



Port Pavilion • 1000 N Harbor Dr, San Diego, CA 92101

Ia Orana Prospective Vendor,

Thank you for your interest in becoming a Vendor at Heiva San Diego's Annual Event, August 11 & 12, 2018.

Our mission is to build a successful and memorable experience for you at our event. Please review the following information for more details regarding our vendor application and fees, as well as our guidelines.

Heiva San Diego is a heavily promoted event with a well-established and growing audience. We invite you to be a part of this exciting opportunity and continued success of our Tahiti Celebration in America's Finest City, San Diego!

Mauru'uru for your interest in becoming a vendor at Heiva San Diego's 2018 Event. We appreciate your business and continued support!

If you have any questions, please email us at vendors@heivasandiego.com, Attention: Anna, Director of Vendors or call our office at 858-536-5700.

Te aroha ia rahi,

**Lindsay Reva McNicol
CEO/Founder
Reva Tahiti Productions**

**"Te MAU HOA HERE" is the Heiva San Diego 2018 Theme – it means "Friendship."
We wish you all an amazing Heiva San Diego 2018.**

The primary objectives and purposes of Reva Tahiti Productions are:

- To promote cultural education, exposure, and travel between the people of French Polynesia and the United States through language, dance, music and arts
- To provide public events, workshops and performances of authentic native entertainment and competitions
- To raise awareness of the Polynesian influence and needs in our community
- To work together as a Polynesian community and family



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HEIVA SAN DIEGO 2018 VENDOR Guidelines, Regulations, Application, and Hold Harmless Agreement

GUIDELINES AND REGULATIONS

TOTAL AMOUNT DUE at Registration: \$150

ALL PAYMENTS MUST BE MADE BY MONEY ORDER OR CASHIERS CHECK ONLY!

No personal checks, business checks will be accepted.

1. BOOTH RESERVATIONS

- A. 10' x 10' Booth Space (includes (1) 8' table, (2) chairs & wastebasket)
- B. *Extra Tables and chairs are available on site for a small cost. **Power is available at an additional cost. No generators allowed.
- C. Booth space is limited, early sign-ups are recommended.
- D. Booth spaces are granted on a first-come-first-served basis, contingent upon full payment.
- E. To guarantee a vendor space, applications and **full payment must be received by 6/4/2018**.
- F. Reva Tahiti Productions reserves the right to reassign reserved vendor space for failure to check in, and set-up within specified set-up times.
- G. Reva Tahiti Productions will oversee and control the number of AND diversity among our vendors selling/displaying at the event. We will have a limited amount of vendors in each category.
- H. No sale of food or drinks permitted.

2. BOOTH FEES

- | | |
|------------------------------|---|
| A. Retailers (Port Pavilion) | \$375.00 (2 days – Port Pavilion) August 11 & 12, 2018 |
| B. Cultural & Informational | \$75.00 (2 days- Port Pavilion) August 11 & 12, 2018 |
| RESERVATION DEPOSIT: | \$150.00 (\$75 Non-refundable Registration Fee + \$75 Reservation Deposit)
(Reservation Deposit Refundable if space cancelled before 5/1/18) |
| EARLY PAYMENT DISCOUNT: | \$ 25.00 (Applies if fees paid in full and postmarked by 5/1/18) |
| Refundable Cleaning Deposit | \$50.00 |

3. REFUND POLICY

- A. Please consider your participation in this event carefully. Our event rules as outlined in this document are final and non-negotiable. We do not refund cancelled space reservation/deposit fees after **05/01/18**.
- B. Reva Tahiti Productions is not responsible for booth location, changes, or vendor sales due to circumstances beyond our control, including poor weather. In the event that this show is cancelled due to circumstances beyond our control. **ABSOLUTELY NO REFUNDS after 05/01/18!**

4. SAFETY AND SECURITY

- A. The safety of Heiva San Diego Reva Tahiti Productions vendors, employees, and customers is paramount. Please plan and manage your booth so that it will not present a safety hazard. Do not place structures, signs, or merchandise outside your allotted space. Disruptive behavior or alcohol/drug abuse on the premises may result in a vendor being asked to cease all business activities, and vacate the property immediately. All booths must be manned during show hours. Vendors are responsible for the security of their merchandise at all times including set up and take down.
- B. Management will not be responsible for any theft or damage.

