



HAWAIIAN INTER-CLUB COUNCIL OF SOUTHERN CALIFORNIA BOUTIQUE/CRAFT BOOTH VENDOR GUIDELINES 2025

The **Alondra Park Ho'olaule'a** is an annual Hawaiian festival sponsored by the **Hawaiian Inter-Club Council of Southern California (HICCCSC)**. The purpose of this festival is to preserve and perpetuate the culture of the people of Hawai'i and its 'ohana throughout the Pacific Islands.

Our organization is composed of Pacific Island-serving organizations on the U.S. mainland, **exclusively for organizations (no individuals)**. Each member club sponsors vendors at our festival, and we encourage all participants to focus on the event's mission.

Community-serving organizations directly providing services to the public may apply for **courtesy booths**. These booths are pre-approved to ensure alignment with the festival's goals. **Vendors are NOT allowed to use this event to promote their own programs and/or other events.**

Failure to comply with any of the following guidelines will result in **immediate expulsion from the Ho'olaule'a** and forfeiture of all fees paid to the host organization and/or its member clubs.

POINTS OF CONTACT:

The HICCCSC contacts for boutique vendor booths are:

- **Lono Kollars**
Email: lono.kollars@yahoo.com
Phone: 951.534.3750
- **Lehua Hawkins**
Email: Lehua.Hawkins@gmail.com
Phone: 310.291.4005

PAYMENT SCHEDULE:

A **50% non-refundable deposit** is required to secure boutique vendor spaces. Booth assignments will not be made until payment is received in full.

Important Note: Deposits are **non-refundable**, and booth spaces will only be assigned once the total payment has been completed.

Payments may be made via **Money Order, Cashier's Check, or Zelle**. **NO PERSONAL CHECKS** will be accepted. Please make payments payable to: **HICCCSC**. Full payment may be submitted along with your completed documents package to secure your booth space.

All signed documents must be complete and approved by the **LA County Parks Partners** before they are accepted, and a booth space is assigned.

- **Application, Certificate of Liability Insurance, and 50% deposit** are due **NO LATER THAN APRIL 30, 2025**.
 - The **remaining 50% balance** is due **NO LATER THAN JUNE 30, 2025**.
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REQUIRED DOCUMENTS: Please submit the following documents (signed where required) as part of your application package:

- Signed Booth Guidelines
- Signed Vendor Application
- Certificate of Liability Insurance (COI)
- California Seller's Permit for this event
- Hold Harmless Agreement
- Advertisement Order Form (optional)
- Opportunity Drawing Voucher

Submission Instructions:

Completed documents may be sent:

- **Electronically** to the designated point of contact listed above.
 - **By Mail to:**
HICCSC
P.O. Box 116
Lomita, CA 90717
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PAYMENT SCHEDULE: To secure a boutique vendor space, a 50% non-refundable deposit is required. Booth assignments will not be made until full payment is received.

Important Notes:

- Deposits are non-refundable.
- Booth spaces will only be assigned once the total payment has been completed.

Payment Methods:

- Money Order
- Cashier's Check

No personal checks will be accepted.

Make payments payable to: HICCSC.

Deadlines:

- April 30, 2025: Application, Certificate of Liability Insurance, and 50% deposit due.
- June 30, 2025: Remaining 50% balance due.

All signed documents must be approved by LA County Parks Partners before they are accepted. Booth space WILL NOT be assigned until LA County Parks Partners approves submitted documents.

CERTIFICATE OF INSURANCE (COI): The Los Angeles County Parks and Recreation requires all vendors to provide proof of liability insurance. The Certificate of Insurance (COI) must list **LA County Parks and Recreation** as both:

1. **Additionally Insured**
2. **Certificate Holder**

The Certificate Holder's information must be listed as follows:

LA County Parks and Recreation
1000 S. Fremont Ave, Unit 40, Bldg A-9
Alhambra, CA 91803

(Refer to the provided example for guidance.)

Most insurance providers will include this designation at no additional cost. Please contact your insurance company as soon as possible to request this documentation. **Do not delay**—it may take several days to process, and your booth cannot be confirmed without this requirement fulfilled.

CALIFORNIA SELLER'S PERMIT

All vendors are required to obtain a **California Seller's Permit** from the California Department of Tax and Fee Administration (CDTFA). A copy of the permit must be displayed in plain view within your booth for inspection by HICCS staff. For more information and to apply for a temporary seller's permit (free and easily completed online), visit the CDTFA website at: www.cdtfa.ca.gov/industry/temporary-sellers.

If you conduct business in California, having a seller's permit and displaying it prominently at your place of business is mandatory. **Los Angeles County Parks and Recreation requires vendors to obtain and display a Seller's Permit at this event.**

HOLD HARMLESS AGREEMENT

By participating, vendors agree to indemnify, defend, and hold harmless the Hawaiian Inter Club Council of Southern California (HICCS) to the fullest extent permitted by law. Vendors leaving privately owned tents or equipment overnight in the park do so at their own risk. HICCS is not responsible for loss, theft, or damage to any merchandise or equipment left overnight.

