





## OHCRA CONCESSION AGREEMENT CONDITIONS, RULES AND REGULATIONS

### BOOTH:

Unless otherwise stated, each vendor is responsible for providing their own booths(s), structure(s), or display(s), to be no larger than 10'X10' for a craft/merchandise booth and 20'X20' for a food booth. If additional space is required, additional charges may apply.

### CONTROL OF PREMISES:

OHCRA may prohibit the display of any exhibit or merchandise not meeting their approval.

### REMOVAL OF GOODS:

Vendor expressly agrees that ALL parts of his / her exhibit will remain intact between the hours of 8:00am and 5:00pm the day of the event. Vendor shall completely remove his/her booth(s) and all installations no later than 7:00pm on the day of the event. This includes all trash and any items that are not longer usable by your booth. (Please take all trash to the dumpster provided at the event site.) All goods or property left after this date and hour will be at the vendor's sole risk. Vendor shall be liable for any damage which he or she may cause to the building or facilities in connection with this booth.

### INSURANCE AND LIABILITY:

1) Exhibitor shall carry comprehensive general liability insurance in an amount no less than \$2,000,000.00 (\*Per Occurrence and NOT in the Aggregate) and

1a) The Crafter / Vendors individual name must be included with the name of the business (if applicable) in the Insured Box at the top of the Certificate of Insurance.

1b) Shall provide the name of the event (OHCRA Championships) and the event date along with naming OHCRA and its affiliate associations and clubs, the City & County of Honolulu and the State of Hawaii as Additional Insured in the Description Box on your Certificate of Insurance. OHCRA assumes no risk that may arise from the use of said space(s) by the vendor and by the acceptance of this agreement. Vendor agrees to hold harmless of and from, any loss or damage by reason thereof. OHCRA assumes no responsibilities whatsoever for any property placed on the premises, and is hereby expressly released and discharged from any and all liability from any property.

2) The Certificate Holder of your Certificate of Insurance shall be as follows:

City & County of Honolulu  
Department of Parks and Recreation – Permit Office  
650 S. King Street, First Floor  
Honolulu, Hawaii 96813

OHCRA OFFICER SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

VENDOR'S SIGNATURE: \_\_\_\_\_

*If you need further information, please email [info@ohcra.com](mailto:info@ohcra.com).*

### Checklist for submission

1 Signed Vendor Agreement, 2 pages

2 Payment for booth

3 Copy of the Certificate of Insurance (COI) naming the City & County of Honolulu as the Certificate Holder and O'ahu Hawaiian Canoe Racing Association and its affiliate associations / members and clubs, the State of Hawaii and the City & County of Honolulu as Additional Insured in the Description Box.

4 Copy of General Excise Tax License

5 Department of Health Food Permit (Stamped Application and Permit Form - 2 pages) along with Proof of Food Handler Card / Certification.

\*\*\* OHCRA has the right to deny/remove a vendor if any of the above listed required documents are not submitted.