

UNIVERSITY OF HAWAII AT MĀNOA

OFFICE OF THE CHANCELLOR

The University of Hawai'i at Mānoa 2017 Mid-Year Commencement Ceremony will take place on Saturday, December 16, 2017, at the Stan Sheriff Center, from 9:00 a.m. to 12:00 p.m.

At the conclusion of the ceremony, family and friends will be invited to greet the graduates at the Clarence T. C. Ching Complex and the Les Murakami Stadium. Based on previous attendance, it is anticipated that approximately 1,100 graduates will be participating in the ceremony.

As a courtesy to the attendees, University of Hawai'i at Mānoa permits the sale of lei, balloons and bouquets on University of Hawai'i at Mānoa property and will be setting up lei/balloon vendor stalls on Clarence T. C. Ching Complex (see attached map). We will be strictly enforcing the areas where lei vendors are permitted to sell. **Vendors are asked to only sell products on Ching Complex.** Vendors violating this policy may be asked to leave and may be prohibited from participating in future lotteries for vendor stalls for graduation ceremonies.

Due to the limited number of vendor stalls available, vendor selection will be made by lottery. If you wish to enter the lottery to be granted permission to sell lei, balloons or bouquets on the day of the graduation ceremonies, please complete the enclosed application and agreement forms and mail both (postmarked) by **Friday, October 27, 2017** to:

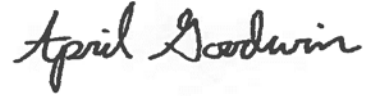
Office of the Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa
2500 Campus Road, Hawai'i Hall 209
Honolulu, HI 96822
Attn: Commencement 2017

Upon receipt of your application, agreement form, and copy of your GE Tax License, your name will be placed in the lottery for one of the available vendor stalls. Please note that duplicate applications (including more than one application from the same vendor or same address, and/or multiple applications from members of one family) will be discarded. The lottery will be conducted and applicants will be notified of the lottery results **by email** on Wednesday, November 1, 2017 and a hard copy letter will be mailed shortly after.

For information regarding the commencement ceremonies, please visit the University's Commencement website at www.manoa.hawaii.edu/commencement.

Any questions regarding the lottery, the agreement form, or the terms and conditions may be directed to graduate@hawaii.edu.

Sincerely,

A handwritten signature in black ink that reads "April Goodwin". The signature is written in a cursive style with a large initial 'A' and a long, sweeping underline.

April Goodwin, Program Officer
Office of the Vice Chancellor for
Academic Affairs

NOTICE TO LEI/BALLOON VENDORS

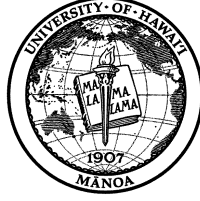
To ensure a fair and equitable process, the University of Hawai'i has established a lottery procedure for the assignment of stalls for the sale of lei and balloons at the University of Hawai'i at Mānoa graduation ceremonies, in accordance with the attached Terms and Conditions. If you wish to sell lei and/or balloons at the December 16, 2017, Mid-Year Commencement Ceremony, please **return the bottom portion of this notice, submit the Signed Agreement, and a copy of your General Excise Tax License, by Friday, October 27, 2017** to:

Office of the Vice Chancellor for Academic Affairs
University of Hawai'i at Mānoa
2500 Campus Road, Hawai'i Hall 209
Honolulu, HI 96822
Attn: Commencement 2017

APPLICATION TO SELL LEI/BALLOONS

Name: _____
Address: _____
DBA (if any): _____
City/State: _____ Zip Code _____
Phone: _____ Fax: _____
Email: _____ GE Tax License No. _____

WARNING: Applications without the Signed Agreement, and a copy of the GE Tax License will not be included in the lottery.



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AGREEMENT

The undersigned PERMITTEE agrees to conduct sales in a way that does not obstruct, impede, or otherwise interfere with patrons and their enjoyment of the ceremonies.

PERMITTEE further agrees to indemnify the UNIVERSITY and save it harmless from any and all claims or demands by third persons for actions, damages, liabilities, and expenses in connection with personal injury, wrongful death, and/or damages to property arising out of the PERMITTEE'S use of UNIVERSITY premises.

PERMITTEE'S SIGNATURE

DATE

NAME (PLEASE PRINT)

MAILING ADDRESS

CITY, STATE, ZIP CODE

GENERAL EXCISE TAX LICENSE NO.

For Official Use Only

The University of Hawai'i, (hereinafter referred to as "UNIVERSITY"), hereby grants permission to the PERMITTEE to sell lei, balloons, and/or bouquets at the area designated by the University during the graduation ceremonies on Saturday, December 16, 2017, in stall number _____ as per the attached Post Commencement Map, attached hereto and made a part of this Agreement, and in accordance with the Terms and Conditions, attached hereto and made a part of this Agreement.

Program Officer

Date

TERMS AND CONDITIONS

1. **Vendors may set up only in designated areas on Ching Field.** Any vendors set up outside this area will be asked to leave and forfeit their right to participate in future commencement ceremonies. The location of the vendor stalls will be designated by the University of Hawai‘i.
2. Set up **begins at 5:00 a.m.** on Ching Field. All stands, supplies, personal belongings, rubbish, and other items are to be removed from University grounds no later than 3:00 p.m. on the same day. Stalls will be broken down only after traffic has subsided. Vendors will be solely responsible for safeguarding all equipment, supplies, personal belongings and other items brought onto University grounds, and the University will not be responsible for any loss of or damage to such items.
3. Each vendor will be limited to ONE (1) designated stall measuring 10’ X 10’. Displays will be limited in size: ONE (1) standing display no larger than 4’ X 8’ and/or ONE (1) table display not larger than 3’ X 6’.
4. Vendors will have a designated drop-off/pick-up area (see attached map) to load and unload merchandise and items **before 6:30 a.m.** **The 15-minute loading/unloading zone will be strictly enforced.** Vendors will be allowed to park on the ground floor of the parking structure.
5. Selling shall be conducted on the date stated in the attached agreement and confined to the designated area.
6. Selling will be conducted from a table or standing display only. Sellers are expected to be polite and unobtrusive. **NO FOOD, BEVERAGES, STUFFED ANIMALS, FIGURINES OR NOVELTIES WILL BE SOLD.**
7. Items sold should be limited to lei (garlands of flowers, foliage, candy, etc.), balloons and bouquets only and sold at fair market value in an equitable and non-discriminatory manner. To help support ongoing sustainability efforts at UH Mānoa, we strongly recommend plastic bags and clam shells be offered **at the buyer’s request only.**
8. **Although balloons may be sold, no balloons will be allowed into the Stan Sheriff Center.**
9. All vendors will have their original signed agreement present. Vendors without their agreements will be asked to leave. Vendor stalls will be non-transferable.
10. Vendors are required to have a current Hawai‘i General Excise Tax License. The University reserves the right to request proof of such license.
11. Vendors will be responsible for keeping their respective areas clean during and after the graduation ceremony. Any damages to University property and grounds will be the financial responsibility of the Vendor.
12. Vendors will notify the University of Hawai‘i at least THREE (3) business days prior to the day of graduation if they are unable to utilize the designated stall. If a vendor does not utilize the designated stall on the day of graduation and fails to provide the University with a notice of withdrawal within the time period specified herein, or if a vendor fails to abide by any of the terms and conditions set for herein, the vendor will be prohibited from participating in future lotteries for vendor stalls for graduation ceremonies for a period of not less than ONE (1) year.

Post-Ceremony Graduate Reception Area December 16, 2017

