



Ewa by Gentry
Community Association

SUMMERFEST 2025



Dear Non-Profit Organization:

We are gearing up to host **SummerFest 2025**. This non-profit event is a celebration of community, ohana, and an invitation to all in the Ewa area to recognize the growth and development of the community. Admission is free.

We invite you to join us as a Non-Profit exhibitor! Partnering with our local community makes this a truly fabulous day. The event will be held at the Westside Community Center & Park (*Keaunui Drive and Kapolei Parkway*) on **Saturday, August 23rd, 2025**.

Ewa by Gentry Community Association is home to over 28,000 residents and growing. Our signature event has a 20+ year history in the community and is widely attended. This year's celebration will feature live music and entertainment, ono food, local crafts, resource booths, and activities for the keiki. We highlight a diverse selection of resources that encourage healthy lifestyles and foster productive activities for keiki and ohana.

We believe your presence and support will help strengthen the quality of our event and community. **Non-Profit exhibitors do not pay exhibitor fees.** Please take a moment to review the enclosed Non-Profit Reservation Form for additional information.

Event Summary

When: Saturday, August 23rd from 11:00 a.m. – 5:00 p.m.
Where: 91-1025 Koana Street, Ewa Beach
Who: Families, community members, local businesses
Admission: Free

Please note, all reservations require a **refundable** \$50 deposit check, provided all conditions are honored in the Exhibitor's Agreement. We are proud to report that all our Non-Profit groups last event received a full refund of their deposit, and we anticipate the same for this year.

Exhibitors arriving late and not fully set-up by 11:00 a.m. sharp will automatically forfeit their deposit. **We strongly encourage all exhibitors to be set up by 10:30 a.m.** Breakdown will begin at 5:00 p.m.; vendors who begin breakdown prior will forfeit their deposit.

Thank you in advance for your time and consideration. If you have any questions or need further information, please email events@ebgca.net.

Mahalo nui loa,

Ewa by Gentry Community Association



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NON-PROFIT ORGANIZATION RESERVATION FORM

*Saturday, August 23rd, 2025 Westside Community Center & Park
91-1025 Koana Street Ewa Beach, Hawaii 96706*

Arrive & Set Up: 9:00 a.m. – 10:30 a.m.
Event: **11:00 a.m. – 5:00 p.m.**
Breakdown: 5:00 p.m. - 7:00 p.m.
Reservations: Now through August 1st, 2025
Fee: FREE
Major Coordinating Sponsor: Ewa by Gentry Community Association
Provided: One table, two chairs and space under Exhibitor Tent
Required items: IRS letter designating non-profit status
\$50.00 deposit check (dated August 23, 2025)

NON-PROFIT ORGANIZATION INFORMATION FORM

Name of Organization:	
Point of Contact:	
Phone:	
Email:	
Street Address:	
City, State, Zip Code:	
Items to be mailed/delivered with this form:	
IRS letter designating non-profit status	\$50 Deposit Check, payable to EbGCA, dated:8/23/25
	<i>If your organization cannot provide a check, a personal check is acceptable.</i>
Please list a brief description of your exhibit:	

Submit Reservation Forms by August 1st

91-1795 Keaunui Drive Ewa Beach, Hawaii 96706

On Event Day: One (1) on-site parking space is provided
(additional parking in lot across street)

Office Use: Exhibit Approved____ Deposit____ Initials____

Ewa by Gentry Community Association SummerFest Agreement

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This contract between the Ewa by Gentry Community Association (EbGCA) and the Exhibitor shall be for the day of August 23rd, 2025. The term 'Exhibitor' will apply to all food vendors, businesses or commercial entities, crafters, non-profit organizations, sponsors, and any other participants who will be dealing with Ewa by Gentry Community Association and the general public. The term 'Event' will apply to Ewa by Gentry Community Association's SummerFest, held at the Westside Community Center & Park on Koana Street in the Ewa by Gentry Community. The Event will be open to the public from 11:00 a.m. to 5:00 p.m.

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

Exhibitors shall be contained within their designated area or booth. Exhibitors 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 Exhibitor 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.

Exhibitors will be held responsible for any damage 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 fireproof and must conform to the requirements of the Honolulu Fire Department.

Exhibitors or professionals who are required by law to be licensed must hold a current license on file with the Contractors License Board (CLB). State law requires a firm offering installation work and/or offering contractual services on a job site as specified under CLB to be licensed. For assistance regarding licensing requirements, call CLB at 586-2700. All prospective exhibitors must provide, prior to the Event, evidence of a current license for the service exhibited where such services require a contractor's license under state law. Lacking such, EbGCA reserves the right to prohibit the Exhibitor from participation of the Event.

Ewa by Gentry Community Association SummerFest Agreement

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Exhibitors may set up from 9:00 a.m. to 10:30 a.m. on August 23, 2025. All vehicles must be off the park grounds by 10:30 a.m. and set-up must be complete by 11:00 a.m. No unpacking, uncrating, or packing and dismantling shall occur from 11:00 a.m. - 5:00 p.m. All exhibits must be completely dismantled and moved out by 7:00 p.m. on August 23, 2025. Exhibitors 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 loss of deposit and refusal for booth space for future events. Any food booth, crafter, sponsor, non-profit organization, or ride Exhibitor NOT set up by official start of the Event will lose their deposit. Any food booth, crafter, sponsor, nonprofit organization, or ride Exhibitor who begins breaking down any time prior to 5:00 p.m. will forfeit their deposit and may be banned from participating in future events.

Exhibitor spaces are available on a first-come, first-serve basis. Special arrangements may be made to accommodate exhibitors with specific requests as needed (assigned stalls).

Exhibitors must comply with all City and County ordinances, State statutes, and Federal laws. Exhibitors will also comply with the rules of the Event 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, forfeiture of deposit, and non-involvement in the Event.

I also understand that SummerFest will be videotaped and photographed for use by Ewa by Gentry Community Association and agree that myself and/or my workers/volunteers may appear on Ewa by Gentry Community Association's social postings.

Notice: No solicitation or distribution of materials allowed outside of your assigned stall. _____
(Initial)

I have read the agreement and will abide by the stated terms.

Exhibitor or Authorized Agent or Representative Date

Ewa by Gentry Community Association Representative Date