

# VENDOR APPLICATION



Wednesday, May 3 – Sunday, May 7, 2017  
Paseo De Susana, Hagåtña

# VENDOR APPLICATION

Contact Name: \_\_\_\_\_  
Organization / Business Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Daytime Phone: \_\_\_\_\_  
Alternate Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

Describe items for sale: *(for meal plates, specify cuisine type, attach a separate sheet if more space needed)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Assigned booth includes (1) one power outlet and overhead lighting.  
Additional Electricity Needed: Yes No *(check one)*  
Additional Outlets Needed: \_\_\_\_\_ Volts: \_\_\_\_\_  
*Payments for additional power will be arranged after application has been approved. ELECTRICITY IS LIMITED.*

Brief description of equipment and amount of amps / volts (Attach a separate sheet if more space is needed): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## HOLD HARMLESS AGREEMENT

We agree to assume all risks and injuries arising out of or resulting from the use and participation in the GMIF, its location, its facilities, and / or properties located on site. We also agree to make no claim whatsoever for injuries and to hold harmless the GMIF, its members, agents, representatives, or employees, arising as of or resulting from the use of any of the buildings grounds, real property, or personal property located at the fair site. Furthermore, we shall assume responsibility for the damages sustained to the equipment, grounds, furniture and facilities resulting from the use of such and/or occupancy of said premises. No refunds in case of inclement weather, acts of nature or restrictions by government agencies amend or cancel this even, over which the GMIF has no control.

Authorized Signature & Title \_\_\_\_\_ Date \_\_\_\_\_

**1. DATES, TIMES AND LOCATION**

Wednesday, May 3, 2017 | 5 pm – 9 pm  
Thursday, May 4, 2017 | 5 pm – 9 pm  
Friday, May 5, 2017 | 5 pm – 9 pm  
Saturday, May 6 | 12 pm – 9 pm  
Sunday, May 7, 2017 | 12 pm – 9 pm  
Paseo De Susana, Hagåtña

**2. BOOTH INFORMATION**

Booths: (1) One 10 ft. x 20 ft. canopied booth **–OR–**  
(1) One shared 16 ft. x 24 ft. concrete hut  
\*(2) Two vendors max per concrete hut  
Trash Deposit: \$100

**CATEGORY APPLICATION FEE** *Circle one category*  
*(See category description under CATEGORY FEES)*

CAHA Artists:-----	\$250
Contemporary Arts:-----	\$350
Made in Guam / Micronesia:-----	\$350
Confectionery, Snacks, Fresh Juices:-----	\$600 (1 booth limit)
Meal Plates:-----	\$600 (1 booth limit)
Food Trucks:-----	\$350
Commercial:-----	\$600
Game Vendor:-----	\$600
Produce:-----	\$250
Livestock:-----	\$150 Exhibitor or \$200 Vendor
Plants:-----	\$600
National Tourism Offices (Outside of Guam and Micronesia):-----	\$550

Trash Deposit: \_\_\_\_\_ (separate check)  
Category Fee: \_\_\_\_\_  
Total: \_\_\_\_\_

**All booths must be operational and staffed throughout the entire event.  
NO LATE OPENINGS, NO EARLY CLOSINGS, NO EARLY  
BREAKDOWNS, NO EXCEPTIONS.**

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**Submit your completed application with the booth fee and trash deposit to:**  
Guam Visitors Bureau  
401 Pale San Vitores Road, Tumon, Guam 96913  
646-5278  
gmif@visitguam.com

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**3. ELECTRICITY**

- All booths will be provided with (1) one electrical outlet.
- Payments for additional electricity will be paid separately from the Category Application Fee at a later date, GMIF will contact vendors by March 27th for fee amount.

**4. FOOD BOOTH REQUIREMENTS**

- Water dispenser and soap and catch basin for washing
- A drip pan with non-flammable absorbent for BBQ
- Fire extinguisher (minimum 10 pounds) in the booth
- Only certified food handlers are allowed in the food booth
- **A representative must attend a mandatory meeting for all food booth applicants.**

**5. BOOTH REGULATION**

Booth decorations are encouraged and should reflect the ethnic heritage represented. (Do not permanently alter the canopy tops or poles, i.e. puncture, stain, discolor, etc.) Authentic and ethnic dress by booth participants is encouraged.

The booth sign or banner displayed shall be of the organization / business name on the application. Signs acknowledging sponsoring organizations are permitted in the booth. A food booth utilizing the services or products of a for-profit organization, i.e. commercial vendor, etc. may display a sign or banner advertising that for-profit organization.

**6. GENERAL PERMITS**

- All Guam resident booth applicants (except registered non-profit organizations) that have items for sale must have a Government of Guam business license (temporary) and a concession booth permit from the Guam Fire Department.
- Any item imported under the Guam Product Seal program must be labeled with place of manufacturer and present a permit.
- All booth applicants that are handling food for sale (with the exception of unprocessed fruits and vegetables) must have a Government of Guam sanitary permit and each staff member must have a health certificate.
- All booth applicants that are importing allowable agricultural items for sale into Guam must have Government of Guam Department of Agriculture Importing Permit prior to goods arriving on Guam, which must be presented to Customs and Quarantine. Items are subject to inspection upon entry.
- Wildlife products require an entry permit from U.S. Fish and wildlife.

