

Manoa Otaku Experience Vendor Informational Packet



Event Date: Saturday January 23, 2016

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Greetings and Welcome for considering to participate as a Vendor at the Manoa Otaku Experience at the University of Hawaii at Manoa; Campus Center on Saturday January 23, 2016.

For Vendors: There is a \$100.00 donation per a vendor space. This donation will include two (2) 30" x 72" tables, and 4 vendor passes.

Vendor Space: Vendor space for the Manoa Otaku Experience will be two (2) 30"x72" tables located in the 3rd floor ballroom. Power will be available upon request.

Parking Passes: Daily Parking Passes may be purchased from the gate attendants on either East-West road or Maile Way. Cost for the Daily Parking Passes will be \$6.00

Loading/Unloading: For loading and unloading at University of Hawaii campus center, there is a loading area at the end of Correa road. Correa road is located at the first left turn from East-West road, right after the gate attendant booth.

An additional loading area is located on Campus road, further in campus.

From East-West road; continue pass Correa road till you reach the intersection of East-West/Maile Way, turn left up Maile Way, continue until you come upon Farrington road, make the left turn onto Farrington road, follow the road and the loading zone will be on the left side. (Maps are located on additional pages)

Elevators: There is one elevator located near the loading/unloading area that will be available for vendors to transport equipment and merchandise to the vendor rooms on the 3rd floor.

Restrooms: Restrooms are located right outside the 3rd Floor Ballroom next to the elevators. Additional restrooms are located on the 2nd Floor, next to Subway near loading area 2.

Set-up/ Break-down time: Tentative set up time will be from 8:00am -10:00am, 2 hours before the event starts and breakdown will be for 2 hours after the event ends from 5:00pm -7:00pm.

Schedule of Events: Opening Time will be at 10:00am for all rooms, Closing time will be at 5:00pm.

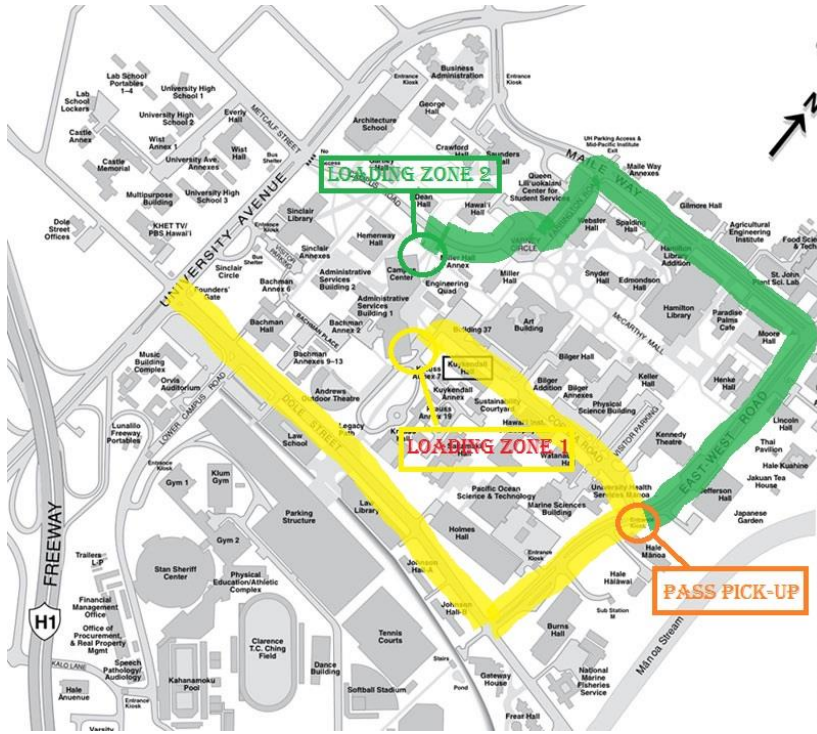
Ordering Food and Drinks: Cosplay Cafe servers will be coming around periodically bringing beverages for vendors, and taking orders for food. All Beverages will be free for vendors. Food can be ordered when the Cosplay Café servers visit your booth. Menus will be available for you, the morning you arrive to set up.

