



LET'S **kōkua** TOGETHER

Aloha,

Queen Ka'ahumanu Center invites all 501c3 non profit organizations an opportunity to educate and fundraise at the Center as part of the new "Let's Kōkua Together" program. The selection process is based on quality, professionalism, and compliance with all of Queen Ka'ahumanu Center guidelines and deadlines.

The first option is **Kōkua Corner** which is located at the base of the escalators, next to the QKC Guest Service Desk. Every Friday night of the year between 5:00pm and 10:00pm, non profit organizations may sell prepackaged products (food or otherwise) and/or hand made items. An educational display and general information is also encouraged. QKC will provide 2 tables and 4 chairs, and banners are permitted on the table front. The Kōkua Corner is limited to 1 organization per Friday evening. The following includes application and general information.

The second option is our **Kōkua Kiosk**. Based on availability, the Kōkua Kiosks are located in various locations throughout the Center offering high visibility. Non profit organizations are asked to create visually appealing, quality displays to educate the community on their service. These displays are opened and closed by QKC, and the non profit organization must monitor and maintain its visual appeal. If you are interested in a kiosk, please contact us directly before filling out an application.

The following outlines the **Kōkua Corner** application process:

1. Complete and sign the attached application and return by mail, fax, or e-mail to the contact information below. Applications must be submitted no later than six (6) weeks prior to your desired fundraising event date. Note: Submitting this application does not confirm your request.
2. Non-profit 501c3 organizations in good standing may only apply.
3. After reviewing your application Queen Ka'ahumanu Center management will contact you regarding the status of your approval. If your fundraising event is approved a license agreement will be generated which will then need to be signed by a representative of your group. You will also be required to acquire liability insurance as defined in the Liability Insurance Addendum attached. Your license agreement and proof of insurance needs to be submitted no later than (3) weeks prior to your event date.

We will make every effort to ensure your event runs as smoothly as possible. Please help us achieve this by complying with the requirements and deadlines stated above. Should you be unable to comply we will not be able to proceed with your event.

We look forward to welcoming you to QKC for your fundraising event.

Mahalo,

Toni Rojas, CMP
Marketing Director
e: trojas@qkcmanagement.com

Marina Satoafaiga
Digital Marketing & Events Coordinator
p: 808-856-8105
e: msatoafaiga@qkcmanagement.com



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Applications must be submitted no later than six (6) weeks prior to the desired event date. Applicants, or persons signing on behalf of an applicant, must be at least 21 years of age. **Submitting this application does not confirm the request. Applicants will be required to sign a license agreement once the application has been approved, as well as providing proof of insurance.**

APPLICANT INFORMATION

Non-Profit
Organization Name: _____

First Name: _____ Last Name: _____

Street Address:
(PLEASE NO PO BOXES) _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Mobile: _____

Email: _____ SSN/FEIN: _____
(REQUIRED TO PROCESS APPLICATION)

FUNDRAISING EVENT INFORMATION

Event Name: _____

Date Requested: _____ Event Time: 5:00pm – 9:00pm OR 6:00pm – 9:00pm

Purpose of Fundraiser: _____

Location: Kokua Corner

No. of Participants: _____

No. of Tables: 2 No. of Chairs: 4

Please note there is no power
in this location.

THE UNDERSIGNED HEREBY WARRANTS THAT THE INFORMATION SET FORTH IS TRUE AND CORRECT AND AGREES TO NOTIFY QUEEN KA'AHUMANU CENTER OF ANY CHANGES.

Applicant's Signature: _____ Date: _____



INSURANCE REQUIREMENTS

Before commencing operation, Lessee shall procure and maintain, at its expense, commercial general liability insurance and shall furnish to Lessor certificates of insurance naming Lessor and Lessor's agent as additional named insured thereunder and indicating that the following coverage is in full force and effect and that no such insurance may be cancelled without at least ten (10) days written notice to Lessor. Lessee shall also procure and maintain, at its expense, and furnish Lessor a certificate of worker's compensation insurance, as required by the laws of the state of Hawai'i.

