



**COUNTY OF MAUI DEPARTMENT OF PARKS AND RECREATION (DPR)  
GIFT AND CRAFT FAIR LOTTERY  
APPLICATION – FY2018**

Applicants must complete the following application to register for the Fiscal Year 2018 Gift and Craft Fair Lottery to be held at the Parks Conference Room at the War Memorial Gymnasium Complex on Thursday, April 20, 2017 at 9:00 am. Registration to participate in the lottery is subject to DPR’s verification of receipt of a completed application by the deadline indicated below.

**APPLICATION DEADLINE: 4:00 pm, FRIDAY, APRIL 7, 2017**

APPLICANT/ORGANIZATION:		AUTHORIZED AGENT <i>(If applicable):</i>	
E-MAIL ADDRESS:		PHONE NUMBER:	GENERAL EXCISE TAX NUMBER:
<b>Please attach or complete the following documentation during submission of the application:</b>			
<b>ALL APPLICANTS – Individuals, Corporate (for profit or non-profit) or Non-Individual (partnerships, limited liability corporations, associations, etc.)</b>			
<b>Item A</b>	Copy of current general excise tax license for the applicant		
<b>Item B</b>	Resume showing that the applicant or its promoter has had past experience conducting at least one gift and craft fair or similar event, or any other comparable qualifications.		
<b>IF APPLICANT IS CORPORATE or NON-INDIVIDUAL</b>			
<b>Item C</b>	Proof of valid business entity <i>(i.e. Articles of Incorporation, Partnership Agreements, etc.)</i>		
<b>Item D</b>	Certificate of good standing from the State of Hawaii Department of Commerce and Consumer Affairs <i>(Organization must be in good standing on federal, state and local requirements)</i>		
<b>Item E</b>	List of current officers and directors <i>(including addresses and phone numbers)</i>		
<b>Item F</b>	Provide notarized verification of an Authorized Agent <i>(Notarized letter indicating that said agent is authorized to act and sign on behalf of the organization/applicant. Letter must be signed by an officer of the organization)</i>		
<b>IF APPLICANT IS A NON-PROFIT</b>			
<b>Item G</b>	Evidence of Non-Profit status <i>[IRS 501(c)(3) Determination Letter]</i>		

Completed applications, including the required attachments listed above, must be received by **4:00 pm on Friday, April 7, 2017**. Applications may be submitted in person Monday - Friday at the DPR Permit Office between the hours of 8:00 am – 4:00 pm or through email at [DPRPermits@co.maui.hi.us](mailto:DPRPermits@co.maui.hi.us).

DPR Permit Office: 700 Hali’a Nakoia Street  
Wailuku, HI 96793  
(War Memorial Complex)

Incomplete applications or applications submitted after the deadline will not be accepted or registered to participate in the lottery.

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)