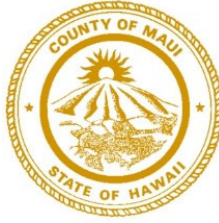


**RICHARD T. BISSEN, JR.**  
Mayor

**LORI TSUHAKE**  
Director

**JESSICA CROUSE**  
Deputy Director



**DEPARTMENT OF HUMAN CONCERNS  
MAUI COUNTY OFFICE ON AGING  
AN AREA AGENCY ON AGING  
COUNTY OF MAUI  
95 MAHALANI STREET, ROOM 20  
WAILUKU, MAUI, HAWAII 96793  
PHONE: (808) 270-7755**

Aloha,

The Maui County Office on Aging in partnership with the Maui Economic Opportunity Inc. is organizing the 51<sup>st</sup> Annual Maui County Senior Fair, scheduled for Saturday, November 2, 2024 at the Maui Mall Village in Kahului from 10:00 a.m. to 2:00 p.m.

If you wish to participate as an event vendor, we have enclosed an application for your completion and return to the Maui County Office on Aging with payment no later than **Monday, September 23, 2024.**

Participation fees per table are as follows:

<b>Vendor Type:</b>	<b>Cost:</b>
Current P&CC Senior Clubs	No Charge for one (1) table
Businesses, government or nonprofit organizations providing information or a service free of charge	No charge for one (1) table; \$25 for each additional table
Non-Profit Organizations (if generating revenue at the event)	\$25.00 for one (1) table; \$25 for each additional table
Government Agencies (if generating revenue at the event)	\$25.00 if generating revenue at the event for one (1) table; \$25 for each additional table
For-Profit Organizations	\$100.00 if generating revenue for one (1) table; \$25 for each additional table

The participation fee includes one (1) 8-foot table, table cover, and two (2) chairs. Please make checks payable to Maui Economic Opportunity, Inc. Confirmation packets will be provided to vendors no later than Monday, October 21, 2024.

Table assignment will be on a payment received, first come first serve basis. The Event Committee reserves the right to deny any late applications, duplicative products/services, or based on space limitations.

All vendors are required to follow the rules and regulations set by the Maui Mall Village. For further details, please refer to Exhibit A.

Vendors selling food or items, or administering vaccinations must provide a certificate of insurance in the amount of \$1,000,000 naming the County of Maui as an additional insured on the policy. Senior clubs who pay P&CC membership dues are covered under MEO's policy and are not required to obtain additional insurance.

Should you have any questions, please contact Office on Aging Program Specialist Juno Vega at 808-270-7755.

We look forward to seeing you at the fair!

Mahalo,

A handwritten signature in black ink, appearing to read 'RMA', with a long horizontal flourish extending to the right.

Rowena M. Dagdag-Andaya  
County Executive on Aging



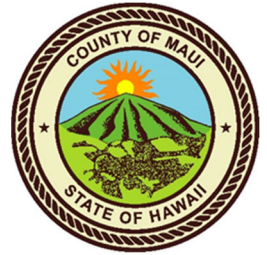
**Maui  
Economic  
Opportunity,  
Inc.**

Est. 1965  
99 Mahalani Street  
Wailuku, HI 96793  
(808) 249-2970

# MAUI COUNTY 51st ANNUAL SENIOR FAIR

Maui Mall Village  
Saturday, November 2, 2024  
10:00 a.m. – 2:00 p.m.

## APPLICATION FORM



**Maui County  
Office on Aging  
(MCOA)**



NAME (Business, Organization, Individuals)*			*Required fields
NAME OF CONTACT PERSON AND POSITION*			NUMBER OF TABLES REQUESTED*
BUSINESS TELEPHONE*	CELL PHONE*	FAX TELEPHONE	RESIDENCE TELEPHONE* if applicable
MAILING ADDRESS*		EMAIL ADDRESS*	
CHECK ONE <input type="checkbox"/> Government Agency <input type="checkbox"/> Non-Profit Organization <input type="checkbox"/> Profit Organization <input type="checkbox"/> P&CC Senior Club			
Website:			

Application must be received by MCOA no later than **Monday September 23, 2024 at 4:30 pm** at:  
**Maui County Office on Aging**  
 95 Mahalani Street, Room 20, Wailuku, HI 96793  
 Attention: Karen Sumer, Secretary  
 Telephone 808-270-7774

Or Via Email at [mcoa.adrc@mauicounty.gov](mailto:mcoa.adrc@mauicounty.gov)

**Conditions**

1. Tables will be assigned on a FIRST-COME, FIRST-SERVE BASIS by the Fair Committee.
2. The committee may deny applications that are duplicative or over table space limitations.
3. Vendors will **not** be allowed to select their own table.
4. Booths provided includes one (1) 8-foot table, tablecloth and skirt, and two (2) chairs.
5. Food vendors will be allowed at this year's Senior Fair. No cooking of food at the venue. Food permit required and must be posted at the site.
6. Senior Club sales of non-compete Maui Mall tenant items will be permitted at the fair.
7. No selling of beverages (coffee, soda, tea, water, etc.)

