



30th HAWAII STAR BALL
September 20th – 23rd, 2023
HOTEL DEADLINE August 22nd, 2023,
EARLY BIRD ENTRY DEADLINE August 15th, 2023

Vendor Agreement

Vendor Name					Phone		
Contact Name					Email		
Address							
City		State		Postal Code		Country	
Products Offered							

We are pleased that you will be attending the 2023 Hawai'i Star Ball to be held at the Sheraton Waikiki in the heart of beautiful Waikiki, Honolulu, HI. This year's competition is scheduled to begin the afternoon of Wednesday, September 20th, and end on the night of Saturday, September 23rd.

We are still in the process of determining the layout of the space assigned for vendors. Please return this from as soon as possible and we will make every effort to accommodate your needs.

The following shall apply to all vendors:

- A) Electrical Power: A limited amount of power may be provided by the hotel. The vendor is responsible for working with the hotel to procure any additional needs. We will do our best to have you as close as possible to wall outlets. We recommend you bring your own extension cords and power strips to avoid having to rent them from the hotel. Please bring your own professional tape to secure any cords.
- B) Banners: each vendor may display one banner in front of or behind their booth.
- C) Commission on sales and vendor fees: all vendors shall pay the greater of \$500 (or \$250 if doing hair and makeup and not using any Hawaii Star Ball vendor space) or 10% commission to "Hawaii Star Ball" on gross sales and shall complete a vendor tally sheet. The commission and tally sheet are due no later than the end of the day Saturday, September 23rd, 2023.
- D) Telephone / Internet: The vendor is responsible for working with the hotel to procure any needs.
- E) Shipping of Goods: The vendor is responsible for working with the hotel regarding any storage needs and shall pay for any shipping and/or storage costs. Shipping and receiving information will be sent to you once contracted.
- F) We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.
- G) Certificate of Insurance: Vendors shall supply Dance Junkie Productions, Inc. with insurance certificate showing general liability insurance coverage.
- H) Vendor shall be responsible for complying with all federal and state laws, rules, and regulations governing the sale of goods and services.



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- I) We will arrange overnight security and the costs will be divided by the number a vendors displaying in the vendor space at the event. The minimum fee will be \$100 per vendor (fee will be waived if doing hair and makeup and not using Hawaii Star Ball's vendor space). However, Dance Junkie Productions, Inc. is not responsible for any loss, theft, or damage to any of the vendor's property at any time before, during, or after the event.
- J) All vendors and their staff must stay at the Sheraton Waikiki hotel for the duration of the event.
- K) Estimated load in and load out times will be confirmed 30 days prior. We ask that all vendors be completely set up by the start of the first session and remain in place until the final session is finished.
- L) Dance Junkie Productions, Inc will not be responsible if vendor is unable to participate or display goods at the event for any reason whatsoever.

Some other useful information:

- If you would like to take advantage of our group room rate at the Sheraton, please call the hotel directly at 808.922.4422 and ask for the Hawaii Star Ball rate or go to [Book your group rate for Hawaii'i Star Ball 2023](#)
- Contact the hotel to coordinate any additional needs.

We look forward to having you officiate at this year's event!

Sincerely,
David Alvarez, Organizer

Please sign one copy of this agreement and send via email to john@hawaiistarball.com, or to fax (808) 356-0651 or mail to Hawaii Star Ball, 115 Via Lee, Santa Barbara, CA 93111.

Accepted:

Vendor/Concessionaire

Date: _____



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Vendor Tally Form

Vendor Name	<input type="text"/>
Contact Person	<input type="text"/>
Phone/email	<input type="text"/>

Vendor Fee	(\$500 or \$250 H&MU, see contract)	\$ <input type="text" value="-"/>
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-OR-

Total Sales	\$ <input type="text"/> x 0.10	<input type="text"/>
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Total Due (the greater of the Vendor Fee OR 10% sales)	<input type="text"/>
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Shared security (\$100 minimum, see contract for H&MU)	<input type="text"/>
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GRAND TOTAL DUE	<input type="text"/>
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Payment Due by 11:59 pm on Saturday, September 23rd, 2023

Make Checks Payable to:

**Hawaii Star Ball
115 Via Lee
Santa Barbara, CA 93111**

Credit Cards Accepts. A 3% Service Fee will be added to all CC charges

VENMO is also accepted - Inquire with John or David, your organizers.