ADVERTISEMENT ORDER

This document allows us to promote your business during the event. Your organization will be advertised on our website, in the event program, and shared with our LA County Parks Partners.

OPPORTUNITY DRAWING VOUCHER

Each vendor is asked to donate an opportunity drawing prize from their inventory. The donation does not need to be of significant value but should be appealing and of good quality (no junk). A voucher for your donation is included and must be completed and returned with your application. The purpose of this program is to encourage traffic to your booth. Winners will visit your booth to claim their prize and may be inspired to purchase additional items. Please note that low-quality items deter winners from visiting.

Note: Except for Na Mamo, the sale of opportunity drawing/event tickets on-site is prohibited. The sale of unsold HICCS opportunity drawing tickets on-site by any member club is also prohibited.

BOOTH SPACES

- All assigned booth spaces are **10' x 10'** (with a limited number of double spaces available). Booth spaces **must be covered**.
 - **No canopy/tent = no booth space.** Vendors without proper coverings will not be permitted to set up.
 - Merchandise and display racks may extend **no more than two feet** outside the assigned space.
 - Extending into adjacent booths or fire lanes (the walkway between booths #2 and #3) is strictly prohibited. This is a Fire Department regulation, and violations will result in immediate expulsion.
 - For vendors in booth space #4, your booth extends to the chain link fence. There is no public walkway beyond this area (adjacent to the golf course).
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MERCHANDISE REGULATIONS

- All merchandise must be pre-approved and listed on the vendor application submitted prior to the event.

- **Prohibited merchandise includes:**

- Flyers, posters, or promotional materials for events not sponsored by HICCSA.
- Inappropriate items such as nude calendars or weapons.
- Food items intended for human consumption, including pre-packaged cookies, cakes, candies, jams, jellies, and candy leis. (All food items must be sold in designated food booths, and only HICCSA member clubs may operate food booths.)

Note: The sale of merchandise is not permitted in courtesy/community booths.

BANNERS

Vendor banners may only be displayed **within** or directly above the assigned 10' x 10' booth space. Any other banner placements are prohibited.

LOADING IN AND OUT

- Loading and unloading must take place **from the front of booth #1** in your assigned row.
 - The fire lane (between booth spaces #2 and #3) is off-limits for loading or unloading. Violators will be removed from the event and forfeit all vendor fees.
 - Vendors will be assigned specific load-in/load-out times and provided with a color-coded pass for entry. Only **one vehicle per pass** is permitted. **No exceptions.**
 - Vehicles are not allowed onto the event site until their designated time.
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BREAKDOWN / END OF EVENT

Booth breakdown begins at **5:30 PM on Sunday**, and vendors must be prepared for load-out by **6:00 PM**. Load-out times are assigned, and vendors must follow the directions of staff during the process. Please drive cautiously while exiting the site to ensure the safety of all participants, including children and elderly attendees.

OVERNIGHT CAMPING

Overnight camping at the event site is strictly prohibited, except for security staff or individuals who receive pre-approval from the HICCSA Board.

ANIMALS

Animals are not permitted at the event. HICCSA enforces a **no-animals policy** for the safety and comfort of all attendees. Please leave pets at home. Misrepresentation of a pet as a trained service animal is a misdemeanor and is punishable by fines or imprisonment (California Penal Code Section 365.7(a)).

MUSIC

Loud music that extends beyond the boundaries of a vendor's assigned 10' x 10' booth space is prohibited. Please keep the volume low and contained within your booth out of courtesy to your neighbors.

PARKING

- Parking in the park is by permit only and restricted to member clubs and invited VIPs.
- Vendor parking is available at **El Camino College**, adjacent to the event site. Parking opens at **6:00 AM** on Saturday and Sunday and is not available on Friday. Vendors must comply with all campus rules. Violators will be cited or towed at their expense.
- Boutique vendors are prohibited from parking or storing trucks, trailers, or toy haulers on-site.

Important: Duplicating or attempting to duplicate event passes for park access or VIP parking is strictly prohibited. Vehicles without proper permits will be towed at the owner's expense.

SANITATION

Vendors must keep their booth space and the surrounding area clean and free of trash at all times. At the end of the event, vendors must remove all trash and materials from their space before contractors begin breaking down the site at **7:00 PM** on Sunday.

SMOKING, ALCOHOL, AND DRUGS

The Ho'olaule'a is a **non-smoking, alcohol-free, and drug-free event**. Smoking is prohibited in all booth areas and is only allowed outside the fenced event area. Violators will be cited by the Los Angeles County Sheriff's Department.

Event Focus Reminder

This is an Ohana event. We encourage all participants to respect the cultural mission of the Alondra Park Ho'olaule'a. Vendors must align their activities and materials with the event's purpose and refrain from promoting unrelated programs or services.

Failure to comply with these guidelines will result in expulsion from the event, forfeiture of fees, and potential disqualification from future participation.

Mahalo nui
HICCS Board of Directors

I have read the entire Alondra Park Ho'olaule'a Vendor Guidelines, Rules and Regulations, and agree to abide by them.

Print Name _____ Business Name _____

Vendor's Signature _____ Date _____