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|  | **Hawaii Credit Union League 2023 Annual Convention** |  |
|  | **Grand Hyatt Kauai Resort & Spa April 27-29, 2023** |  |
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| **Deadline is:** | **Vendor Application and Agreement** | Date submitted: |
| **January 4, 2023****(Applications received after deadline may be wait listed)** | For payment by check, complete and print the Vendor Application & Agreement and mail with check payable to Hawaii Credit Union League.[Click here](https://www.hcul.org/vendor-opportunities.html) to apply online and pay using a Mastercard or Visa credit card. | Click or tap to enter a date. |
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| **Business Name** *to be printed in publications (Required):* | Click or tap here to enter text. |
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| **Event Coordinator Contact Information (Required)*****Person receiving all communication materials*** |  | **Vendor Directory Contact Information (Required)*****To be published in vendor directory*** ***distributed to attendees*** |

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| Name: | Click or tap here to enter text. |  | Name: | Click or tap here to enter text. |
| Title: | Click or tap here to enter text. |  | Title: | Click or tap here to enter text. |
| Street Address: | Click or tap here to enter text. |  | Street Address: | Click or tap here to enter text. |
| City, State, Zip: | Click or tap here to enter text. |  | City, State, Zip: | Click or tap here to enter text. |
| Contact Phone #: | Click or tap here to enter text. |  | Contact Phone #: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |  | Email Address: | Click or tap here to enter text. |
|  |  |  | Web Address: | Click or tap here to enter text. |

Vendors: Provide a summary of the products/services your organization offers to credit unions:

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| Click or tap here to enter text. |

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| **Exhibit Booth with Advertisement in the Annual Report** |  |
|[ ]  Booth & Full Page Ad | $2,475 |[ ]  Booth & Half Page Ad | $2,225 |[ ]  Booth & Quarter Page Ad | $1,975 |
|[ ]  Post Card Blast (electronic) *Optional* | $100 |  |
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| **Contributing Sponsorships**  |
|[ ]  ***Sold*** Banquet Entertainment | $6,900 |[ ]  Friday Lunch | $3,900 |[ ]  Saturday Lunch | $3,900 |
|[ ]  Friday Ice Cream Break (2) | $2,000 |[ ]  Friday Morning Refreshments (4) | $1,900 |[ ]  Saturday Morning Refreshments (4) | $1,900 |
|[ ]  General Ed Session (2) | $2,500 |[ ]  Concurrent Ed Session (6) | $1,600 |[ ]  *Optional for Educational Sessions Only 400 one-piece marketing flyer for convention bag.* |
|[ ]  Convention Bags (2) | $2,900 |[ ]  Name Badge Inserts | $2,000 |[ ]  Pocket Agenda | $1,900 |
|[ ]  Mobile Event App (4) | $2,500 |[ ]  Wi-Fi (3) | $1,900 |[ ]  *Optional for Mobile App & Wi-Fi Only 400 one-piece marketing flyer for convention bag.* |
|[ ]  ***New*** Welcome Snack (3) | $2,000 | Specify Snack Item - *Requires final approval from HCUL*: Click or tap here to enter text. |
|[ ]  ***Sold*** Golf Tournament | $7,000 |[ ]  ***Sold*** Golf Lunch | $2,500 |[ ]  ***Sold*** Golf Balls | $1,600 |
|[ ]  Golf Towels | $1,600 |[ ]  Golf Related Item | $1,600 | Specify Golf Item - *Requires final approval from HCUL:* Click or tap here to enter text. |
| **Optional for Exhibitors and Contributing Sponsorships** |
|[ ]  Contribute PAC Lucky Drawing Prize. Requires final approval from HCUL Specify item – Click here to enter prize description |[ ]  Provide 400 Convention Bag Giveaways Requires final approval from HCUL Specify Item – Click here to enter prize description. |
|[ ]  Contribute Door Prize: Click here to enter prize description. |
| **Advertisement Only**  |
|[ ]  Full-Page Ad | $1,000 |[ ]  Half-Page Ad | $750 |[ ]  Quarter-Page Ad | $500 |
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| **Business Partners Only:** |[ ]  **$100 Grand Prize Contribution** |
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|  | **Total Amount $** | Click or tap here to enter text. |
| **Payment Information:**Mail this completed application and check payable to:Hawaii Credit Union League1654 S. King StreetHonolulu, HI 96826-2097 | Reservations are on a first-come, first-served basis upon receipt of a completed Vendor Application & Agreement andfull payment online by credit card or check postmarked by January 4, 2023. |
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| **Hawaii Credit Union League (HCUL) reserves the right to unilaterally decline any application. By signing below, I understand and agree to abide by the requirements of HCUL as stated in the Vendor Opportunities Terms and Conditions.** |
| Print Customer’s Name: Click or tap here to enter text. | Customer’s Signature: Click or tap here to enter text. | Date: Click or tap here to enter text. |

**Terms and Conditions**

**EXHIBITOR, SPONSOR, AND MANAGEMENT.** This exhibition is produced by and is the property of Hawaii Credit Union League, hereafter referred to as HCUL. HCUL will provide exhibition management and promotion.