Contact: If you have any questions, you may contact us at moehawaii808@gmail.com

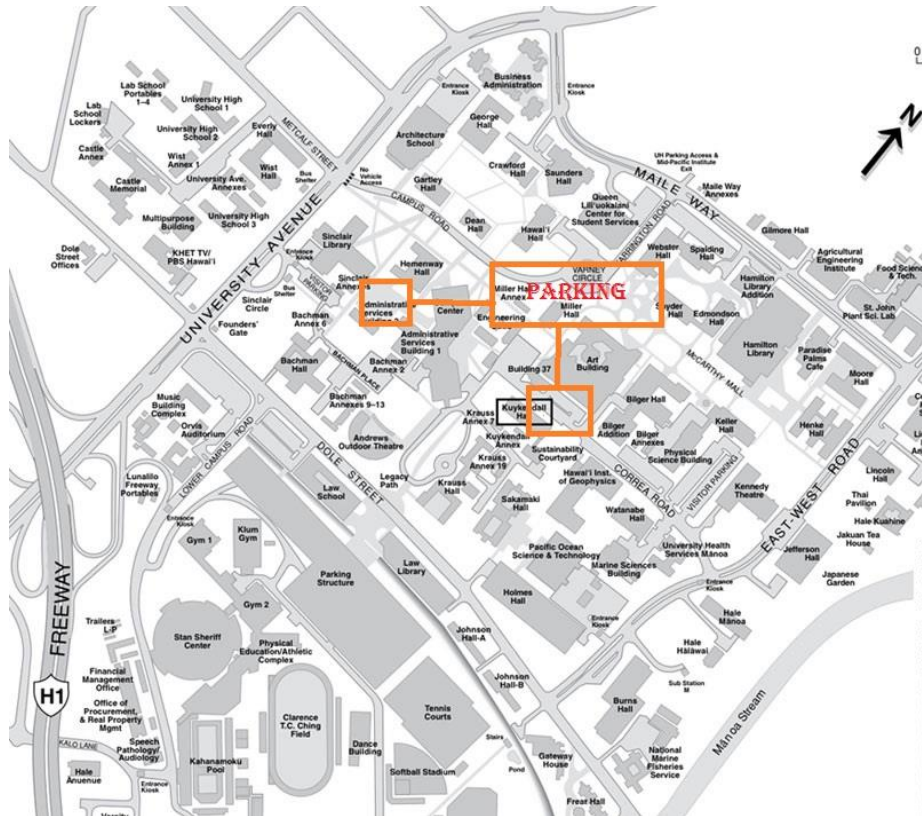
Thank you for considering M.O.E.