The Certificate of Insurance provided should be completed as follows:

- Certificate Holder: QKC Maui Owner, LLC
 RE: Queen Ka'ahumanu Center
 275 W. Ka'ahumanu Ave., #1200
 Kahului, HI 96732
- Additional Insureds:
1. QKC Maui Owner, LLC (DE)
 2. QKC Maui MZB, LLC
 3. QKC Maui Manager, LLC (DE)
 4. Queen Ka'ahumanu Center, LLC (NV)
 5. Pacific Retail Capital Partners

You must keep the following insurance in force with companies licensed to do business in the state or commonwealth where the Shopping Center is located, during the Event Period and such other times as Licensee occupies the Event Location:

- i. Commercial General Liability Insurance on the Event Location and the business operated in or from the Event Location, including coverage against assumed or contractual liability under this Agreement, with minimum limits for bodily injury, property damage or personal and advertising injury of \$1,000,000 per occurrence and \$2,000,000 general aggregate, except for the Events set forth below, which require such insurance as follows:

Type of Event	Commercial General Liability Occurrence/Aggregate Requirement
Dance	\$1MM/\$3MM
Petting Zoo	\$1MM/\$3MM
Vehicle Display Event	\$1MM/\$3MM
Vehicle Driven Event	\$2MM/\$5MM
Concert (Professional/Not Community Event)	\$5MM/\$5MM
Carnival	\$5MM/\$5MM
Circus	\$5MM/\$5MM
Dunk Tank	\$5MM/\$5MM
Rock Climbing	\$5MM/\$5MM
Martial Arts or Other Sporting Event	\$5MM/\$5MM
Firearms or Weapons Show	\$5MM/\$5MM
Anything Involving the Preparation of Food and/or Beverage On-Site	\$5MM/\$5MM
All Other High Risk Events	\$5MM/\$5MM

- ii. Workers Compensation Insurance in statutory limits for all employees and Employers Liability Insurance which affords limits of not less than \$1,000,000 each coverage and policy limit;
- iii. "All Risk" property insurance, covering all of Licensee's inventory, trade fixtures, furniture, furnishings, and equipment not affixed to the Event Location, and covering all of the improvements installed in the Event Location by or for the Licensee in an amount equal to the greater of \$500,000, without co-insurance, or the full replacement cost value of all such equipment, furniture and trade fixtures; and
- iv. If you are serving alcohol at the Event, liquor liability insurance, including coverage for bodily injury or property damage with minimum limits of \$2,000,000 per occurrence and \$5,000,000 general aggregate



All Contractors must keep the following insurance in force with companies licensed to do business in the state or commonwealth where the Shopping Center is located, during the Event Period and such other times as the Contractor occupies the Shopping Center:

- i. Workers Compensation Insurance in statutory limits for all employees and Employers Liability Insurance which affords limits of not less than \$1,000,000 each coverage and policy limit;
- ii. Employer's Liability - minimum of \$500,000 each accident; \$500,000 disease, policy limit; \$500,000 disease, per employee;
- iii. Commercial General Liability (naming Owner and Manager as additional insureds) - \$1,000,000 per occurrence Combined Single Limit; \$2,000,000 aggregate (i.e., such insurance shall include contractual liability, personal injury protection and completed operations coverage);
- iv. Auto Liability (if deemed appropriate by Manager) - \$1,000,000 minimum;
- v. Property Insurance coverage for tools and equipment brought onto and/or used on the Property by the contractor - an amount equal to the replacement costs of all such tools and equipment; and
- vi. For any Contractors that are providing armed security services for the Event, Commercial General Liability (naming Owner and Manager as additional insureds) which affords limits of not less \$2,000,000 per occurrence Combined Single Limit; \$5,000,000 aggregate (i.e., such insurance shall include contractual liability, personal injury protection and completed operations coverage, and be primary and non-contributory to coverage carried by Owner and its managing agent);

