 **Hui `O Na Wahine Vendor Contract**

 **2016-2017**

Company Name and Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Contract Requirement:** This contract is valid from date of signing through May 2017. All luncheons which the vendor commits to and does not attend will be subject to the cancellation policy.

Please select all events that you would like to participate in. **Only one table per registered business will be allowed at each event (i.e. Mary Kay®, Pampered Chef®, Stampin’ Up!®, etc.) with the exception of Super Sign-Up.** All requests will be taken into consideration and tables will be distributed fairly based on the order in which contracts are received. The Vendor Chair will notify you of your accepted dates once she has received your signed contract and payment.

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| --- | --- | --- | --- | --- |
| Super Sign-UpAugust 30 | September Luncheon20 | October Luncheon18 | November Luncheon15 | December Luncheon20 |
| January Luncheon17 | February Luncheon21 | March Mock Dining In/No Vendors | April Luncheon18 | May Luncheon16 |

**Table Fees:** Super Sign Up - $25.00 non-refundable fee for all vendors

 Monthly Luncheons - $10.00 table fee per luncheon ($80.00 for the whole year)

**Registration Requirements: All vendors are required to obtain a business permit with the Oahu Base Support Battalion (OBSB) prior to participation in Hui events**. Requirements for the permit take approximately 3-4 weeks for processing. Contact Kristy Balli at 656-0083 or kristy.l.balli.naf@mail.mil for more information. Please attach a copy of the permit to the contract before mailing.

**Additional Requirements:** A gift valued at a minimum of $20.00 is required by each vendor per event (including but not limited to Super Sign Up). This gift will be a donation to our opportunity drawings and must not have any fees or restrictions associated with it (i.e. no discounts or coupons).

**Cancellation Policy:** Vendors must call within 72 hours of an event if they are unable to participate. Future participation for vendors who fail to notify the Vendor Chair of a cancellation is at the discretion of the Hui Board. If this policy is not followed, a cancellation fee of $10.00 must be paid prior to the next luncheon that the vendor participates in.

**Lunch Reservations:** Vendors are invited to join Hui members for lunch at a cost of $20.00 per luncheon. You must make your lunch reservations with the Reservations Chair by the Wednesday prior to the luncheon. Payment for lunch will be collected at the luncheon.

 $25 Non-refundable Super Sign-up fee

$10 Non-refundable fee for each luncheon ($80.00 for the whole year)

 **Total Due**

Email: huivendors@gmail.com

Mailing Address: Hui ‘O Na Wahine, ATTN: Vendor Chair, PO Box 861305, Wahiawa, HI 96786

Payment amount $\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_