

ASIAN LUNAR NEW YEAR & PARADE
celebrated at
NIGHT IN CHINATOWN

www.nightinchinatown.com

D.B. Productions, Inc. and The Chinatown Merchants

February 10, 2018 On Maunakea St. and Pauahi St.

Do not sign this application until you have read, completely understand and agree to the Night In Chinatown event Rules and Booth Agreement.

There will be two (2) types of booths to select:

DISPLAY BOOTH – you can sell anything and display anything, but you CAN NOT SELL any food and/or drinks;

OR

FOOD & BEVERAGE BOOTH – you can sell anything, display anything and SELL any food and/or drinks. No restrictions on sale items.

You will also be given the opportunity to request a corner booth, but there is an additional charge for the corner booth.

You will also be given the opportunity to rent a tent(s), table(s) and chair(s).

You will also be allowed to order cube ice which will be delivered around 8:00 AM.

Prior year booth vendors will have the choice to select their same space, if permissible AND if payment is received by January 15th; subject to change.

All new booth vendors or other vendors will be able to select the remaining open space based upon a first-pay, first to select basis which may also be subject to change.

If we do not receive your booth fee and your completed application by February 10th, you will be charged an additional \$150.00 as a late entry application.

The location of your booth space will be at the discretion of the Event Chairman and/or Event Director.

NOTE: Night In Chinatown Parade on Hotel Street will begin at 3:30 p.m. Assembly at 2:30 p.m. at the State Capital.

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RULES AND BOOTH AGREEMENT

The following Rules & Booth Agreement will govern admission to Chinatown Merchants – Night In Chinatown event for Vendors. Please read carefully before signing your application. In the event that the booth assignee breaches any provision of this Agreement, the Event Chairman and/or Event Director reserves the right to remove the vendor from the event grounds and/or remove any unauthorized items being displayed or sold, and in any such case the Night In Chinatown Event Chairman and/or Event Director will retain the security deposit.

1. The D.B. Productions, Inc. and/or Chinatown Merchants grants vendors a concession to sell and display items which are commercial retail quality products, which are not obscene or previously used.
2. Vendors entire booth and display shall be confined to an area not to exceed 10 feet x 10 feet, including tie downs, etc. Vendor is solely responsible for any injury, death, and/or property damage caused by his/her booth, including obtaining liability insurance. NOTE: Vendor may pay for additional booth space.

3. All vendors shall furnish their own tents, poles, tie downs, tables, chairs, electricity (generator), lights, extension cords, water and hoses, sinks, discharge buckets, etc. for the operation of their booth. You will be given one (1) 10 amp circuit plug. If you need more electricity amperage, you will need to find additional power on your own or bring a generator to power all of your equipment. We can provide more power for an additional fee electrical fee. If water is available, you will be given notice of where to pick up water at a designated location. If you abuse the electricity and/or water privileges, the Event Chairman and/or Event Director will not allow you to have electricity and water at all.

All vendors shall not be dependent on the Event to provide any services other than the designated space to operate the booth.

