



Vendor FAQ

1. What is the best route for getting to Seattle Center?

The most traditional routes are outlined in the document called "Driving Directions." The "Driving Directions" are found [here](#). The document also includes parking options and bus routes to the Seattle Center.

2. How do Vendors get onto the Seattle Center Grounds to load-in?

All Vendors must access the Seattle Center grounds at the corner of **2nd & Thomas (Gate 2)** on the Seattle Center campus. A map is available [here](#).

3. How do Vendors check-in and what time can Vendors begin setting up?

All Vendors must check-in with the Live Aloha volunteers stationed at the corner of 2nd & Thomas Streets. Food Trucks and Food Vendors will begin load-in at 7:30 a.m. Product Vendors begin load-in at 8:15 a.m. There is no early entry or set up! Volunteers will be onsite to direct and assist Vendors to their booth space and where to park to unload.

Please be considerate of load-in times and note that a limited number of vehicles are allowed on to the grounds to load-in at any one time so there may be a waiting period. We will do our best to get everyone on the campus to load-in and setup as quickly as possible.

4. How will the booths be set-up?

The indoor Armory booths are 10'x10' and decorated with pipe and drape. Each booth will be set up before Vendor load-in and each 10'x10' booth will include two 8-foot tables and two chairs. Do not affix any tape to painted surfaces or staple into the tables or drape.

Outdoor tents are 10'x10' will also be set up before Vendor load-in and each 10'x10' booth will include two 8-foot tables and two chairs. Fisher Plaza outdoor booths will be set up in groups of four with public exposure on two sides. The Mural Plaza booths are set up singularly along the backside of the Mural grass area.

Vendors must keep all merchandise within their booth/tent space. Vendor agrees to reimburse Seattle Center or the Live Aloha Hawaiian Cultural Festival for any loss or damage occurring to the facility and its contents.

Vendors are solely responsible for the security of their valuables and products. Theft and loss are the sole responsibility of the Vendor and it is suggested Vendors obtain appropriate insurance coverage. Seattle Center security will be patrolling the campus during the Festival.

5. Are Vendors responsible for/can we help set up pipe, drape, tables and tents?

No. Seattle Center is a Union House and all set-up/strike must be done by the Live Aloha Hawaiian Cultural Festival event coordinator and Seattle Center crews. Vendors are only responsible for setting up their displays, table coverings and items to sell. No personal tents are permitted.

6. Is there WiFi available?

Yes. Free Wifi available in the Seattle Center Armory and in several hot spots on the Seattle Center grounds. Look for the City of Seattle Guest or Seattle Center Wifi and follow the sign-in instructions.

7. Who is my Live Aloha contact person on the day-of the Festival?

Live Aloha committee members: Lorna Deryck, Robin Bentley, Candace Nagao, Shelby Cook, Cyndi Aiona Kahaialii and Kalani Kahaialii will be available on the day-of the Festival to provide assistance. All committee members will be wearing this year's Live Aloha Festival T-shirt in WHITE. If you are unable to find a committee member, please go to the inside Armory information booth or contact Festival producer, Cyndi at 425-343-4441.

8. What if I requested electricity/power?

If Vendor ordered electricity/power during the application process, Mike Prebezac, the Live Aloha event vendor, will have electricity/power supplied to your booth before load-in. Vendors who ordered electricity/power are required to bring their own power cords and power strips. No power cords or power strips will be available to borrow. For safety purposes, please bring tape or carpet to avoid tripping hazards.

9. Who do I contact if I need more electricity/power?

Please contact Mike Prebezac at 425-673-6379. Electricity/power ordered on the day of the Festival may be charged at a higher rate. Vendor must pay for the electricity/power with the Commission Fee.

10. What is the 15% Vendor Commission Fee and when will it be collected?

The City of Seattle/Seattle Center requires that a fee of 15% of daily net sales be collected from each participating Vendor. An envelope with instructions on how to calculate the 15% fee will be provided by a Live Aloha volunteer during load-in. Please assign one adult representative to count total sales and fill out the Vendor Commission Fee Form. A Live Aloha Vendor representative will collect the Vendor Commission Fee at the close of the Festival. All fees are due to the Live Aloha Representative no later than 8:00 p.m. on September 10, 2023 and **MUST BE PAID IN CASH OR BY CHECK made payable to LIVE ALOHA HAWAIIAN CULTURAL FESTIVAL.** Vendors will not be allowed to load out until the 15% Vendor Commission Fees is collected.

11. How do Vendors load out?

Load out will begin no earlier than 7:15 p.m. According to the Vendor contract, all Vendors must remain open for business until 7:00 p.m., the closing of the Festival. Vendors must load out no later than 9:00 p.m.

12. Where is water sold?

Water may be purchased at the inside the Armory and Fisher Plaza information booths. 100% of the water sales will go directly to support next year's Live Aloha Festival.

13. Where can people buy t-shirts?

T-shirts are sold inside at the Armory information Booth, and for a limited time, 2023 apparel may be ordered from the Live Aloha [website](#) from September 10 – September 24.

14. Where can people donate for Maui?

There will be donation boxes specifically for those impacted by the devastating Maui wildfires at the Mural and Armory stages. Only accepting cash and gift cards. Suggested gift cards: Shell, Safeway, Costco, Whole Foods, Texaco, and Walmart.

15. If we lose something, where is the Lost and Found?

Seattle Center's Lost and Found is located at the Customer Service Office on the 2nd Floor of the Armory, right next to the Armory Stage. Please keep belongings well-organized to ensure they aren't left behind.