**CONDUCT.** All participating vendors agree to treat all convention attendees with courtesy and not to discriminate against any person for reasons of race, color, creed, national origin, sex, sexual orientation, physical impairment, social, political, or economic condition. HCUL reserves the right to remove any vendor from the respective listing whose personnel discriminates against any persons in any manner. Any misconduct or unprofessionalism reported to HCUL will be addressed and could possibly result in suspension from attending future conventions.

**CONTRACT FOR SPACE.** The application for booth and advertisement space, upon acceptance by HCUL and payment of the full fee, constitutes a contract for space assignment. Any exhibitor failing to occupy space by 5:00 pm on Thursday, April 27, 2023, shall be considered a cancellation and is not relieved of the obligation to pay the full rental price. This contract will not be binding upon HCUL in the event of strikes, acts of God, or other circumstances beyond HCUL’s control. In addition, the exhibitor agrees that its display space is to be used solely for the company whose name appears on the contract and will not sublet or assign any portion of space nor allow individuals representing any other company to be present.

**ASSIGNMENT OF SPACE.** The exhibition area will be located at the Grand Hyatt Kauai Resort & Spa. Exhibitors will be assigned booth locations at the discretion of HCUL. The decision of HCUL with respect to allocation of booth space will be final and binding upon all Exhibitors.

**OFFICIAL EXHIBIT HALL DECORATOR.** ICS Hawaii is the official show decorator. Approximately 60 days prior to the convention ICS Hawaii will email exhibitor kits detailing shipping, drayage, and order forms to all exhibitors. Grand Hyatt Kauai Resort & Spa will not accept any shipments directly to the center. We highly recommend shipments be coordinated through ICS Hawaii to ensure timely delivery.

**BOOTH STAFFING.** Your booth must be staffed during ALL exhibit hall hours. *Failure to meet this requirement will result in being unable to participate the following year.* Organizations must register all staff in advance of the convention to receive a badge that is always required for entrance into the exhibit hall. Two companies cannot exhibit or advertise together. Staff must be at least 18 years old and is limited to a maximum of two persons per booth.

**BOOTH SET-UP AND DISMANTLING.** Exhibitor agrees to comply with the exhibit dates and schedule. Installing or dismantling an exhibit at any other time than scheduled is strictly prohibited.

**VENDOR ORIENTATION MEETING.** Mandatory for all exhibitors and contributing sponsors. We ask that you send at least one representative from your organization to attend one of the two scheduled meetings on Thursday, April 27, 2023.

**LIABILITY AND INSURANCE.** Exhibitor agrees to protect, save, and keep HCUL, Grant Hyatt Kauai Resort & Spa and ICS Hawaii forever harmless from any damages or charges imposed for violations of any law or ordinance, whether occasioned by the negligence of the Exhibitor or those holding under the Exhibitor, as well as to strictly comply with the applicable terms and conditions contained in all agreements between Grand Hyatt Kauai Resort & Spa and HCUL regarding the exhibition premises. Further, Exhibitor shall at all times protect, indemnify, save, and keep harmless HCUL, Grand Hyatt Kauai Resort & Spa and ICS Hawaii against and from any and all loss, cost, damage, liability or expense arising from or out of or by reasons of any accident or other occurrence to anyone, including the Exhibitor, its agents, employees and business entities, which arise from or out of or by reason of said Exhibitor’s occupancy and use of the exhibition premises or part thereof.

HCUL, Grand Hyatt Kauai Resort & Spa, and ICS Hawaii will exercise reasonable care for the protection of Exhibitor’s materials and displays. However, the Exhibitor, on signing this contract, expressly releases HCUL, Grand Hyatt Kauai Resort & Spa, and ICS Hawaii, from, and agrees to indemnify the same against all claims or such loss, damage, or injury. The Exhibitor understands that neither HCUL nor Grand Hyatt Kauai Resort & Spa maintains insurance covering the Exhibitor’s property and it is the sole responsibility of the Exhibitor to obtain such insurance. Exhibitors desiring to carry insurance on their exhibits will place at their own expense.

**INDEMNIFICATION**. Vendors shall hold harmless, and indemnify HCUL against any and all claims, suits, damages, costs and expenses, including attorney’s fees, arising from or in any way relating to (a) vendor's performance under this agreement; (b) any failure by vendors to perform all of the terms and provisions on vendor’s part to be performed; and (c) the acts or omissions of vendor, its employees and agents.

**IMPORTANT DEADLINES.** Vendors agree to comply with all deadlines and requirements.

**CANCELLATIONS.** All cancellations require WRITTEN NOTIFICATION to HCUL according to the following:

* If cancellation is received on or before January 4, 2023, a $250 processing fee is applicable.
* No refunds will be made for cancellations after January 4, 2023.

***HCUL reserves the right to unilaterally decline any application.***