4. Vendor shall have booth/display in place to open for business at 9:00 a.m. He/she is responsible for clean-up of his/her area and must remove all property by 11:00 p.m. on the day of the event. **No shows, late arrivals, and early departures are subject to forfeiture of deposit and/or loss of booth space.** Booths must be kept open until 10:00 p.m. and sales vendor must be present at all times.
5. Booths will assigned on a first to pay and submit a completed application basis. The best way to get your booth reservation is to mail your form as soon as you get it. Incomplete forms may delay the processing. The Event Chairman and/or Director has the authority to move you, if necessary. Vendors must supply their own canopy, chairs, table and displays. Booths must be decorated in a tasteful manner.
6. **No refunds due to inclement weather. Sorry!!**
7. To unload all merchandise and equipment for your booth, you may enter certain designated areas by 5:00 a.m. until 8:30 a.m. Once you have unloaded and prior to setting up, remove your vehicle to a parking area away from the event area. **Failure to comply is a breach of this agreement. Event closing shall end at 10:00 p.m. Vendor must have all equipment and personal property removed from the street by 11:59 p.m., otherwise your deposit will be forfeited.**
8. Vendor shall defend, indemnify, and hold harmless the DB Productions, Inc., Chinatown Merchants, its officers, staff or agents, from and against all actions for personal injury, property damage, or death arising from or resulting from or in any connection with the operation of the vendor's concession, including claims by the vendor's own employees.
9. Chinatown Merchants reserves the right to revoke the privilege of admission to the vendor, whereupon the booth space fee and/or any deposit will be returned. Chinatown Merchants reserves the right to refuse any application for admission for any reason.
10. **Vendors must bring two (2) 50-gallon rubbish cans with garbage bags** and are responsible for keeping their areas clean. One garbage can must be placed outside of the booth for the public to dispose of rubbish. Vendors must take their rubbish to the dumpster or rubbish truck. Areas must be clean at the end of the event. **Failure to follow this rule will result in forfeit of deposit!**
11. This agreement shall not be changed, altered, modified or otherwise transferred by either party without written consent of the parties, and shall not be constructed to be a joint partnership between vendor and Chinatown Merchants.
12. Violation of the above-stated rules will be reviewed by a committee, which will determine if the deposit is to be forfeited. Event officials and staff are not responsible for the return of your deposit.

13. Vendors are personally responsible for all taxes, excise, income, or any other levy relating to their income from the Event. According to the State of Hawaii, State Tax Department, General Excise Tax division, you must have displayed or have present your General Excise Tax license, perform record keeping and issue sales receipts. Enclosed are their instructions.

- 14. No fires or cooking allowed in the Event area, except for the food booths.
- 15. All vendors serving food must follow all City & County of Honolulu, State of Hawaii and any other governmental agency rules and regulations which pertain to the preparation, serving, selling and disposal of food related materials. If you need specific permits to sell, display and/or distribute your sales items, you are fully responsible and liable for obtaining such permits.
- 16. All food vendors shall supply their own trash/ rubbish bags and their own rubbish container. If you do not have your own trash bags and containers, you will not be permitted to sell any items, including food.
- 17. All vendors shall inform all of their staff, volunteers, members, vendors, etc. of the rules as stated above.
- 18. All vendors must have a minimum of one fire extinguisher with a rating of 2A-10BC within their booth space. Refer to attachment provided by the Honolulu Fire Department.
- 19. Food vendors cooking with oil - vapor cooking, e.g. deep fryer or wok with hot oil, the Honolulu Fire Department requires a K-type extinguisher which has potassium bicarbonate to extinguish oil fires and a 2A10BC fire extinguisher. (Two different type of fire extinguishers).

NOTE: Night In Chinatown Parade on Hotel Street will begin at 3:30 p.m. Assembly at 2:30 p.m. at the State Capital.

For more information, please call Gifford Chang at 593-9776
Fax request: 593-8277
www.nightinchinatown.com

**OUR THANKS TO ALL OF THE VENDORS FOR COOPERATING WITH THESE RULES.
WE WISH YOU A SUCCESSFUL WEEKEND!**

Please sign below indicating your acceptance to follow the RULES and BOOTH AGREEMENT.

I/We have been issued, have read, completely understand and will abide by the Rules and Booth Agreement for the Night in Chinatown event sponsored by D.B. Productions, Inc. and Chinatown Merchants.. I/We fully understand that any violation of these rules may result in forfeiture of my security deposit. I/We also understand that the D.B. Production, Inc. and/or Chinatown Merchants has the right to remove any vendor, authorized and/or unauthorized items being sold at the event. I/We further understand that the D.B. Productions, Inc. and/or Chinatown Merchants is not liable and will not be held responsible for any loss, theft, damages and vandalism to equipment and/or personal property.

ACCEPTED and AGREED TO THE ABOVE TERMS, CONDITIONS and AGREEMENT.

By _____
(signature of responsible individual)

By _____
(signature of responsible individual)

Print Name: _____

Print Name: _____

If you are an organization or entity, please print name: _____

NOTE: Night In Chinatown Parade on Hotel Street will begin at 3:30 p.m. Assembly at 2:30 p.m. at the State Capital.

