UNIVERSITY of HAWAIʻI®
MĀNOA

VICE PROVOST FOR ACADEMIC EXCELLENCE

October 6, 2026

Dear Vendors:

The University of Hawaiʻi at Mānoa 2026 Mid-Year Commencement Ceremony will take place on Saturday, December 19, 2026, at the Stan Sheriff Center, from 9:00 a.m. to 11:30 a.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 900 graduates will be participating in the ceremony.

As a courtesy to the attendees, University of Hawaiʻi at Mānoa permits the sale of lei, balloons, and bouquets on University of Hawaiʻi at Mānoa property and will be setting up lei/balloon vendor stalls outside the 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 within the designated stall. Walking on the fields to approach customers or sell products is not permitted.** 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 **Monday, November 2, 2026** to:

Office of the Vice Provost for Academic Excellence
University of Hawaiʻi at Mānoa
2500 Campus Road, Hawaiʻi Hall 209
Honolulu, HI 96822
Attn: Commencement 2026

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

2500 Campus Road, Hawaiʻi Hall 209
Honolulu, Hawaiʻi 96822
Telephone: (808) 956-8447
Fax: (808) 956-7115

An Equal Opportunity/Affirmative Action Institution

multiple applications from members of one family) will be discarded. After the deadline, a lottery will be conducted and applicants will be notified of the lottery results with a letter 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,

Lori Y. Furoyama
Educational Specialist

Enclosures

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 19, 2026, 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 Monday, November 2, 2026** to:

Office of the Vice Provost for Academic Excellence
University of Hawai'i at Mānoa
2500 Campus Road, Hawai'i Hall 209
Honolulu, HI 96822
Attn: Commencement 2026

APPLICATION TO SELL LEI/BALLOONS

Name: _____

Address: _____

DBA (if any): _____

City/State: _____ Zip Code _____

Phone: _____ Fax: _____

Email: _____ GE Tax License No. _____

NOTE: Applications without the Signed Agreement, and a copy of your GE Tax License will not be included in the lottery. Name and address on the GE Tax License must match the application.

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AGREEMENT

The undersigned PERMITTEE agrees to terms and conditions and will 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 ceremony on Saturday, December 19, 2026, 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.

_____ _____
Director of Program Development and Review Date

TERMS AND CONDITIONS

1. **Vendors may set up only in designated areas outside the Diamond Head side of 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 **must take place between 6:00 a.m**. **- 9:30 a.m.** within designated vendor areas. No set-up will be allowed after 9:30 a.m. Vendors will have a designated drop-off/pick-up area (see attached map) to load and unload merchandise and items **before 7:00 a.m. The 15-minute loading/unloading zone will be strictly enforced. Do not leave vehicles unattended while unloading.** Vendors will be allowed to park on the ground floor of the parking structure. Additional specifics and information regarding the designated drop-off/pick-up location will be provided to attendees upon lottery.

3. 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.

4. 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’.

5. The University of Hawai‘i will **not** provide any equipment (tables, chairs, tents, etc.).

6. Selling shall be conducted on the date stated in the attached agreement and **confined to the designated stall**. Selling will be conducted from a table or standing display inside the designated stall only. Sellers are expected to be polite and unobtrusive.

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. **NO FOOD, BEVERAGES, STUFFED ANIMALS, FIGURINES OR NOVELITIES WILL BE SOLD.**

8. 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.**

9. **Although balloons may be sold, no balloons will be allowed into the Stan Sheriff Center.**

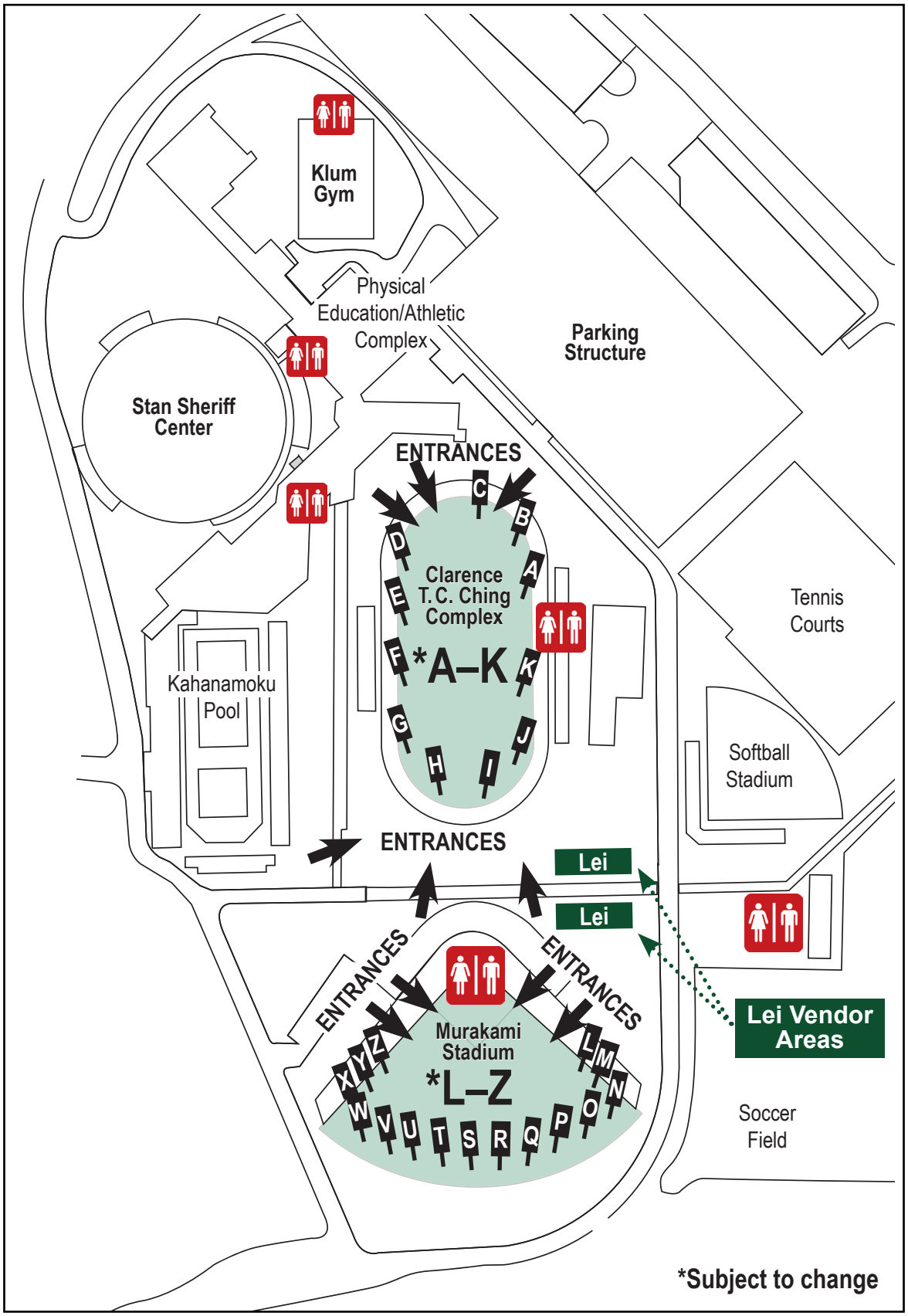
10. All vendors will have their original signed agreement present. Vendors without their agreements will be asked to leave. Vendor stalls will be non-transferable.

11. Vendors are **required to have a current Hawai‘i General Excise Tax License in their name.** The University reserves the right to request proof of such license.

12. 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.

13. 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.

14. 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 19, 2026