



Part I

January 2016

Talofa! Welcome!

You and your business/organization are cordially invited to become a vendor at the 2016 20th Annual Tafesilafa'i Pacific Islander Festival (Festival) from Friday, July 22, 2016 to Sunday, July 24, 2016 at Shoreline Aquatic Park in Long Beach, California. The Festival is Long Beach's premier showcase of Pacific Islander culture. Last year over 20,000 people visited the Festival!

Tafesilafa'i is a civil rights, social justice, faith-and community-based organization that functions as an organic clearinghouse for things Pacific Islander. It is an outreach and service provider that advocates on behalf of Pacific Islanders in the greater Long Beach area. Its mission is to ensure the political, educational, social and economic equality of Pacific Islanders. It is a think tank where issues about Pacific Islanders, such as their languages and cultures are investigated, presented, debated and where solutions are proposed and implemented.

In response to the need for Pacific Islander youth to have a safe place to celebrate their culture, language, dance and customs, Tafesilafa'i Cultural Festival was formed in 1996. Twenty years later, in addition to sponsoring its week-long annual cultural festival, Tafesilafa'i is now a major social services provider and partner in the local and national conversations about Pacific Islanders.

Included in your packet are the following:

Page 1- Part I Tafesilafa'i Welcome Letter

Page 2- Part II Vendor Welcome Cover Letter

Page 3- Part III Vendor Policies and Procedures

Page 4- Part IV Vendor Booth Rental Price List

Page 5- Part V Vendor Booth Agreement – sign and remit with payment



Part II

January, 2016

Dear Vendor:

The 20th annual Tafesilafa'i Pacific Islander Festival will be held from Friday July 22th, 2016 through Sunday July 24th, 2016 at Shoreline Aquatic Park located at 1308 Golden Shore, Long Beach, CA 90802. The festival is Long Beach's premier showcase of Samoan and Pacific Islander culture. Last Year, over 20,000 people visited the festival. The 2016 festival is expected to draw more people from all of Southern California.

This year as in the past, many local and national top Samoan and Pacific Islander entertainers will perform traditional dances and songs. Vendors will provide delicious authentic island food, drinks, sell cultural island clothes, jewelry and art, and provide public service announcements. Special highlights of the three days will include traditional cultural opening and closing ceremonies featuring Samoan elders and youth, fire knife dancing, umu and a children's sleepover-"Sleeping with the Fishes"- at the Aquarium of the Pacific.

Enclosed is a vendor form for you to complete and submit if your organization desires to be a part of this spectacular event. Vendor space is VERY limited so make your reservations now.

For further information about the festival, go to www.tafesilafai.org or contact Dr. Howard Wray, Executive Director at hewrayjd@tafesilafai.org or (562) 977-7683

Sincerely,

Howard Wray III, JD

Executive Director



Part III

Festival's Policies and Guidelines:

1. Tafesilafa'i, Inc. reserves the right to approve or deny any vendor booth application for any reason.
2. Tafesilafa'i, Inc. reserves the right to change the designation of your booth according to the information provided. Should we change your designation, we will inform you immediately. If the new assigned space is unacceptable to you, you will have the option to withdraw from the event if new status is not acceptable and receive a full refunding of all funds paid by you or your organization.
3. **It is understood that there will be no refunds in case of inclement weather, acts of nature, forfeiture or by restrictions of government agencies to amend or cancel the event, over which festival has no control.**
4. **Absolutely no subleasing of booth space or surrounding areas. If anyone subleases any or a portion of his/her space without permission from Tafesilafa'i Inc., you will not be allowed to operate the booth and you will forfeit all fees paid.**
5. **Absolutely no beverages of any type should be sold from any booth. Festival has the exclusive right to sell any and all beverages.**
6. No firearms, ammunition, alcoholic beverages, or drugs are allowed on Festival grounds.
7. No lewd or suggestive material or products allowed.
8. Food Booth Vendors: No live animals are permitted within your booth area.
9. Food Booth Vendors: are responsible for disposing of any grease or cooking oil and/or coals used in the preparation of the food.
10. Food Booth Vendors: A copy of your current health or catering permit is required to be submitted with this application and payment.