ASIAN LUNAR NEW YEARS! If you know of any group that would like to participate in the PARADE and/or perform on any one (1) or all of the three (3) the STAGES (total of 3 stages), please contact us. We are looking for cultural, ethnic, musical, dance and/or any type of performing groups to participate.

APPLICATION FOR NIGHT IN CHINATOWN EVENT (PLEASE PRINT CLEARLY)

www.nightinchinatown.com

NAME OF BUSINESS: _____

NAME OF BOOTH: _____

ADDRESS: _____

dba: _____

GE Tax #, if applicable: _____

Contact #1: _____

Contact #2: _____

Phone #'s: _____ / _____

Phone #'s: _____ / _____

Phone #'s: _____ Fax: _____

Phone #'s: _____ Fax: _____

Cellular # (required): _____

Cellular # (required) : _____

EMAIL IS REQUIRED FOR COMMUNICATION

Email: _____

Email: _____

Please Print Email legibly

Please Print Email legibly

Booth Description: _____

Serving Food and/or Beverages? _____ Yes or _____ No

Cooking: _____ Yes or _____ No

Please be honest, we do not want to place you near a booth that will be affected by smoke or food odor. AND we do not want to close your booth down for not paying the correct booth fee on the event day .

Any Special Request: _____

If you are a returning vendor from last year:

Would you like the same booth location or near the same location as last year? _____ Yes _____ No _____ Does not matter

ACCEPTED and AGREED TO THE ABOVE TERMS, CONDITIONS and AGREEMENT.

By _____

By _____

Print Name: _____

Print Name: _____

If you are an organization or entity, please print name: _____

Please select which street you wish to be located on and select the NON-REFUNDABLE Booth Fee.

Street spaces:

_____ On Maunakea Street, between Beretania Street & N. King Street

_____ On Pauahi Street, between Maunakea Street & Smith Street

Corner spaces:

_____ On Maunakea St. & Pauahi St. intersection Add \$200.00 more to the space selected

_____ On Maunakea St. & Hotel St. intersection Add \$200.00 more to the space selected

_____ On Smith St. & Pauahi St. intersection Add \$200.00 more to the space selected

Display Booth (No selling of food and/or drinks)

Check # of booth(s) and Circle desired street

	Maunakea St.	Pauahi St.	Smith St.
_____ 1 booth (10 ft. x 10 ft.)	\$ 625.00	\$ 625.00	\$ 450.00
_____ 2 booths (10 ft. x 20 ft.)	\$ 1,000.00	\$ 1,000.00	\$ 625.00
_____ 3 booths (10 ft. x 30 ft.)	\$1,600.00	\$ 1,600.00	\$1,000.00

Food & Beverage Booth (Selling everything, including food and/or drinks)

Check # of booth(s) and Circle desired street

	Maunakea St.	Pauahi St.	Smith St.
_____ 1 booth (10 ft. x 10 ft.)	\$ 950.00	\$ 950.00	\$ 600.00
_____ 2 booths (10 ft. x 20 ft.)	\$ 1,750.00	\$ 1,750.00	\$ 900.00
_____ 3 booths (10 ft. x 30 ft.)	\$ 2,200.00	\$ 2,200.00	\$1,200.00

TOTAL Non-Refundable Booth Fees \$ _____ \$ _____ \$ _____

Corner space Add \$ 200.00 \$ 200.00 \$ 200.00

Equipment Rental & Cubed Ice Purchase Form:

We / I would like to rent equipment and/or purchase cubed ice. Our order are as follows:

Tent Rental (one 10 ft. x 10 ft. area tent).....\$175.00 each x _____ quantity = \$ _____

Table Rental (one table – approximately 8 ft. x 2.5 ft.)... \$ 6.00 each x _____ quantity = \$ _____

Chair (one folding chair)..... \$ 1.00 each x _____ quantity = \$ _____

Cubed 40 lbs. ice bag (AM delivery – one time)..... \$ 15.00 each x _____ quantity = \$ _____

Fire Extinguisher (Type: 2A10BC)..... \$ 50.00 each x _____ quantity = \$ _____

Fire Extinguisher – food booth: (Type K)..... \$250.00 each x _____ quantity = \$ _____

Hand Wash Sink set \$100.00 each x _____ quantity = \$ _____
(fresh water is not included and disposal of dirty water or wastewater is not included)

TOTAL = \$ _____

Please make a separate check payable to Chinatown Merchants for = \$ _____

NOTE: If you order equipment rental and cubed ice on the event day, the price will be charged at a higher amount and based upon availability. Payments that day will be in CASH.

