The University of Hawai‘i at Mānoa 2016 Mid-Year Commencement Ceremony will take place on Saturday, December 17, 2016, at the Stan Sheriff Center, from 9:00 a.m. to 12:00 p.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 1,200 graduates will be participating in the ceremony.

As a courtesy to the attendees, University of Hawai‘i at Mānoa permits the sale of lei, balloons and bouquets on University of Hawai‘i at Mānoa property and will be setting up lei/balloon vendor stalls in two locations in 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 on Ching Complex.** 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 **Friday, October 28, 2016** to:

Office of the Vice Chancellor for Academic Affairs  
University of Hawai‘i at Mānoa  
2500 Campus Road, Hawai‘i Hall 209  
Honolulu, HI 96822  
Attn: Commencement 2016

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
October 13, 2016

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. The lottery will be conducted and applicants will be notified of the lottery results by email on Wednesday, November 2, 2016 and a hard copy letter will be mailed 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,

April Goodwin, Program Officer
Office of the Vice Chancellor for Academic Affairs

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 17, 2016, 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 Friday, October 28, 2016 to:

Office of the Vice Chancellor for Academic Affairs
University of Hawai‘i at Mānoa
2500 Campus Road, Hawai‘i Hall 209
Honolulu, HI 96822
Attn: Commencement 2016

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APPLICATION TO SELL LEI/BALLOONS

Name: ____________________________________________
Address: __________________________________________
DBA (if any): __________________________________________
City/State: ___________________________ Zip Code ________
Phone: __________________________ Fax: __________
Email: __________________________ GE Tax License No. ________

WARNING: Applications without the Signed Agreement, and a copy of the GE Tax License will not be included in the lottery.
AGREEMENT

The undersigned PERMITTEE agrees to 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 ceremonies on Saturday, December 17, 2016, 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.

____________________________
Program Officer Date
TERMS AND CONDITIONS

1. The location of the vendor stalls shall be designated by the University of Hawai‘i.

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

3. Selling shall be conducted on the date stated in the attached agreement and confined to the designated area.

4. Each vendor shall be limited to ONE (1) designated stall measuring 10’ X 10’. Displays shall 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. Selling shall be conducted from a table or standing display only. Sellers are expected to be polite and unobtrusive. NO FOOD, BEVERAGES, STUFFED ANIMALS, FIGURINES OR NOVELTIES SHALL BE SOLD.

6. 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. 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.

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

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

9. No stands shall be set up prior to 5:00 a.m. on the day of graduation and all stands, supplies, personal belongings, rubbish, and other items are to be removed from University grounds no later than 3:30 p.m. on the same day. Stalls shall be broken down only after traffic has subsided. Vendors shall be solely responsible for safeguarding all equipment, supplies, personal belongings and other items brought onto University grounds, and the University shall not be responsible for any loss of or damage to such items.

10. Vendors will be allowed to park on the ground floor of the parking structure. Vendors will have a designated drop-off/pick-up area (see attached map) where you will be able to load and unload your merchandise and items before 6:30 a.m. The 15-minute loading/unloading zone will be strictly enforced.

11. Vendors shall be responsible for keeping their respective areas clean during and after the graduation ceremony. Any damages to University property and grounds shall be the financial responsibility of the Vendor.

12. Vendors shall 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 forth herein, the vendor shall be prohibited from participating in future lotteries for vendor stalls for graduation ceremonies for a period of not less than one (1) year.

Revised: October 2016
Post-Ceremony
Graduate Reception Area
December 17, 2016

*Subject to change