

**Hui O’ Na Wahine Vendor Contract 2019-2020**

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

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

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

Website:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Contract Requirement:** This contract is valid from date of signing through May 2020. All luncheons which the vendor commits to and does not attend will be subject to the cancellation policy.

Please select all events below that you would like to participate. **Only one table per type of registered business will be allowed at each event (i.e. Lularoe, Pampered Chef®, Stampin’ Up!®, etc.).** All requests will be taken into consideration and tables will be distributed fairly based on the order in which completed signed contract and MWR approval is received. The Vendor Chair will notify you of your accepted dates.

*These dates and events are subject to change.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Super Sign-UpAugust 20 | September Luncheon16 | October Luncheon15 | November Luncheon19 | December Evening17 |
|  |  |  |  |  |
| January Luncheon21 | February Evening21 | March Luncheon24 | April Evening21 | May Luncheon19 |
|  | No vendors |  | No vendors |  |

**Registration Requirements: All vendors are required to obtain a home-based business permit with Hawaii Army Morale Welfare and Recreation (MWR) prior to participation in Hui events**. Requirements for the permit take approximately 4-6 weeks for processing. Contact MWR Gloria Garcia (808)656-0104 or gloria.m.garcia4.naf@mail.mil to set up your appointment. The following website will provide you with the information and documents required to become an authorized home-based business: <https://hawaii.armymwr.com/programs/home-based-business>

**Table Fees:** Super Sign Up and each Luncheon is $15.00 and the fee is collected and prepaid directly to MWR

**This contract, copies of MWR permit and payment are due to huivendors@gmail.com.**

**Additional Requirements:** A gift valued at a minimum of $20.00 is required by each vendor per event including Super Sign Up. This gift will be a donation to our opportunity drawings and must be actual product (preferred) or gift certificate in monetary amounts, no “percentage off” donations.

**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.

**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 Friday prior to the luncheon. Payment for lunch will be collected at the luncheon.

Email: huivendors@gmail.com

Contract Signed/Completed\_\_\_\_\_\_\_\_ MWR Approval leter\_\_\_\_\_\_\_ MWR Payment Form\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_