



Vendor Instructions

We are asking all exhibitors and attendees following these terms and conditions to maintain fairness and organization:

1. We are asking that you make your booths educational, interactive, and fun.
2. Booth/displays shall be set up by 11:45 am November 17, 2019, and removed by 6:00 p.m. the same day.
3. Exhibitors are being asked NOT to be selling any merchandise during the expo.
 - a. Expo is focused on providing education to the community how your service can assist in an individual's wellness.
4. Displays shall not extend further than space given.
5. Booth/displays shall remain open for the entirety during expo hours on commitment form.
6. Ohana Wellness Expo will assign a booth at its discretion and subject to change if necessary.
7. Property leased or loaned, shall be restored to its pre-use condition immediately following the event.
8. Tables and chairs will be provided unless requesting to be in the outside area.
9. Tables and chairs will be returned to original place found and prior level of condition.
10. No nails, tacks, staples, screws, tape, paint, or etc, may be attached to table or chair without consent.
11. All decorations, trash, rubbish, or other materials brought onto premises will be removed following the event.
12. Any structure greater than 10x10 tent is required to have a structure permit.
 - a. Permit should be filled out one month prior to event.
 - b. Other fees may apply.
 - c. County of Hawai'i terms apply
13. Ohana Wellness Expo has the right to reject exhibits and exhibitors.
14. No alcoholic beverages will be permitted on site.
15. Vendors shall utilize parking lot across the street from Hale Halawai, follow any signage.
16. Food sampling is permitted. No cooking allowed at the booth unless approved upon request. Food permits may be required
17. Exhibitors agree not to deface the property of Hale Halawai and agree to accept liability for any damage. Any damage expenses shall be the responsibility of the exhibitor.
18. No flammable materials or painting are allowed in the building.
 - a. Areas for painting may be provided in outside area upon request.
19. Music must be kept at a level to not distract from other adjacent booths
20. Do not place or operate any equipment in or around the building without permission.