- f. All booth applicants that import items through Cargo must pay a Customs and Quarantine clearance fee per airway bill and must provide a commercial invoice. Packaged items must meet appropriate labeling requirements (ingredients, weight, name and place of manufacturer) in English.
- g. All booth applicants importing items into Guam (either through baggage or cargo) must have items approved by Department of Agriculture, U.S. Fish and Wildlife and Customs and Quarantine in advance through the Guam Micronesia Island Fair organizing committee. Admissibility clearance is subject to change.
- h. All vendors are responsible for obtaining the required government permits, certificates and/or licenses to participate as a vendor in GMIF.
- i. All vendors must adhere to Public Health, Safety and Fire requirements in accordance to their participation as a vendor in GMIF. Requirements can be clarified with agency personnel at GovGuam OneStop Center.

## 7. BOOTH CONSIDERATION

The Booth Committee will only consider applications with the following completed:

- Receipt of full payment of Category Application Fee. Personal or business checks will only be accepted. Separate checks for trash deposit and application are required.
- Receipt of full payment of Electrical Fee for vendors requesting additional power. Personal or business checks will only be accepted.
- Completed Booth Application and Hold Harmless Agreement with required signatures.
- One self addressed, stamped business size envelope
- Complete list of menu items and prices.
- Booths are limited, only (1) one category for each vendor.
- How well returning vendors cooperated and cleaned up their booth locations(s) at prior year's festivals.
- Your application will be reviewed and you will be notified if you were selected.

## 8. RULES

- Space is limited and location is on a first-come, first-served basis at the discretion of the event organizer.
- Sub-leasing or sharing of assigned vendor space is prohibited.
- Each vendor will provide their own tables and chairs and should have no more than four tables and four chairs for each booth.
- No vehicles will be allowed on fairgrounds without passes for loading and unloading.

- Vendor loading and unloading to and from vendor booths located on fairgrounds with grass will cease in the event it rains and fairgrounds are still wet.
- Only approved items may be displayed and sold at the event. Violators are subject to closure during the event or exclusion.
- Vendors are responsible for disposal of trash from the booth. Recycling is encouraged. Please separate trash and use assigned bins.
- Applicants must bring samples of products for GVB to approve.
- Please support the sponsors and vendors of the event. No outside food or beverages are allowed.

## BOOTH APPLICATION DEADLINE IS MARCH 31, 2017 (UPDATED: Mar. 13)

*Checks returned by bank to GVB will be assessed a \$50.00 fee and may change your booth status and/or assignment (no exceptions). Applications might not be considered if received past the deadline or if the fair is sold out.*

## 9. SET UP, CHECK OUT AND CLEAN UP

Booths will be ready for vendor set up from 9 AM to 9 PM on Tuesday, May 2, 2017. Cars and trucks may be used. Vehicles will be allowed to drop off equipment and once completed; all vehicles must exit the vendor area. Each vendor will be allowed one parking space in vendor parking area. All booths are to be set up and ready for operation at 5 PM on May 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>, and 12 PM on Saturday and Sunday, May 6<sup>th</sup> and 7<sup>th</sup>. Set up on fair days **starting at 3 PM on Wednesday, Thursday, and Friday, and 10 AM on Saturday and Sunday.**

## 10. CHECK OUT

**Booths must be vacated no later than 9 AM on Monday, May 8.** All items are to be removed and each vendor must check out with GMIF. A final inspection of your area will be done and determination will be made at this time whether or not the check out process is complete. **All vendors must complete the check out process.**

## CATEGORY FEES

**CAHA Artists: ----- \$250**

Guam artists must be registered with the Guam Council of Arts and Humanities Agency. All other artists must be registered with an authenticating arts agency in their respective island nation. Exhibitors in this category must exhibit, demonstrate and/or sell traditional arts and crafts items made in Guam and Micronesia (e.g. wood carving, blacksmith, basket-weaving, etc.)

**CONTEMPORARY ARTS: ----- \$350**

Exhibitors in this category must exhibit and/or sell arts and crafts that are at least 50% or more handmade by artists/craftsperson or the region (e.g. doll-making, etc.). The division is intended for nontraditional artists who personally create their pieces. Local products must meet Guam Product Seal Requirements.

**MADE IN GUAM / MICRONESIA: ----- \$350**

Exhibitors in this category must display and/or sell items that have at least 50% value added on Guam (and must be registered with the Guam Product Seal program) or Micronesia in order to qualify for this category.

**CONFECTIONERY, SNACKS, FRESH JUICES: ----- \$600**

Includes the sale of single food items (maximum of five items only). No canned or bottled beverages.

**MEAL PLATES: ----- \$600**

Includes the sale of food plates that contain one or more food items of cuisine specified in application. No canned or bottled beverages.

**FOOD TRUCKS: ----- \$350**

Must be self-sufficient. No canned or bottled beverages.

**COMMERCIAL: ----- \$600**

This category covers sale of any items outside of the arts (traditional and contemporary) and made in Guam and Micronesia categories and any vendor outside of Guam and Micronesia.

**GAME VENDOR: ----- \$600**

This category covers sale of any items outside of the arts (traditional and contemporary) and made in Guam and Micronesia categories and any vendor outside of Guam and Micronesia.

**PRODUCE: ----- \$250**

Sale of any agriculture product grown in Guam and Micronesia Livestock (Guam Only)

**LIVESTOCK: ----- \$150 Exhibitor or \$200 Vendor**

**\$150 Exhibitor:** Includes not-for-sale exhibition of livestock

**\$200 Vendor:** Includes any livestock that charges a petting or animal ride fee

**PLANTS: ----- \$600**

Includes display and sale of plants.

**NATIONAL TOURISM OFFICES: ----- \$550**

Includes National Tourism Offices outside of Guam and Micronesia that will promote their destination. In addition to the associated fees, this group must also provide performers that will perform no less than two (2) 30-minute performances over the five-day event.