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Reva Tahiti Productions ♦ 8121 Valdosta Avenue, San Diego, CA 92126 ♦ Phone: (858)536-5700 ♦ E-Mail: vendors@heivasandiego.com ♦ www.heivasandiego.com

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5. CLEANING DEPOSIT

- A. *VENDORS ARE REQUIRED TO KEEP THEIR AREA CLEAN DURING AND AFTER THE EVENT.
- B. Refundable Deposit fee is \$50.00 per vendor.
- C. Cleaning deposits will be shredded within 2-3 weeks after the event provided your booth space and the adjacent area are clean and show no damage. Vendors failing to comply with the cleanup requirements, forfeit all deposit fees.
- D. *Reva Tahiti Productions and the City of San Diego encourage recycling during Heiva San Diego 2018. Please comply with all clean up requirements and recycling procedures to protect the environment and support the 'Clean, Green, and Pristine' campaign.

6. SALES TAX PERMIT

- A. Each vendor is responsible for finding out and complying with all California sales tax laws. Applicants/vendors must provide the following: CURRENT/VALID STATE OF CALIFORNIA SALES AND USE TAX PERMIT. Permit must be displayed at all times during the event. Not applied to International Vendor.

7. VENDOR REGISTRATION AND SET UP

- A. Saturday August 11, 2018 – 6:30am to 8am - Doors open at 8:30am/Close at 4:30pm
- B. Sunday August 12, 2018 – Doors open at 830am/Close at 4:30pm

8. VENDOR DONATIONS

- A. We would appreciate a donation from our vendors that will go towards our raffles and/or silent auction. If you are able to contribute please let us know by either submitting a gift certificate for item with registration or let us know that we can come to your booth for the item. Proceeds from the raffle help support our non-profit organization aimed at helping Children with Cancer in Tahiti and the Autism of America (San Diego Chapter).



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VENDOR APPLICATION

DEADLINE IS JUNE 4, 2018 - \$25.00 DISCOUNT FOR FEES PAID IN FULL BY 05/01/2018

TOTAL DEPOSIT DUE AT REGISTRATION : \$150.00

APPLICANT'S FULL NAME _____ DATE _____

BUSINESS NAME _____

MAILING ADDRESS _____

EMAIL _____ PHONE _____

SALES TAX NUMBER _____

MERCHANDISE / PRODUCTS TO BE SOLD: Please provide a description of merchandise you plan to sell. This information will enable us to maintain diversity amongst our vendors. We will have a limited amount of vendors in each category. _____

10' X 10' BOOTH FEES: (Check one)

- Retailers PORT PAVILION \$375.00 (2 days – Port Pavilion) August 11-12, 2018
- Cultural & Informational \$75.00 (2 days – Port Pavilion) August 11-12, 2018

BOOTH FEE: \$ _____

DEPOSIT DUE at Registration **\$ 150.00** (\$75 Non-refundable Registration Fee plus \$75 Reservation Deposit)
 (Applied towards Booth Fee); (Reservation Deposit Refundable if space cancelled before 5/1/18)

EARLY PAYMENT DISCOUNT of -\$25.00: \$ _____ (Deduct \$25 if fees paid in full and postmarked by 5/1/18)

BALANCE DUE by Deadline: \$ _____ (Booth Fee minus Deposit & early payment discount if applicable)

***** REFUNDABLE CLEANING DEPOSIT: \$50.00** *(Submit separate Cleaning Deposit check that will be held until end of event)*

To ensure your application is processed and your space is confirmed, documents and payments must be received by **June 4, 2018**. All payments must be in the form of a cashier's check or money order. **NO PERSONAL OR COMPANY CHECKS PLEASE!!!**

Make payable to: **Heiva San Diego USA**

Mail to: **Heiva San Diego 2018**
c/o Reva Tahiti Productions - Vendors
8121 Valdosta Avenue
San Diego, CA 92126

DO NOT WRITE BELOW - FOR STAFF USE

Received by _____ Date _____ Amount \$ _____ CC/MO#: _____

Post-event Booth Check: Clean Unclean/Damaged If Clean: Deposit Refund Date _____

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HOLD HARMLESS AGREEMENT

August 11-12, 2018

1) In consideration for receiving permission to participate in **Reva Tahiti Productions** (hereinafter, **RTP**) event, the **Heiva San Diego** (hereinafter, **HSD**), I and the members of my participating organization/business hereby **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE HSD**, the city of San Diego, their committees, officers, agents, servants, volunteers or employees (thereinafter referred to as **RELEASEES**) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss damage, or my organization/business, or any of the property belonging to me or my organization/business, while, in, on, or upon the premises located at the Port Pavilion, San Diego, California, where the activity is being conducted.

