

Lei Vending Application Packet and Important Dates

ALL documents including payment must be submitted before application will be considered.

1. Application packet contains: **CASH OR CREDIT CARD ONLY**

- a. Application – Fill out completely and submit
- b. Contract – Read, sign and submit
- c. Map of booths (Selection by Lottery, limited to 10 booths total)
- d. Dress and Grooming Standards – Fill out completely, read, sign and submit
- e. Assumption of Risk and Release Agreement – Read, sign and submit

Booth fees:

<u>Deposit & Booth Only</u> <i>(Includes 2 vendors)</i>	<u>Deposit, Booth and 1 added vendor</u>	<u>Deposit, Booth and 2 added vendors</u>
\$70.00	\$72.00	\$74.00

1st and 2nd vendors are included in booth rental.

3rd and 4th vendors are \$2.00 each

BYUH Fall 2021 Graduation

BYU–Hawaii

Friday December 10, 2021

9:30am CAC

Deadline Dates:

Registration Opened: Monday, November 29, 2021 at 10:00am

Registration Closed: Friday, December 3, 2021 at 2:45pm

Cancellation for full refund less \$10.00 processing fee deadline:

Friday, December 3, 2021 by 4:30pm [in writing.](#)

No refund after this date.

Registration for Additional Booth: (If space available)

Monday & Tuesday, December 6 & 7, 2021

10:00am to 2:45pm only

Deposit required for each additional booth purchased

No refunds for additional booths purchased.

Permits will not be sold after Tuesday, December 7, 2021



BRIGHAM YOUNG UNIVERSITY—HAWAII

Lei Vendor Application

ADDITIONAL BOOTH

BYUHVS # 80000-2 1 BYUHFALL

PART 1: VENDOR INFORMATION

First Name	Last Name	Application Date		
Telephone 1	E-mail	BYUH GRADUATION		
Address:	City	State	Zip	

SECOND VENDOR (NO CHARGE)

First Name	Last Name
------------	-----------

ADDITIONAL VENDORS AGES 11 YRS OR OLDER (2 MAX) \$2.00 EACH INCLUDING TAX

First Name	Last Name
First Name	Last Name

LIST ALL ITEMS TO BE SOLD (ITEMS SUBJECT TO APPROVAL)

1.	4.
2.	5.
3.	6.

PART 2: VENDOR REQUIREMENTS (VENDOR TO INITIAL EACH ITEM)

Initial	Requirement
	<ul style="list-style-type: none"> Application and deposit fees plus additional badges purchased are due at the time the application is submitted. Application Fee: \$45.00 Required Deposit: \$25.00 Additional Badges: \$2.00
	<ul style="list-style-type: none"> BYUH General Rules – All Vendors contract received, read, signed and submitted to ES&O. Copy of contract received by Vendor.
	<ul style="list-style-type: none"> I UNDERSTAND THAT ALL ARRANGEMENTS MUST BE MADE DIRECTLY WITH THE EVENT SERVICES & OUTREACH OFFICE ONLY. ALL OTHER ARRANGEMENTS WILL NOT BE HONORED.

CANCELLATION & DEPOSIT REFUND (INITIAL EACH ITEM)

CANCELLATIONS: All requests for cancellations must be made in writing and received by 4:30 p.m. five (5) business days prior to day of event. Refund will be less a \$10.00 processing fee. Submit all requests to: Event Services & Outreach, BYU–Hawaii #1963, 55-220 Kulanui Street, Laie, HI 96762.
DEPOSIT REFUNDS: Refunds will be processed two (2) weeks after the event to verify approval. A refund check will be sent to the name and address listed in Part 1.

