



**2019 KOREAN FESTIVAL - PRODUCT-CRAFT TENT VENDOR
CHECKLIST**

COMPANY:
CONTACT:
ADDRESS:
PHONE NO:
EMAIL:

TENT #: _____ PARKING PASS - _____

Thank you for your support of the Hawaii Korean Chamber of Commerce **2019 Korean Festival**. As we all prepare for Saturday, August 10, 2019, please help us by confirming and providing us with the following information that we have yet to receive. It is imperative that we receive all missing documents as they are needed to confirm and secure the necessary permits for the Park's use. Your cooperation and expediency is greatly appreciated. **THANK YOU.**

DEADLINE: ALL DOCUMENTS MUST BE RETURNED BY: July 19, 2019:

	Federal EIN # _____ or Social Security No. _____
	Signed and Returned Craft & Product Sponsor Agreement
	\$ 500.00 DEPOSIT - Payable to Hawaii Korean Chamber of Commerce
	\$ 350.00 SET FEE - Payable to Hawaii Korean Chamber of Commerce
	Insurance Certificate with Hawaii Korean Chamber of Commerce; City and County of Honolulu; Howard Hughes Corporation, Ward Village; Na Ke Akua Group, Inc.; Sea Engineering, Inc.; and all listed as additionally insured (see additional information below)
	List of Electrical Requirements: Provide list of Appliances below, or attach sheet.
	PRODUCT/CRAFT Instructional Meeting to be determined (TBD)

Insurance Requirements:

Liability insurance coverage, including products liability must be provided by all Vendors. As listed above, The Korean Chamber of Commerce, Howard Hughes Corporation, Ward Village, the City and County of Honolulu, Na Ke Akua Group, Inc. and Sea Engineering, Inc. must be listed as additionally insured - General Liability - \$500,000 per occurrence Property Damage - \$50,000 per occurrence (**see sample Certificate of Insurance**)

Electrical and Other Needs:

Please list your electrical and/or other special needs you may need for your booth:

For More Information

For all questions, please contact Russell K.H. Luke at 808KoreanFestival@gmail.com or 778-1261