injury to any member of my staff during this event. We will be responsible for any/all expenses to cover injury/damage(s) incurred by a member(s) of our staff to hotel-casino personell/property. I hereby give exclusive rights to **Pacific Exchange Productions** to use all photos/video taken during this event for *Ka La Hula / Heiva i Reno* promotional considerations. Hence I affix my signature in agreement to all mentioned herein.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Return Application with applicable Booth Fee to:  
**Pacific Exchange Productions**  
42285 Osgood Road, Unit "D"  
Fremont, California 94539  
Attn: Heiva i Reno 2007 Arts & Crafts

Please make payable to: **Pacific Exchange Productions**

Cashiers check or money order only will be accepted.

**No personal or business checks accepted. No Refunds once application received**

Deadline for Application Form: **June 25<sup>TH</sup>, 2008**

**For Heiva i Reno Use ONLY**

Arts & Craft Vendors Fees: Booth Type A: Number of spaces ____ x \$350 = _____ Booth Location:	Pymt Rcvd:
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## Food and Arts & Craft Vendor Application Form

Booth Type "A" (Single Space on the *Plaza*)

Name	Day Phone
Address	Eve Phone
	Fax Number:
	Email

Clearly print names of assistants below.

1.	2.
3.	Booth Space Choices: 1 <sup>st</sup> : _____ 2 <sup>nd</sup> : _____ 3 <sup>rd</sup> : _____

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## Arts & Craft Vendor Application Form

Booth Type "B" (Double Space in *Reno Ballroom*)

Name	Day Phone
Address	Eve Phone
	Fax Number:
	Email

Clearly print names of assistants below.

1.	2.
3.	Booth Space Choices: 1 <sup>st</sup> : _____ 2 <sup>nd</sup> : _____ 3 <sup>rd</sup> : _____

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Address	Eve Phone
	Fax Number:
	Email

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1.	2.
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Pre-Sale Ticket Order Form

Name	Day Phone
Address	Cell Phone
	Fax Number:
	Email

Pre-Sale Ticket sales end June 30th

Event Days	Ticket Price	Number of Tickets	Amount
Friday ~ August 1, 2008	\$10.00		\$
Friday ~ August 1, 2008	<b>RESERVED</b> \$15.00		\$
Saturday ~ August 2, 2008	<b>GENERAL</b> \$10.00		\$
Saturday ~ August 2, 2008	<b>RESERVED</b> \$15.00		\$
<i>Children 4 years &amp; under free</i>			
<b>TOTAL DUE</b>			<b>\$</b>

Return Ticket Order Form with Payment to

Pacific Exchange Productions  
42285 Osgood Road, Unit "D"  
Fremont, California 94539  
Attn: Heiva i Reno 2007 Ticket Order

Proof of purchase will be emailed or mailed upon receipt of ticket orders. Cashiers check or money order **only** will be accepted. **No personal checks.** All tickets purchased prior to deadline date will be available for pick-up at **Will-Call** Thursday, July 30<sup>TH</sup> thru Saturday, Aug 2<sup>ND</sup> in the **Reno Ballroom** foyer. Proof of purchase must be presented to obtain tickets.

Cashiers check/money order payable to: **Pacific Exchange Productions**

**Deadline for Tickets by mail: June 30<sup>TH</sup>, 2008**

**No refunds once ticket order received.**

Additional tickets may be purchased each day

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