OFFICE USE ONLY

27-526000-80000-4950 CIT 61	Application Fee	Added Vendors	Deposit	Total	<input type="checkbox"/> Assumption of Risk and Release Agreement
Payment Type <input type="checkbox"/> Cash <input type="checkbox"/> Card	\$45.00		\$25.00	\$	Office Staff:
<input type="checkbox"/> Approved <input type="checkbox"/> Denied If denied, explain:	Date Approved:		Date Customer Notified:		
BOOTH ASSIGNED:	BOOTH ASSIGNED:	RECEIPT NUMBER:	REFUND: CHECK OR TO CC		



BRIGHAM YOUNG UNIVERSITY—HAWAII (BYUH)
GENERAL RULES – ALL VENDORS

1. ASSIGNMENT OF CONTRACT

Booth space will be allocated at the discretion of BYUH with due regard to grouping of Vendors and date upon which contract for booth space was received. The decision of BYUH with respect to allocation of booth space will be final and binding upon all Vendors. Closing or abandoning the contract space before the established closing time will jeopardize future participation in the designated event. Vendors may not transfer or sublease the permit or lei stand to another person without proper approval from BYUH. Primary vendor is responsible for contract and is required to be present for the entire duration of the event.

2. BOOTH STAFFING

Only those people listed on the application are allowed in the booth space. Any changes must be approved by BYUH first. **Lei Vending is for vendor and booth staff only ages 11yrs or older. Babies and young children UNDER 11 YRS OLD are not allowed in booth area or the surrounding or vacant space nearby.** We must be kind but firm about this policy for the safety of all concerned.

3. SPACE

Booth spaces for vendors will be located on the grassy area between the administration building and CAC (see map).

4. RECEIPT OF APPLICATION AND PAYMENT OF FEES

Applications will be accepted on a first-come-first-serve basis. Reservations will not be accepted. On receipt of the Vendor application and contract, properly filled out, accompanied by a deposit and booth fee, BYUH will assign & confirm booth space to the Vendor and provide the vendor a duplicate copy of the signed contract. **Vendor permits will not be sold on the day of the event.**

5. FEES & DEPOSITS ARE AS FOLLOWS:

Fee: \$45.00 Deposit: \$25.00

6. CONTRACT ACCEPTANCE

The Vendor agrees that unless and until BYUH accepts the Vendor application, it shall not be binding. If and when said contract is properly accepted by BYUH and returned to the Vendor, it shall become binding upon both BYUH and Vendor, with respect to space assigned and use thereof and all other matters included in this Contract. BYUH retains the right to refuse any applicant that it deems not appropriate. Vendors are responsible for reporting and paying all necessary city, state, and federal taxes to the appropriate agencies.

7. QUALIFYING PRODUCTS

Only products described under the “Description of Approved Products” may be sold. Any exception to this list must be approved by BYUH. **Any product(s) that are inappropriate, sexual in nature, gang related or contain alcohol, tobacco, or drugs are prohibited.** Vendors who violate this requirement will have their products confiscated; fees forfeited (registration and deposit) and asked to leave the premises immediately. BYUH has the right to evict any vendor who refuses to comply.

Description of Approved Products
Leis (fresh flowers, ribbon, yarn, and money)
Flower or Candy Bouquets
Wrapped Gift Bags (Apple Cider Bottle, Cookies, Mochi Crunch)
Balloons and inflatable items

8. FOOD & BEVERAGE SALES

Independent food and beverage sales are prohibited.

9. ALCOHOLIC BEVERAGES

The selling or consuming of alcoholic beverages including Kava, tobacco, or illegal drugs is prohibited at BYUH. All violators will be removed and banned from the BYUH campus.

10. ELECTRICAL/WATER SOURCE

Electrical and water sources are not provided at the event. Gas generators are acceptable but must be placed 25 feet away from vending area.

11. TENTS/BOOTHS

All vendors will provide their own tent, tables and chairs not to exceed the space size of 10' x 10'. NOTE: ANY VENDOR EXCEEDING THE 10' X 10' SPACE WILL HAVE TO PAY AN ADDITIONAL \$1.50 PER SQUARE FOOT FOR THE ADDITIONAL SPACE, DUE IMMEDIATELY. Tent must be secured with rope and weights; stakes are not allowed. Vendors may set up their tents/booths as outlined below:

AM Graduation ~ Set up time starts at 6:30 AM and must be completed by 7:45 AM.

PM Graduation ~ Set up time starts at 2:00 PM and must be completed by 3:30 PM.