Please send two checks.

One check for the non-refundable booth fee payable to Chinatown Merchants.

Another check of \$200.00 for the clean-up deposit fee. The security deposit/clean-up deposit is refundable within 30 days, after the assessment of any violations AND you must complete the Festival & Events Survey Form.

Please make checks payable to Chinatown Merchants.

To receive your booth assignments and refund of your deposit, you must enclose **one (1) self-addressed, stamped envelopes and follow the Rules and Booth Agreement**. Mail payments, Rules and Booth Agreement with your signature(s) and the completed application to:

Chinatown Merchants
975 Kapiolani Blvd., 2nd Floor
Honolulu, HI 96814
Tel. (808) 593-9776 Fax: (808) 593-8277
www.nightinchinatown.com

NOTE: Night In Chinatown Parade on Hotel Street will begin at 3:30 p.m. Assembly at 2:30 p.m. at the State Capital.

NOTE: We will provide your booth assignments, vehicle entry pass and entry information beginning Wednesday, February 7th from 10:00 AM to 5:30 PM; Thursday, February 8th from 8:30 AM to 5:30 PM and/or Friday, February 9th from 8:30 AM to 12:00 Noon at 975 Kapiolani Blvd., 2nd Floor. Bus: 593-9776.

REQUIREMENTS FOR FOOD VENDORS

For Food Vendors:

If you are offering to sell food to the public, you are required to submit prior to the Asian Lunar New Year & Parade at the Night In Chinatown event the following documentation:

1. A copy of the Temporary Food Establishment Permit issued by the State of Hawaii under your business entities name and/or non-profit name. You may obtain and apply for the permit at the:

State of Hawaii
Sanitation Branch
591 Ala Moana Blvd
Honolulu, Hawaii 96813

Currently the non-refundable permit fee cost \$25.00** (price subject to change) and checks may be made payable to the State of Hawaii.

2. A copy of the Certificate of Insurance naming the following entities as an additional insured with this specific language:

State of Hawaii, City and County of Honolulu, Chinatown Merchants Association, all DB Production, Inc., events held on 02/10/18 along the streets of Maunakea Street, Smith Street, Pauahi Street, South King Street and Beretania Street are added as an Additional Insured as required by written contract, lease agreement and/or permits under the policy to the extent set forth in the General Liability policy provisions.

Hand Wash Sink Facility

3. Adequate handwashing procedures;
4. A supply of fresh water and a clean container (i.e. water cooler) with a faucet, spout or spigot that allows the clean water to be turn ON/OFF;
5. A water catchment container or bucket (i.e. 5 gallon bucket) to collect dirty water or waste water;
6. Hand soap or hand liquid soap. (DO NOT USE dishwashing soap or dishwashing liquid. This is illegal and you can get fined.);
7. A clean set of hand towels that can be disposed in the trash. No hand towels;

8. Dirty water or wastewater shall not be disposed on the street, sidewalk or in the plants. You must take all dirty water and wastewater off of the festival and event site. You shall dispose all dirty water and wastewater in the sewer.

FOOD SAFETY CONTROL and Hot Holding Units

9. Use time as a food safety control;
10. Potentially hazardous foods left out at room temperature are subject to a 4 hour discard and disposal time rule;
11. The time when food is put out for display and the discarded disposal time shall be noted on each dish; OR
12. Hot holding units shall supply an adequate and consistent amount of heat (i.e. sternos);
13. Hot held food shall be maintained at or above 135 degrees Fahrenheit.

NOTICE TO ALL FOOD VENDORS

You must post your Temporary Food Establishment Permits while operating or to have someone hold the permit on site at all times. The Department of Health (DOH), State of Hawaii inspectors will be checking for permits and compliance with food handling regulations during the events. Compliance with DOH regulations is crucial in operating Temporary Food Establishments, and inspectors have the authority to issue a Cease and Desist notification, and can issue fines during their inspection.