Booth Application Deadline:	Early Registration	February 1-June 15, 2016
	Late Registration	June 16-30, 2016

1. Tafesilafa'i agrees to provide the following:
 - 10x10 booth space located on the festival grounds at the Aquarium of the Pacific, 100 Aquarium Way, Long Beach, CA 90802. Vendor location will be assigned based on availability and receipt of full payment of booth fees. Vendor will be assigned to space number_____.
 - Tafesilafa'i will provide a 10x10 tent, 8 foot table and two chairs. An additional 10x10 booth space behind your original space can be secured for an additional \$200 fee. Vendor will be charged the following fee for any missing items provided by the festival: 8 foot table-\$60 and chair-\$30. **ABSOLUTELY NO MOVING OF TENTS OR ADDITION OF TENTS WITHOUT CONSENT FROM TAFESILAFI!!**
2. Vendor to provide the following:
 - All merchandise, Promotional and Display material necessary for vendors line of business.
 - Staffing
3. Vendor shall comply with all terms and conditions as provided for in The Festival Vendor letter attached.
4. Vendor will hold Tafesilafa'i and the Aquarium of the Pacific harmless of all liabilities as a result of vendor's activities or representations at the festival.



Part IV

Booth Rental Price List

Vendor agrees to assume all liabilities in connection with the Vendor's presence at the Festival and hold Tafesilafa'i harmless of any actions in connection with the actions of the vendor's staff and sale, advertising and promotion of any of the vendors merchandise or products.

This is an Alcohol Free Event- Absolutely no alcoholic consumption on premises during this event. Any person found in violation will be removed by security as well as the Long Beach Police Department.

Please check which type of booth you are signing up for and remit payment accordingly. Price includes 2 complimentary tickets to our

"Welcome Benefit Reception"
Thursday, July 21, 2016 at
Outback Steakhouse
4:00pm-9:00pm.
20 W Shoreline Dr., The Pike at Rainbow Harbor,
Long Beach, CA 90802 (562) 435-0002.

Food Booth _____\$1,760 Retail/Non-Food Booth _____\$660 Info/Non-Profit _____\$300

Late Registration

Food Booth _____\$1,960 Retail /Non-Food Booth _____\$860 Info/Non-Profit _____\$400

Fees: Please include the additional fee of \$70 as stated below to your total amount due.

Application and clean-up fee are NON-REFUNDABLE.

- 1. \$20 application registration processing non-refundable fee**
- 2. \$50 set up, break down and clean up non-refundable fee**

*Booth Cancellation policy: If cancellation is received in writing by Tafesilafa'i on or **before May 31, 2016** a full booth space payment will be returned.

Payment Total: \$_____ (including the \$70 non-refundable fee)

1. Please make checks payable to: Tafesilafa'i Inc. and mail to:
C/O Tafesilafa'i Festival
655 Cedar Avenue
Long Beach California 90802
2. For online payment: Go to www.tafesilafai.org and click on the "Donate" button and pay via PayPal. For proper credit. Please provide the following reference with your payment:
"Tafesilafa'i Vendor".
3. Cash Payment is accepted at the office prior to the deadline: June 30, 2016.



Part V

Tafesilafa'i, Inc. Vendor Booth Agreement

The following constitutes an agreement between Tafesilafa'i, Inc. ("Festival") and _____ herein referred to as the vendor.

Vendor Information:

Name of _____
Organization _____ Contact Person _____
_____ Contact Phone number _____
_____ Email _____
Vendor Address _____

Description/Type of Organization (Food, Clothing Retail, Information)

Describe Menu Items and Prices (Food vendors please attach final menu with prices. Attach a separate sheet if more space is needed)

HOLD HARMLESS AGREEMENT

In consideration of the Tafesilafa'i, Inc. Festival Committee ("Festival Committee") and the Aquarium of the Pacific (AOP) permitting me and the organization listed above and the organizations representatives to participate in the Tafesilafa'i Pacific Islander Festival ("Festival"), the undersigned person does hereby agree to assume all risk and liability associated with my participation in the festival. I recognize and acknowledge that such risks of participation in an outdoor festival include, but are not limited to, personal injury and property damage due to crowds, vandals, traffic, inclement weather conditions, including rain; hail' lightning and wind, as well as losses related to theft. On behalf of myself, my heirs, successors, assigns and individual representing the organization listed above. I do further agree to release and discharge the Festival Committee and the Aquarium of the Pacific, their elected officials, officers, agents, and employees from any and all claims, demands, actions, damages and liabilities resulting from or arising directly or indirectly out of my participation and others' representing the organization listed above in the festival. No refunds will be given in case of inclement weather, acts of nature or restrictions by government agencies to amend or cancel this event, over which the Festival Committee has no control.

I have read the Tafesilafa'i Inc., Vendor Booth agreement and agree to the festival's Policies and Guidelines.

Print Name _____

Signature & Title _____ Authorized