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Loading Zones

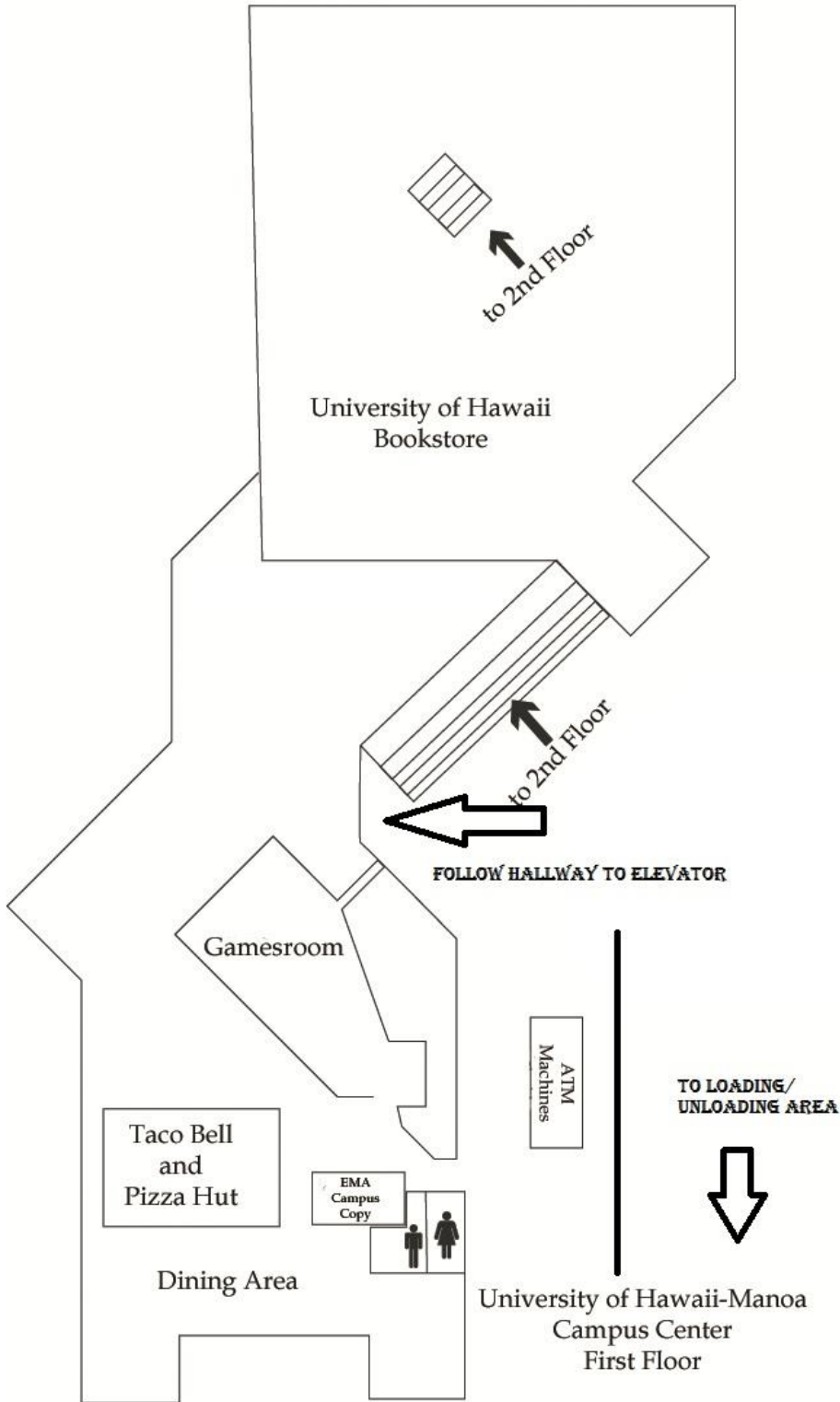


Parking Area for Vendors



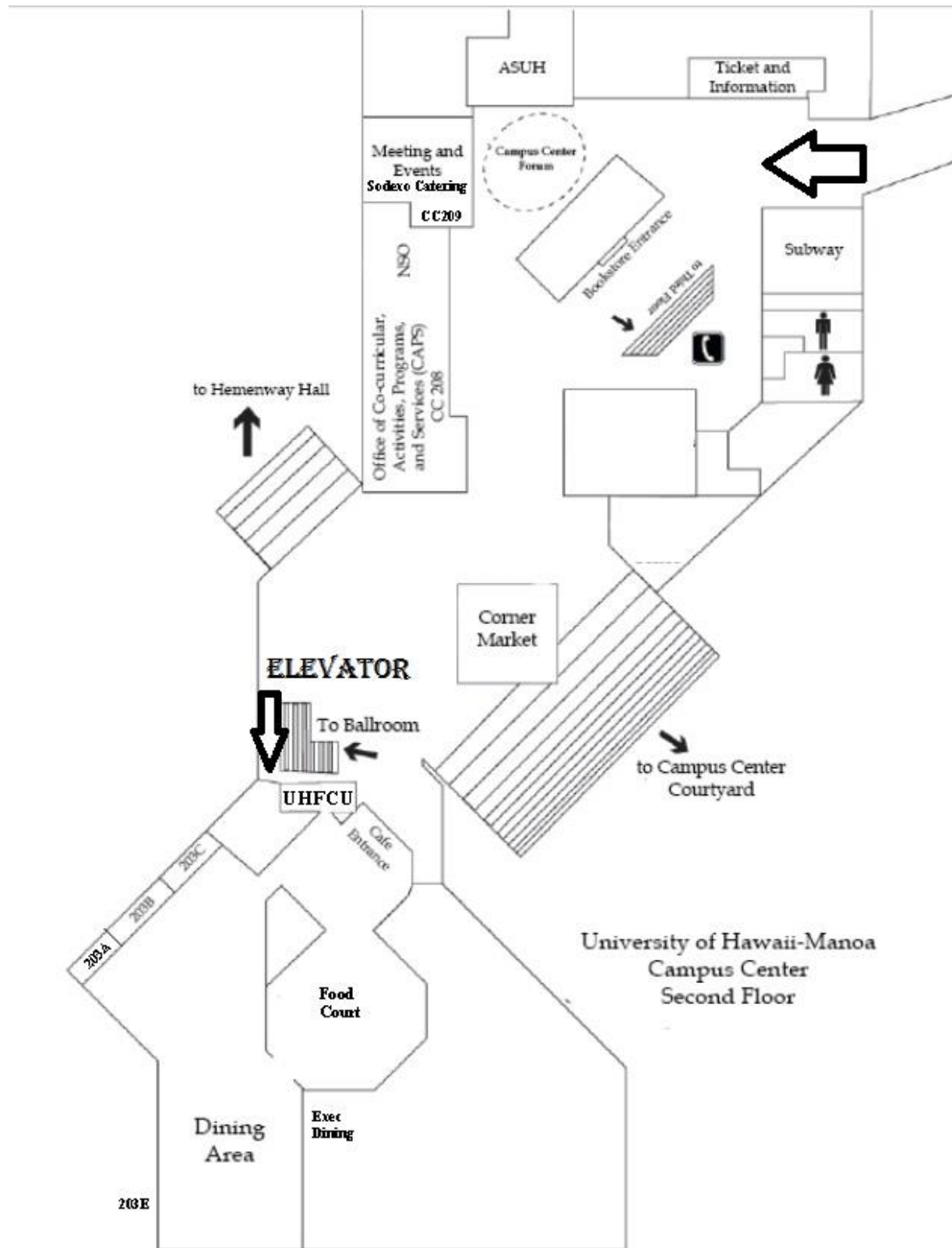