2) I and the members of my participating organization/business hereby **AGREE TO INDEMNIFY AND HOLD HARMLESS THE RELEASEES** from any loss, liability, damage or costs, including court costs and attorney fees, that they may incur due to our organization's participation in said activity, **WHETHER CAUSED BY NEGLIGENCE OF RELEASEES** or otherwise.

3) I and the members of my participating organization/business realize that **HSD** does not maintain insurance policy covering any circumstance arising from our participation in this event or any activity associated with or facilitating that participation. As such, we are aware that we should review our own personal insurance portfolio.

4) We further understand that this Hold Harmless Agreement is intended to be as broad and inclusive as permitted by the laws of the State of California and that if any portion hereof is held invalid, we agree that the balance shall, notwithstanding, continue in full legal force and effect.

5) **IN SIGNING THIS RELEASE, WE ACKNOWLEDGE AND REPRESENT**, that we have read the foregoing Hold Harmless Agreement, understanding it and sign it voluntarily as our own free act and deed; no oral representations, statement, or inducements, apart from the foregoing written agreement, have been made; our authorized representative that has signed below is at least eighteen (18) years of age and fully competent; and executes this **RELEASE** for full, adequate and complete consideration fully intending to be bound by same.

6) The undersigned hereby agrees and personally guarantees to adhere to the rules, regulations, laws and guidelines set forth by **Reva Tahiti Productions & Heiva San Diego**. I understand that by not adhering to the rules, regulations, and guidelines specified in this contract, may result in disqualification from participating in the **Heiva San Diego**, and will be asked to cease all business activities, and vacate the property immediately. I understand that **NO REFUNDS** under any circumstance, including removal from the event due to infringement of rules, regulations, and/or guidelines set forth by **RTP**. I also understand the decision to vacate persons and/or vendors from the event area, is at the sole discretion of **RTP**.

Name of Organization /Business _____

Address _____

Vendor Signature _____ Date _____

Printed Name _____ Contact Phone Number _____



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PUBLIC SERVICE ANNOUNCEMENT (PSA)

Sponsor Vendor Information / Special Guest

Name (First and Last) / Company Name _____

Street Address: _____ City: _____ State: _____ Zip _____

Business / Contact # (____) _____ Fax # (____) _____

Email Address: _____ Website _____

Sponsor/ Vendor/ Information /Special Guest:

BRIEF Detailed description which MC’s will use: Area of **specialty**, products that will be available for sale (include highlights that will help you and/or your merchandise stand out to the public)

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SCHEDULE OF EVENTS

Saturday August 11

Setup Time from 6:30 – 8:00am

Doors Open at 8:30am & Close at 4:30pm

Opening Ceremony

Solo Dance Competition Starts

Group Dance Competition

Sunday August 12

Doors open at 8:30 am & Close at 4:30 pm (Break down at 5:30 pm – 7:30 pm)

Solo Dance Competition Finals

Solo Competition Awards Ceremony

Group Dance Competition Awards Ceremony

EARLY BIRD DISCOUNT: Post marked by 5/1/2018

FINAL DEADLINE: Post marked by 6/4/2018

Host Hotels will be posted on-line

Please submit payment to:

HEIVA SAN DIEGO 2018

c/o REVA TAHITI PRODUCTIONS - VENDORS

8121 VALDOSTA AVENUE SAN DIEGO, CA 92126

***Please submit Payment by CASHIER'S CHECKS or MONEY ORDERS

***Payable to **Heiva San Diego USA**

Email: vendors@heivasandiego.com Website: www.heivasandiego.com

VENDOR CONTACT: Anna Andrade

P.S. We would love to hear back from those who participated in the event to give us some feedback about your experience as a vendor! We appreciate your comments and support so we can make next year a better year for all of us! Drop us a line. Mauru'uru!