NOTE: No exceptions will be made to the set-up times.

12. CLEAN UP OF AREA

Responsibility of vendors — unsold leis, merchandise and emptied storage containers, and trash must be removed from the area by the vendor. **Vendor area must be cleaned up and cleared out 1.5 hours after end of said event.**

13. SIDEWALK ACCESSIBILITY

All vendors: Walkways **MUST** be kept clear of obstruction and remain accessible.

14. PARKING OF VEHICLES

Vehicle may park in front of booth area for loading and unloading only during designated set up and clean up times. Vehicles will not be allowed to park or remain in the restricted area during the official hours of the event. Vehicles must be parked in a marked stall.

15. LIMITATION OF LIABILITY

BYUH, any of its employees or representatives of the event site, will not be responsible for any loss, injury or damage, including that by fire and/or theft, which may occur to a Vendor or to his agents, or employees or to their property or wares, arising from any cause whatsoever, prior to, during, and subsequent to the period of the event. Each Vendor, by signing a contract for space expressly understands that he/she releases BYUH, from and agrees to indemnify it against all claims for any loss, injury, or damages.

16. FEE FORFEITURE

Vendor fee and deposit is forfeited if vendor is closed down due to failure to comply with any and all rules and requirements provided within this packet. All business or other activity, for which the vendor has rented space, must be conducted within the designated 10 x 10 booth space only! No distribution, canvassing, flyers, nor vending of any kind may be done by walking the campus grounds.

17. CANCELLATIONS

All requests for cancellations must be made in writing and received by 4:30 p.m. five (5) business days prior to the day of the event or deposit will be forfeited. Submit all requests to: Event Services & Outreach, BYU Hawaii #1963, 55-220 Kulanui Street, Laie, HI 96762. Refund will be less a \$10.00 processing fee.

18. ADHERENCE TO BYUH STANDARDS & GUIDELINES

Vendors must comply with all University policies and procedures including the BYU Hawaii Dress and Grooming standards and Honor Code. BYUH has the right to revoke any permits for non-compliance of University policies and procedures.

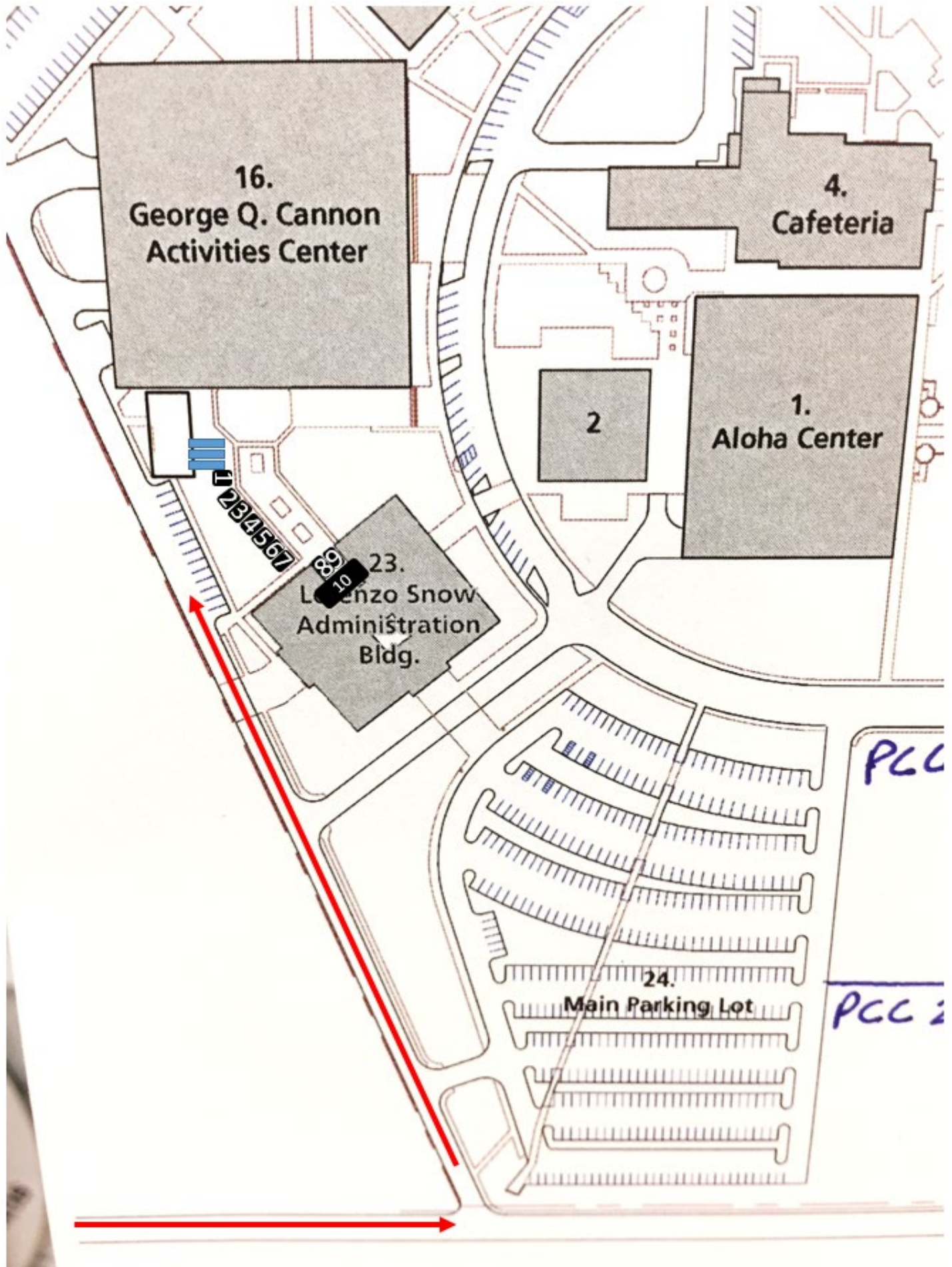
19. MEDIA RELEASE:

I authorize Brigham Young University Hawaii and the Department of Event Services & Outreach to use, with discretion, the image and or voice recordings for promotional purposes in print, web, photograph and video productions of those people listed on this application without any expectation of compensation.

I AFFIRM THAT I HAVE CAREFULLY READ THIS GENERAL AGREEMENT AND UNDERSTAND ITS CONTENTS AND PURPOSES AND AGREE TO ALL THE TERMS SET FORTH ABOVE. I FURTHER UNDERSTAND THAT I WILL BE RESPONSIBLE TO PAY ALL ASSESSED CHARGES AND/OR DEPOSIT WILL BE FORFEITED.

Vendor Signature: _____

Date: _____



16.
George Q. Cannon
Activities Center

4.
Cafeteria

1.
Aloha Center

2

23.
Lenzo Snow
Administration
Bldg.

24.
Main Parking Lot

PCC

PCC 2

BYU–Hawaii Dress and Grooming Standards Agreement and Honor Code

Last Name		First Name	
Address			City:
State:	Zip Code:	Telephone #:	Cell #
Event: BYU–Hawaii Fall 2021 Graduation		Date: Friday, December 10, 2021	
Facility: Lei Vending Booth			

**Appropriate for MEN
(Classroom & General Campus Wear)**

- Slacks, jeans, dress shorts, sweaters, and sport or dress shirts with sleeves.
- If worn, neat mustaches which do not extend beyond or below the corners of the mouth.
- Neat hairstyles, trimmed above the collar and leaving the ears uncovered.
- Clothing which cover the knee.
- Clean-shaven appearance, modest sideburns.
- Footwear worn in all public places. Men must wear shirts at all times.

**Appropriate for WOMEN
(Classroom and General Campus Wear)**

- Dress, loose-fitting blouses, shirts and sweaters with sleeves.
- Modest, neat hairstyles.
- Skirts, gaucho, modest pantsuits, jeans and slacks to the waist. Hemline on dresses, skirts, and shorts must cover the knee.
- Footwear worn in all public places.