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1st Floor Access: Loading & Unloading



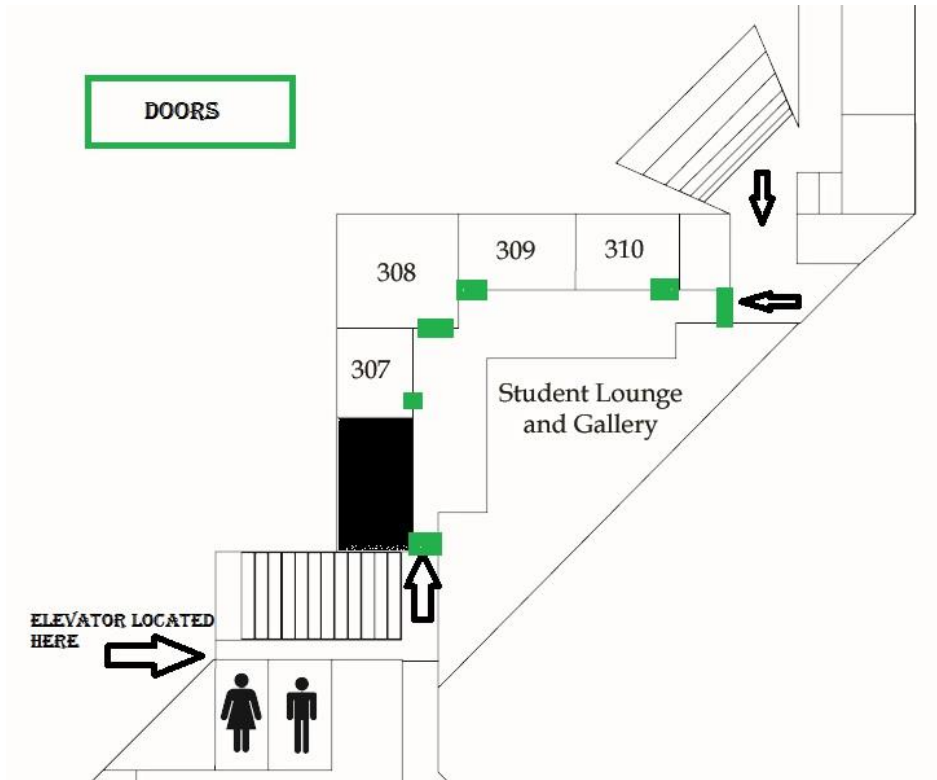
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2nd Floor Access