**PLEASE INDICATE BELOW THE ITEMS AND/OR SERVICES TO BE DISPLAYED - BE SPECIFIC**

ITEM	DESCRIPTION – Note: All information and/or products must prom	DISPLAY	
<b>SAMPLE</b>	<i>Example: Health – Take blood pressure or cholesterol testing &amp; display of educational material- no revenue generated</i>	✓	

Once your submitted application is received and approved, you will receive an email confirmation.

- Set up time for vendors will begin at 9 am on the day of the event.
- Breakdown will be at 2 pm and not before (vendors who leave early will not be allowed back the following year).
- Please plan to have a representative at your booth the entire length of the event.
- Location of your table will be determined by the Senior Fair Committee. One 10'X10' canopy allowed. Vendors are responsible for the set up of canopies.
- Spaces are subject to change the day of the event at the discretion of the Senior Fair Committee.
- Participating organizations are responsible for keeping their space clean and all garbage/debris cleaned up.

**All participating organizations are encouraged to donate a prize for the hourly drawings.**

**Will your organization be able to donate a prize for the drawings? (YES/NO)**

**BELOW FOR FAIR COMMITTEE USE ONLY.**

APPLICATION RECEIVED	SPACE ASSIGNMENT	FEE
----------------------	------------------	-----





### **Rules & Regulations**

Maui Mall Village (hereinafter referred to as “MMV”), is privately owned and strives to provide a modern, clean, comfortable, and safe place in which to conduct business. MMV recognizes that from time to time, various individuals and groups may desire to use the premises for activities. To accommodate such individuals and groups (hereinafter referred to as “Organization”) in a manner and to an extent consistent with the primary purpose of MMV, the following regulations for the use of MMV shall apply:

1. The event must be conducted within the area designated by MMV Management. MMV Management reserves the right to cancel or relocate the event at any time.
2. The Organization shall comply with all applicable laws and regulations in running the Event, including, but not limited to, laws and regulations implemented by the State and/or local governments as a result of the novel Coronavirus (COVID-19) pandemic or other pandemics. These Laws may include, but are not limited to, the use of personal protective equipment and/or face coverings and following social distancing guidelines.
3. The Organization shall not obstruct or block any entrances to MMV merchant premises and shall submit for approval a lay-out of the event showing the proposed areas of use, including placement of props, chairs, tables, banners, food stations, etc. If the event restricts access to or detrimentally affects the business of any MMC merchant, the Organization shall be required to “buy-out” said merchant (for the period of the event), at a mutually agreed upon price between the Organization and the affected MMV merchant(s).
4. Use of the area shall be permitted only for the specific organization listed, for the specific date(s) and time(s) shown. This permit may be terminated upon thirty (30) days written notice by either party.
5. The Organization shall secure any and all governmental approvals and required permits and provide MMV Management with a copy of the same within 48 hours prior to the date and starting time of the event.
6. All signs used to promote the event shall be professionally printed and shall be limited to a description of the nature of the activity, sponsoring group, date and time of the event and admission fee, if applicable. MMV Management must approve all signs and literature planned to be distributed on property prior to or during the event, in advance of printing. Signs and/or other advertising material that are not pre—approved will be removed.
7. The Organization shall be responsible for the removal of all approved signage and decorations displayed for the event and cleanup of the designated area(s). All disposable material and trash shall be deposited in the refuse dumpster(s) located in the loading dock area. Clean up of the event area(s) is required immediately upon completion of the activity.
8. MMV Management shall prepare the event area, if applicable, by removing any MMV furniture and equipment prior to the event and shall restore the area by replacing said furniture and equipment after the event at no cost to the Organization, provided no additional labor charges are incurred by MMV Management in so doing. If additional labor costs are incurred, the Organization shall be responsible for the payment of these additional costs.
9. The Organization must properly staff the activity area(s) at all times. Children must be supervised and under parental or supervisory control at all times.
10. The Organization shall not place any electrical wiring and/or cable of any kind on the ground. Only UL rated electrical cords are permitted and must be properly secured for safety.
11. MMV reserves the right to control the volume of sounds emitted by the proposed activity.
12. MMV assumes no responsibility for personal belongings, equipment, articles or materials used in the Organization’s activities pursuant to and in conjunction with this event.
13. The Organization is responsible for securing media coverage for the event at MMV, if applicable. MMV is not responsible for Organization’s advertising of its event(s) or activities conducted at MMV.
14. Security may be required for the basic reason of crowd control. The Organization shall be responsible for the payment of additional security officers for the event/activity, if so required.
15. Food and beverages other than those purchased at one of MMV tenants are not permitted to be distributed or sold at the event. Catering and other food services provided by any of the tenants of MMV are allowed. Alcoholic beverages/glassware are not permitted without prior approval by MMV Management.
16. No solicitation of funds shall be permitted. Religious proselytizing and political activities (petitioning, sign-waving, etc.) are not allowed at any time.
17. The MMV on-site representative shall have absolute authority to enforce all regulations governing activity including immediate cancellation and/or other remedies and retains all access rights to and through the designated event area.