



# Ewa by Gentry Community Association

Dear Participant,

Thank you for your interest in our March 2, 2024 Swap Meet! It will be held at the Thomas H. Gentry Community Park from 8:00 a.m. until 12:00 p.m. Set up will begin at 6:30 a.m. and all exhibits must be dismantled and moved off the field by 1:00 p.m. Please find the agreement and application enclosed. For us to approve your application, you will need to:

- Read the entire agreement form, sign and return the last three pages.
- Drop-off or mail your application & check to our office located at:  
91-1795 Keaunui Drive  
Ewa Beach, HI 96706

**WE ACCEPT CHECK, MONEY ORDERS, OR CREDIT/DEBIT CARDS  
(NO CASH or AMEX).**

- Check or money orders can be made payable to:  
Ewa by Gentry Community Association (EbGCA)

**DEADLINE TO SUBMIT APPLICATIONS IS THURSDAY, FEBRUARY 29, 2024.**

Spaces are on a first-come, first-serve basis. Once your application has been received, your name and number of spaces will be added to a list of participants. Please phone our office at 685-0111 ext. 2 to verify receipt of application and for any questions or concerns.

Please note that absolutely no parking will be permitted at the Community Center for this event. If you are in need of additional parking, please notate this on your application and you will be provided with extra parking permits.

Thank you and have a wonderful day.

EbGCA Staff

## **SWAP MEET AGREEMENT**

This contract between the Ewa by Gentry Community Association (EbGCA) and the vendor shall be for the March 2, 2024 EbGCA Swap Meet to be held at the Thomas H. Gentry Park (located next to the Thomas H Gentry Community Center). The Event will be open to the public from 8:00 a.m. to 12:00 p.m.

Each vendor must execute a contract for the right to exhibit. Subletting of assignment is prohibited. Vendor space contracts will not be binding in the event of fire, strike, riot, civil commotion, natural disasters, acts of God, war or other unavoidable circumstances which render the park unfit for use or restrict, limits or prevent the presentation of the Event. Vendors shall indemnify and hold harmless Gentry Homes, its employees, EbGCA, its Board of Directors, staff, and its co-sponsors from all liability, which may ensue from any cause. The Gentry Homes, its employees, EbGCA, its Board of Directors, staff and co-sponsors shall not be responsible for damages or otherwise to any exhibitor by reason of war, civil commotion, riot, fire, natural disasters or occurrences, acts of God or any causes beyond control which in any manner restricts, limits, or cancels the Event. The Event will be held, rain or shine.

Vendors shall be contained within their designated area or booth. Vendors shall not solicit or distribute handbills, brochures, or any other printed promotional material outside of their booth area. Interference with the light, space, or presentation of another vendor will not be allowed. Placement of signs, banners, and/or advertising material shall be of good taste and EbGCA shall have the right to remove any material it deems offensive. Public address systems sound motion pictures or other demonstrations or equipment with objectionable light or noise as determined by EbGCA will not be permitted.

Driving on park grounds is strictly regulated. Vendors will be held responsible for any damages to the grounds, landscaping, facilities, equipment, or decorations caused or occasioned by them, their employees, agents, or representatives. Sprinkler systems must be protected against any damage or dangerous conditions. The storage of gasoline, kerosene, acetylene, or other flammable or explosive substances will not be permitted in the area due to a City ordinance. All decorative materials must be fireproofed and must conform to the requirements of the Honolulu Fire Department.

Vendors shall sell products, which are legal and appropriate for a family, community-oriented swap meet. EbGCA reserves the right to have a vendor remove a product or item which is objectionable to EbGCA Executive Director or its designated representative. The vendor will not argue or question the request. Sales of guns or other weapons are prohibited.

Vendors may sell only pre-packaged food. No cooking of food will be allowed at the swap meet. Food vendors will be responsible for acquiring their own Health Permit from the State of Hawaii (586-8000), should one be required. It is the vendor's responsibility to call the State to find out if required or not. Food vendors who are required and do not have a Health Permit on the day of the Event will not be permitted to sell their products. The Health Permit must be displayed. EbGCA reserves the right to not refund the entrance fee to a vendor who does not have the required Health Permit on the event day.

Booth areas will be approximately 15' x 15', for a charge of \$30.00 per stall space. Community Support Team staff paid for by Ewa by Gentry will be available on March 2, 2024. Vendors may set-up from 6:30 a.m. to 8:00 a.m. on Saturday, March 2, 2024. **Set-up before 6:30 a.m. is not permitted, and must be completed by 7:50 a.m. No unpacking or uncrating or packing and dismantling shall occur from 8:00 a.m. - 12:00 p.m. All exhibits must be completely dismantled and moved out by 1:00 p.m.** Vendors are responsible for disposing of all unnecessary boxes and trash and must clean their area at the close of the Event. Failure to comply may result in being unable to obtain booth space for future events.

Vendors and crafters must provide their own table, chairs, and tents or covers. Vendor is responsible for securing their tent and items to ensure that it does not blow away in the winds. Please see EbGCA employees on day of event to find out which way to face the products in your stall.

Vendors may cancel up to 15 business days prior to the event for a 100% refund of the entrance fee. Paid vendors who for any reason do not participate on March 2, 2024 are not entitled to a refund.

Vendors must comply with all City and County ordinances, State statutes, and Federal laws. Vendors will also comply with the rules of the Swap Meet as stated verbally or in writing by Ewa by Gentry Community Association. Failure to abide by the laws and this agreement shall be grounds for immediate removal or non-involvement in the Event, including future events.

I also understand and agree that the Swap Meet will be videotaped and photographed for the Ewa by Gentry Community Channel and that myself and/or my workers/volunteers may appear on the EbGCA cable channel or newsletter. I have read the agreement and will abide by the stated terms.

**I agree to keep sales within the event hours of 8:00 a.m. – 12:00 p.m.  
No vehicle movement on the field any time during event hours.  
All exhibits must be completely dismantled and moved out by 1:00 p.m.**

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Exhibitor or Authorized Agent or Representative

Date

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Ewa by Gentry Community Association Representative

Date



Ewa by Gentry  
Community Association

**For Office Use Only:  
Stall Assignment**

# SWAP MEET APPLICATION

**Saturday, March 2, 2024**  
**8:00 a.m. - 12:00 p.m.**  
Thomas H. Gentry Community Park  
(91-1795 Keaunui Drive)

Name (Crafter, Organization, Business) \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

E-mail \_\_\_\_\_

Number of Space(s) \_\_\_\_\_

Item(s) to be sold:  
\_\_\_\_\_  
\_\_\_\_\_

**Your stall number and instructions will be mailed to you.**  
**If you do not receive anything from us by February 29, 2024, please contact our office.**

Ewa by Gentry Community Association reserves the right to refuse  
an organization or individual's participation in the Swap Meet.

**PLEASE MAKE CHECK PAYABLE TO:**  
**EWA BY GENTRY COMMUNITY ASSOCIATION**

**91-1795 Keaunui Drive / Ewa Beach, HI 96706 / 685-0111 ext. 2**

## FOR OFFICE USE ONLY:

Date Received: \_\_\_\_\_ Payment Type (cc/check#): \_\_\_\_\_ Amount: \_\_\_\_\_

RecDesk Invoice #: \_\_\_\_\_ Received by: \_\_\_\_\_ Packet Sent/Picked Up: \_\_\_\_\_

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