HONOLULU FIRE DEPARTMENT

All vendors must have the following type of fire extinguisher at your booth.

At least one (1) fire extinguisher with a rating of 2A-10BC within their booth space.

FOR FOOD VENDORS COOKING with OIL, VAPOR COOKING, DEEP FRYER, WOK STYLE, HOT OIL and GAS GRILL:

You must have two different type of fire extinguishers:

One (1) K-type fire extinguisher which has potassium bicarbonate to extinguish oil fires;

and

One (1) 2A10BC fire extinguisher.

If you do not have any fire extinguisher or any of the proper fire extinguisher, you may be subject to fines imposed by the Honolulu Fire Department, you may be subject to closing down your booth, and you may be subject to losing your deposit.

NOTE: The K-type fire extinguisher is very expensive to purchase but you must have at least one if you are cooking as noted herein.

FIRE SAFETY GUIDELINES

Listed below are the Honolulu Fire Department (HFD) fire safety guidelines for street closures, block parties, and other special events. To prevent fires and to ensure the safety of the participants and the general public, the following guidelines shall be adhered to:

1. Abide by all conditions set forth by the property owner or managing agent of the property (e.g. Department of Transportation Services, Hawaii Community Development Authority, etc.) for which a permit was issued for street closures, block parties, and special event use, as applicable.
2. Event organizers shall provide:
 - a. At least two weeks prior, a written emergency procedure and an evacuation plan for the event, to include a site diagram/footprint, including but not limited to, the locations of the command post; first-aid station; vendor tents/booths and stage; and fire protection equipment (e.g., fire hydrants, building fire department connections, fire extinguishers, etc.) to the HFD Fire Prevention Bureau.
 - b. On the day of the event, an on-site emergency point-of-contact and phone number to the HFD Fire Communication Center at 723-FIRE (3473).
3. Fire hydrants, building fire department connections for dry standpipes and automatic fire sprinkler systems, and required exit doors shall be unobstructed at all times.
4. At least one approved portable fire extinguisher with a minimum rating of 2A-10B:C shall be provided at each vendor tent, booth and stage. The fire extinguisher shall be unobstructed and readily available for use.

Mobile units containing hotplates and other cooking equipment, including mobile kitchens and catering vehicles, shall be provided with at least one approved, portable fire extinguisher with a minimum rating of 2A-10B:C.

In addition, fire extinguishers with a Class-K rating shall be provided at each location where deep-fry cooking is conducted and/or grease laden vapors are produced.

NOTE: Check the classification listing on the extinguisher to determine its appropriate rating. A dated, satisfactory service tag from a certified company or a sales receipt shall be displayed on the fire extinguisher.

Portable fire extinguishers shall be serviced annually. As such, the date on the service tag or sales receipt shall be less than one year old.

5. Compressed gas cylinders (e.g., liquefied petroleum gas (LPG), helium, carbon dioxide, etc.) shall be secured to prevent physical damage due to contact, vibration, or dislodging and/or tipping over.
6. LPG cylinders shall be at least five feet away from any source of ignition, and shall not be stored and/or in use within a building, tent, or vehicle. LPG cylinders not in use shall have their safety cap/collars in place.
7. Solid-fuel and open-flame devices shall be used for cooking purposes only. Candles, tiki torches, or lanterns shall not be permitted.
8. Solid-fuel, open-flame, or deep-fry cooking shall not take place under any tent or building overhang.
9. Electrical appliances and equipment shall be free of and protected from any physical damage. Electrical cords shall not be connected in series, and shall be arranged to prevent tripping hazard.. Relocatable power taps and extension cords shall be plugged directly into an approved receptacle and maintained in good condition without splices, deterioration, or damage.
10. Cooking appliances shall be protected to prevent dislodging and/or tipping over due to physical contact. A minimum clear distance of 3-feet shall be maintained between the cooking appliances and the general public.
11. Gasoline or diesel fuel shall be stored in approved safety cans not exceeding 5.3 gallons. Safety cans shall be separated from an open flame by a minimum distance of 10-feet.

Should you have questions, please call the Fire Prevention Bureau at 723-7161.