**Inappropriate for MEN
(Classroom & General Campus Wear)**

- Any sleeveless clothing and clothing that exposes the underarm and waistline.
- Any athletic shorts, sweats, or surf shorts.
- Earrings or excessive jewelry.
- Beards or noticeable (grubby) facial hair.
- Body piercing.
- Visible tattoos.
- Hats, caps, or beanies indoors.
- Bandanas.

**Inappropriate for WOMEN
(Classroom & General Campus Wear)**

- Dresses or skirts with hems above the knee.
- Tight clothing and leggings.
- The no-bra look.
- Any sleeveless clothing or clothing that exposes the underarm and midriff.
- Evening or formal wear with low-cut necklines, or gowns that are backless, strapless, or which have spaghetti straps.
- Any athletic shorts and sweats.
- Excessive hairstyles or colors.
- Excessive ear-piercing (not more than one pair on lower earlobes)
- Body piercing.
- Visible tattoos.

Smoking is prohibited anywhere on campus. Possessing, serving, or consuming alcoholic beverages, tobacco, tea, coffee, harmful drugs, narcotics, illegal drugs and drug paraphernalia are prohibited.

I have read and agree to abide by all the standards and guidelines as stated here. I also take full responsibility for all my booth staff. BYU–Hawaii reserves the right to remove individuals who are in violation of the above stated requirements.

Signature

Date

Return Forms to: Event Services & Outreach
BYU–Hawaii # 1963, 55-220 Kulanui St, Laie, HI 96762
Or Fax: (808) 675-3789



BRIGHAM YOUNG UNIVERSITY—HAWAII

EVENT SERVICES & OUTREACH

FACILITY AND EQUIPMENT USE ASSUMPTION OF RISK AND RELEASE AGREEMENT

This Assumption of Risk and Release Agreement is executed by [REDACTED]
[REDACTED] ("Visitor") for the benefit of Brigham Young University Hawaii, located in Laie, Hawaii 96762 ("BYUH").

As further consideration (in addition to the facility use charges being paid) for being permitted by BYUH to use University-owned facilities (visitor is hereby put on notice that the field at BYU–Hawaii are generally not maintained for playing of any specific sport, and thus may be subject to hazards, or dangers including severely uneven ground, including holes, ruts, or other physical dangers) and/or equipment, Visitor, in full recognition and appreciation of the dangers and hazards inherent in said use of facilities or equipment, and in the transportation of people or equipment to and from BYU–H or its facilities, fully acknowledging the risk of injury or death inherent therein, whether by its own actions or by the actions of others or by events beyond its control, does hereby agree to assume, and does knowingly and voluntarily assume, all of the risks, known or unknown, anticipated or unanticipated, surrounding its use of said facilities or equipment; and, furthermore, Visitor does, for itself, its officers, employees, agents, assigns, heirs, and personal representative(s) hereby agree to defend, hold harmless, indemnify, and fully release and forever discharge Brigham Young University-Hawaii and all of its officers, agents, and employees from and against any and all obligations, liabilities, claims, demands, and actions which might be made by it or by any third party on account of any losses or expenses incurred or damages of any kind to personal property or for any personal injuries (physical or emotional) or death which may result, directly or indirectly, from its participation in the aforesaid use of facilities or equipment, whether foreseeable or unforeseeable, and regardless of whether caused, in whole or in part, by the negligence of BYUH or any of its officers, employees, or agents, unless any such damage or injury is the direct result of an intentionally wrongful act by Brigham Young University Hawaii, its officers, agents, or employees.

THE UNDERSIGNED, BY HIS/HER SIGNATURE BELOW, AFFIRMS THAT HE/SHE IS AUTHORIZED TO SIGN ON BEHALF OF VISITOR, THAT HE OR SHE HAS CAREFULLY READ THIS ASSUMPTION OF RISK RELEASE AGREEMENT, UNDERSTANDS ITS CONTENTS AND PURPOSES, AND VOLUNTARILY AGREES TO ALL THE TERMS SET FORTH ABOVE, AND TO PAY ALL ASSESSED CHARGES FOR THE ORGANIZATION LISTED ON THE FACILITY REQUEST FORM.

Visitor's Signature

Date