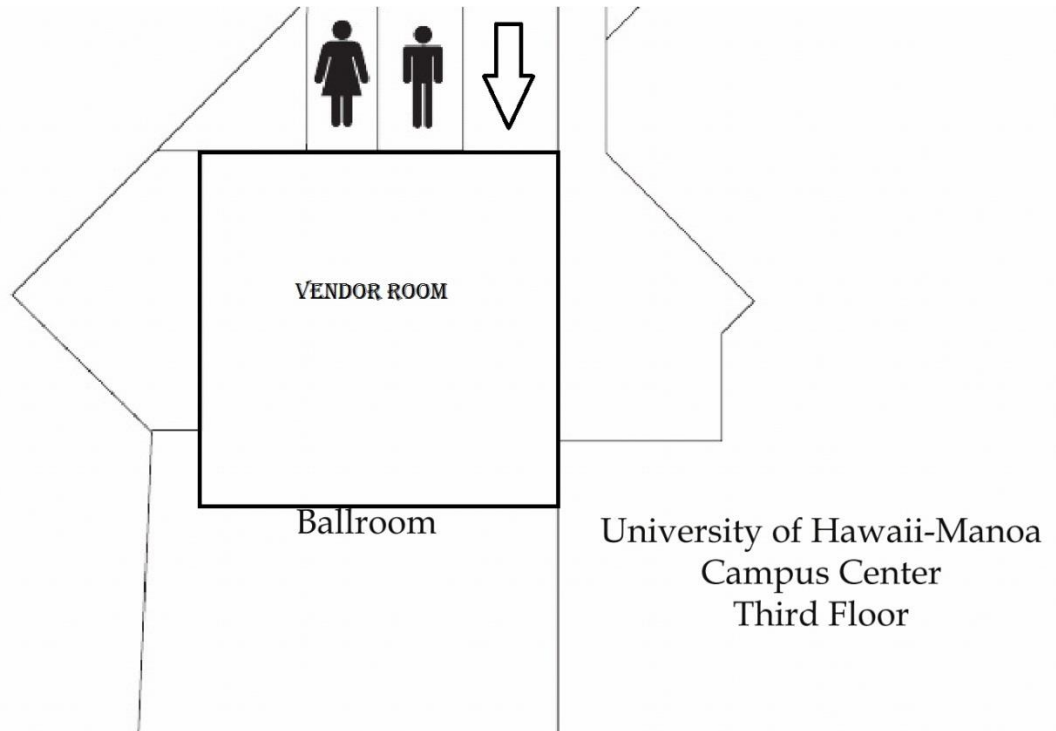


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3rd Floor Meeting rooms: Vendor rooms

