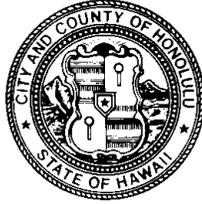


DEPARTMENT OF PARKS & RECREATION
CITY AND COUNTY OF HONOLULU

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KIRK CALDWELL
MAYOR



MICHELE K. NEKOTA
DIRECTOR

JEANNE C. ISHIKAWA
DEPUTY DIRECTOR

89th LEI DAY CELEBRATION
LEI LIPINE
(Yarn, Ribbon and Fabric lei)
NON-TRADITIONAL LEI CONTEST

LEI CONTEST RULES

Sponsored by the Department of Parks and Recreation
Sunday, May 1, 2016 – Queen Kapi‘olani Park

RULES

1. Any individual or group may enter an unlimited number of lei. Each lei shall be entered only once.
2. All ages welcomed.
3. Each lei must be accompanied by a completed official entry form, submitted to the Lei Receiving committee at **Makiki District Park Auditorium (1527 Ke‘eaumoku Street), on April 16, 2016, Saturday, from 9:00 a.m. to 10:30 a.m. Lei submitted after the 10:30 a.m. deadline will not be accepted. No lei lipine will be accepted on May 1, 2016.**
4. Lei Lipine judging will take place on May 1, 2016 at Queen Kapi‘olani Park.
5. Full-time employees of the Department of Parks and Recreation of the City and County of Honolulu PMRS division are not eligible to enter this contest.
6. **All lei entered in this contest will be returned. All lei must be picked up from the lei display with accompanying receipt between 5:30 to 6:00 p.m., on May 1, 2016. If you are unable to pick-up your lei at that time, please call Joann Beall at (808) 395-3407 after May 1 to make arrangements for a later pick-up date/time. If lei are not claimed by Monday, May 16, 2016, remaining lei will become the property of the Department of Parks and Recreation for disposal.**

7. The Department of Parks and Recreation reserves the right to:
 - a. disqualify any lei that does not comply with the contest rules or division specifications.
 - b. disqualify any lei submitted in which the contestant does not meet the eligibility requirements.These disqualified lei will not be displayed.

8. All decisions made by the Department of Parks and Recreation are final.

9. **Each lei maker will be limited to entering no more than two (2) lei of the identical style, regardless of color.**

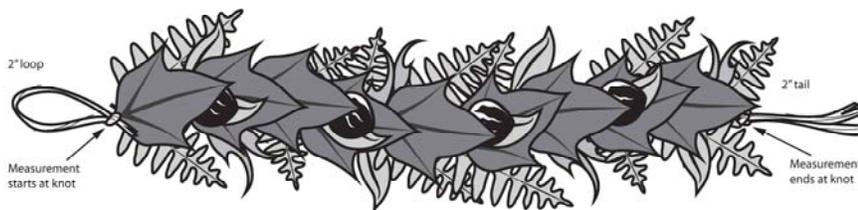
10. All lei must be wearable.

11. All lei shall be made primarily using yarn, ribbon or fabric.

12. All lei must have a 2 inch (5.1cm) loop (for hanging) at the top; with a 2 inch (5.1cm) tail at the bottom end (this identifies the top and bottom of the lei). Lei need to be left untied.

13. The measurement of the lei shall be a minimum **30 inches** (76.2cm) and maximum **36 inches** (91.4cm) long - does not include 2 inch (5.1cm) loop and 2 inch (5.1cm) tail.

Measurement will be taken from the knot of the 2-inch loop to the knot at the end of the lei. See illustration below.



14. **AWARDING OF PRIZES** – Contestants need not be present to win. Winners will receive their awards through the mail, **no earlier than May 31, 2016**. To receive an award, all winners irrespective of award amount, age or citizenship must have a Taxpayer Identification Number and submit a form W-9 or W-8BEN to the City no later than **May 20, 2016**. **Should you not complete this process by May 20, 2016, we will assume that you have decided to waive and forfeit any and all rights or claims to receive the prize monies.** If you are in the process of obtaining an ITIN (discussed below) and cannot meet the May 20, 2016 deadline, please contact Barbara Lowe at (808) 373-8013 **before** May 20, 2016 or your prize will be considered forfeited.

To obtain a Taxpayer Identification Number, you must do the following:

- You must have a Social Security Number (SSN) or an Individual Taxpayer Identification Number (ITIN) in order to obtain a Taxpayer Identification Number.

- **SSN** – To obtain a SSN, complete and submit an Application for Social Security Card to the Honolulu Social Security Office, 300 Ala Moana Boulevard, Suite 1114, Honolulu, Hawaii 96850, phone 772-1213. It will take approximately ten business days to obtain a social security card.
- **ITIN** - Persons, who are not eligible for a SSN, must obtain an ITIN. An ITIN is a nine-digit number issued by the U.S. Internal Revenue Service (IRS) to persons who are required for U.S. tax purposes to have a U.S. taxpayer identification number, but who do not have and are not eligible to get a SSN.
 - To obtain an ITIN, the person must complete and submit a W-7 IRS form (Individual Tax Identification Number Application) to the Internal Revenue Service (IRS). Please note that it takes four (4) to six (6) weeks to receive an ITIN, **so please plan accordingly and do this early**. Upon receipt of the ITIN, please complete and submit your W-8BEN.
- After obtaining an SSN or ITIN, the person must complete and submit the following:
 - W-9 form (Request for Taxpayer Identification Number and Certification);
OR
 - W-8BEN form (Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding) if the person is a foreign alien (non-US person);
- Submit the completed W-9 or W-8BEN to the City's Budget and Fiscal Services Purchasing Division by fax to: FAX – (808) 768-3299 ATTN: Vendor Control; or by email to: bfspurchasing@honolulu.gov. **This must be done by May 20, 2016. DO NOT SUBMIT THE COMPLETED W-9 OR W-8BEN FORM TO THE DEPARTMENT OF PARKS AND RECREATION.**

Awards:

PLACEMENT	AWARD	RIBBON
First Place	\$100	Blue
Second Place	\$80	Red
Third Place	\$60	White
Fourth Place	\$50	Green
Fifth Place	\$40	Yellow

13. All lei will be on display to the public on May 1, 2016, from 1:00 p.m., to 5:30 p.m., at the Queen Kapi'olani Park (between the bandstand and Waikīkī Shell).
14. For more information about the contest, please contact Ms. Barbara Lowe of the Department of Parks and Recreation at (808) 373-8013.



The Department of Parks and Recreation, City and County of Honolulu, is committed to making all of its programs and leisure services accessible to everyone, including persons with disabilities. If you have a need for reasonable modifications

and/or English/Sign Language interpreter service, please call the Therapeutic Recreation Unit at (808) 768-3027 V/T by April 8, 2016.

Materials Used: (please check)

- acetate ribbon
- dyna stain ribbon
- eyebrow yarn
- eyelash yarn
- feather yarn
- fizz yarn
- fuzzy yarn
- grosgrain
- iridescent ribbon
- organza ribbon
- picot ribbon
- polyester ribbon
- rattail
- ric rac
- satin ribbon
- yarn loop
- weavon ribbon

Others (Please print or type legibly) :