



HUOA VIRTUAL CRAFT FAIR 2020

Sunday, November 15, 2020 - Friday, January 15, 2021



Aloha Crafters,

Thank you for your continued support of our Craft Fairs – Given the unique challenges and restrictions due to the COVID-19 Pandemic, HUOA will host a Virtual Craft Fair to promote crafters through an online directory on its huoa.org website. Time is of the essence, so please respond quickly. Should you have any questions, please call 676-5400 or email craftfair@huoa.org. We hope to hear from you soon.

APPLICATION FORM

The Hawaii United Okinawa Association (HUOA) will be holding its first ever "HUOA Virtual Craft Fair" on its huoa.org website. The Craft Fair is a fund-raising activity to support the Hawaii Okinawa Center, Hawaii United Okinawa Association and their activities. We are extending an invitation to you to participate in this worthwhile event.

The online directory will provide a valuable marketing tool to inform viewers about your products and provide links to your website and/or social media to promote direct sales between you and the customers. HUOA will post the online directory on its website, huoa.org, from November 15, 2020 through January 15, 2021 and promote the online directory to its membership and the community through its various media channels. Priority will be given to crafters who have previously participated in HUOA Craft Fairs; the HUOA Virtual Craft Fair Committee reserves the right to determine the final selection of crafters.

Responsibilities of Individual Crafters:

- Once accepted, provide one (1) photo* and all information requested by HUOA to be included in the online directory, including the name/dba (as listed in the directory), description of craft items available for sale (limited to 150 words), contact information (email and phone number) and link(s) to crafter's website and social media by November 5, 2020. HUOA will provide you with a link to submit all requested information via an online form.
- Once the online directory is published, promptly notify HUOA of any corrections and/or updates to the contact information, website and social media links.
- Once the online directory is published, communicate with customers directly, including but not limited to inquiries, sales transactions, collection of payment, delivery/shipping, and exchanges, returns, and refunds subject to crafter's established policies and/or practices. HUOA will NOT facilitate any sales transactions on behalf of the crafter.

Responsibilities of HUOA:

- Notify crafters of acceptance to participate in the HUOA Virtual Craft Fair via email by October 30, 2020.
- Once photos* and requested information is received, create the online directory to be published on its website, huoa.org; listing order of crafters in online directory will be determined by the Virtual Craft Fair Committee.
- Maintain the online directory from November 15, 2020 through January 15, 2021; upon notification, correct/update contact information for crafter's listing in a timely manner.
- Promote the online directory to its members and the community through various media/channels, including email, Facebook, Instagram, YouTube, KZOO radio and HUOA's Uchinanchu Newsletter; HUOA reserves the right to promote the online directory through additional media/channels as it sees fit.



Please complete the application form below and submit with a check for the online listing. **Applications must be postmarked by October 24, 2020**; no hand carried applications will be accepted. **CHECKS WILL BE DEPOSITED IMMEDIATELY UPON RECEIPT, BUT DOES NOT NECESSARILY MEAN VENDOR HAS BEEN ACCEPTED IN THE CRAFT FAIR. APPLICANT WILL BE CONTACTED BY THE COMMITTEE REGARDING ACCEPTANCE BY OCTOBER 30, 2020.**

HUOA RESERVES THE RIGHT TO EXERCISE FULL DISCRETIONARY POWERS IN AMENDING ANY VIRTUAL CRAFT FAIR PROCEDURES, THE ACCEPTANCE OF INDIVIDUAL CRAFTERS, AND THE REMOVAL OF INDIVIDUAL CRAFTERS FROM THE ONLINE DIRECTORY.

For additional information, please call the HUOA office at 676-5400 or via email, craftfair@huoa.org.

HUOA VIRTUAL CRAFT FAIR VENDOR'S APPLICATION FORM



For office use only	Check #: _____
	Date: _____

Name: _____

Business Name: _____

Phone: _____ Email address: _____

Address: _____
(Street) (City) (Zip)

Describe craft items to be sold: (Please be as specific/descriptive as possible) _____

I am interested in:

[] \$100.00 – online crafter listing, including one (1) photo*, Name/dba of business, description

(limited to 150 words), contact information, and links to crafter's website and social media.

Applications must be postmarked by October 24, 2020

Make check payable to: **HUOA**

Mailing Address: 94-587 Ukee Street, Waipahu, HI 96797

You will be notified via email of your acceptance by October 30, 2020.

Once accepted, you will be asked to provide a photo* and requested information, by November 5, 2020.

**HUOA reserves the right to request additional photos. By providing photo(s), you grant permission to HUOA to use the photo(s) on its website for the online directory, in any publications, new releases, and other communications related to the HUOA Virtual Craft Fair.*