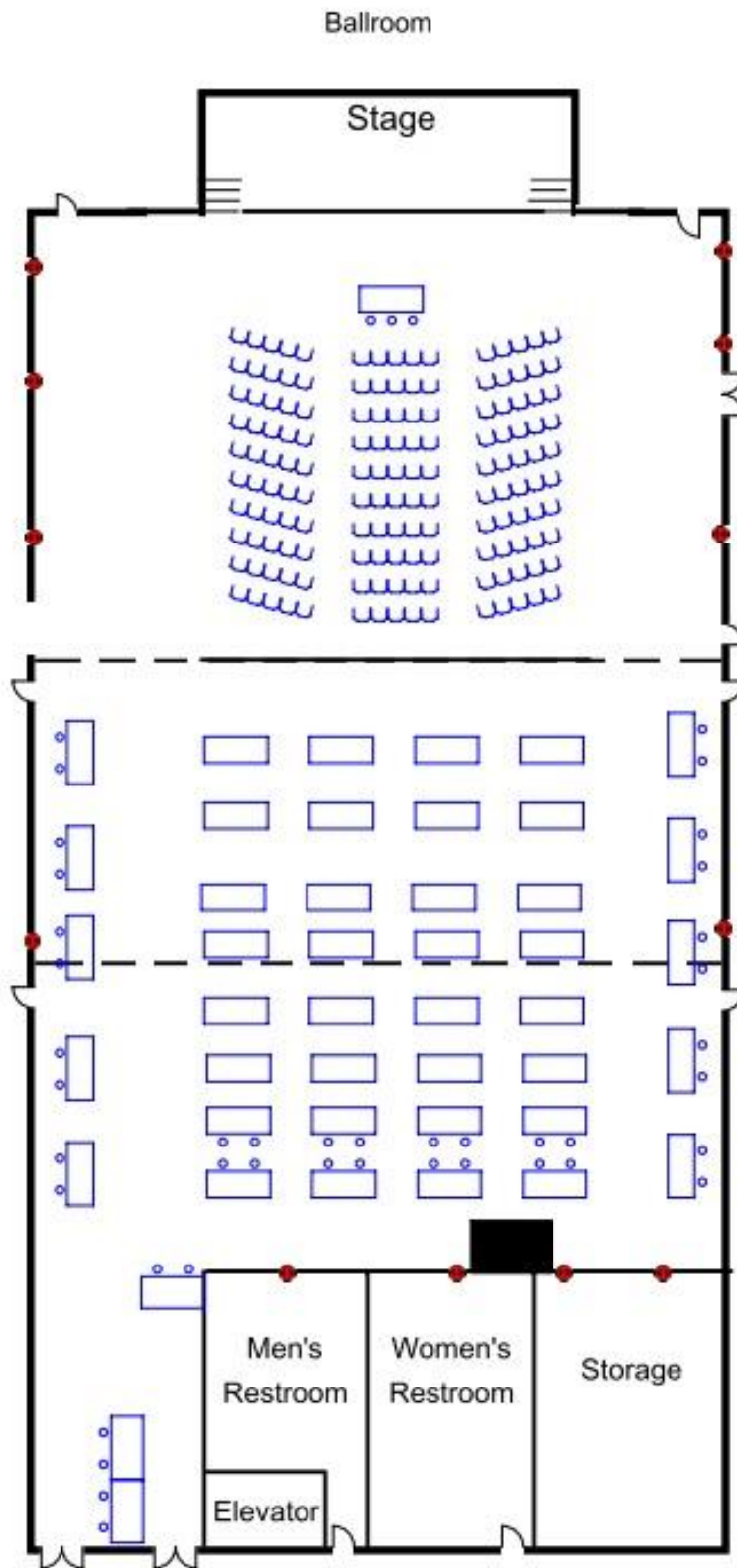


3rd Floor Ballroom – Main events & Vendor room



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3rd Floor Ballroom: Main Events/ Vendor Room



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Vendor Application

Booth Name: _____

Main Contact Name: _____

Main Contact Phone number: (_____) _____ - _____

Email Contact: _____

Federal EIN: _____

State General Excise Tax License #: _____

Additional Requirements (i.e. Extra chairs, Electrical power, 10x10 area space, Extra vendor passes [please indicate amount], etc...):

Applications and payment for vendors must be Completed and Submitted by Jan 16th, 2016. Payment may be in the form of cash, check, or credit card; in person or online. For online payment: scan code



Print Name

Date

If you have any questions, comments or concerns you may contact Gavin Shito at moehawaii808@gmail.com