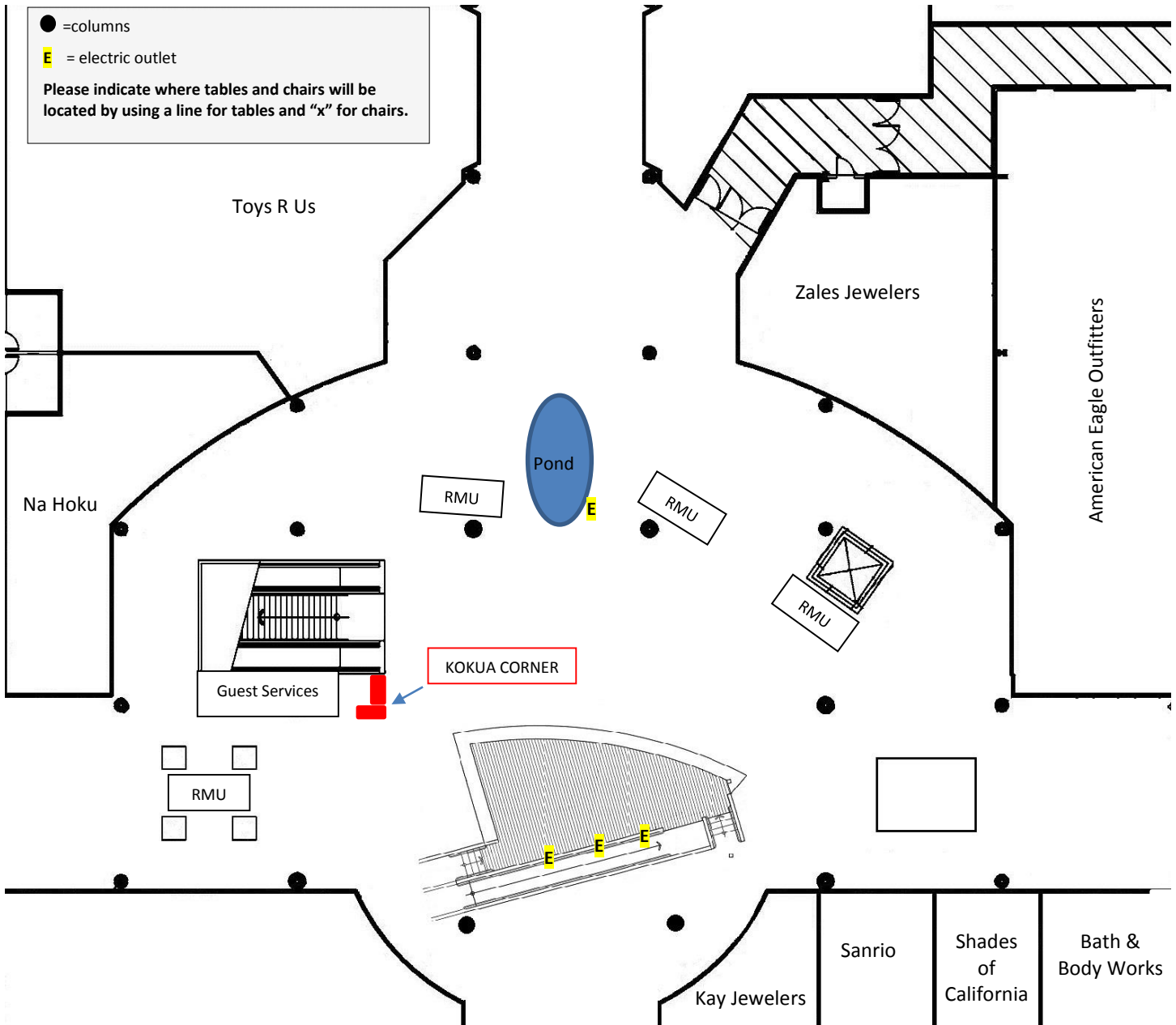
You shall deliver to us certificates of the insurance required by this Exhibit B. The insurance company or companies providing the insurance required hereunder must have a Best Rating of A -VIII or better. You hereby waive all subrogation rights of Your insurance carrier in favor of Licensor and its partners, beneficiaries, trustees, officers, employees and agents with respect to the property damage and rental loss insurance required to be carried hereunder. If you breach Your obligation to obtain and keep in effect any insurance required by this paragraph, You shall indemnify and hold Licensor harmless against any loss that would have been covered by such insurance.

The certificates required by this Exhibit B will provide either that (i) "Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail thirty (30) days' written notice to the Certificate Holder"; or (ii) "Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions." Your Commercial General Liability Insurance policies shall name Licensor and its management agent (and any other person or entity as may be requested by Licensor in writing) as additional insureds, as their respective interests may appear, and will be primary, non-contributory and not in excess of any other coverage maintained by Licensor or any other party.

Please mail original certificate to: Queen Ka'ahumanu Center
Attn: Management Office
275 W. Ka'ahumanu Ave., #1200
Kahului, HI 96732

THE UNDERSIGNED HEREBY AGREES TO PROCURE THIS INSURANCE REQUESTED BY QUEEN KA'AHUMANU CENTER.


**QUEEN
KA'AHUMANU
CENTER**



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- Kokua Corner is located at the base of the escalators, next to the QKC Guest Service Desk.
- QKC will provide 2-6'x30" tables with dark green floor length QKC logo linens & 4 chairs, 30 minutes prior to start time. No power access.
- Organization to provide own signage, product, cash & credit card processing (strongly recommended), office supplies, additional chairs (no more than 2) and staffing.
- Pre-sales are highly recommended.
- Your banner may be attached to the table front with tape only (no tacks, nails, staples, screws etc).
- No early load in or load out permitted.
- QKC does not take responsibility for any lost, stolen, damaged product or payments.
- As a courtesy to other non-profit organizations interested in signing up for Kokua Corner, a no-show will place you on our not permitted list.