

Hawaii Bridal Expo –
January 2018
Neal Blaisdell Center
Exhibition Hall
January 12 – 14, 2018



Exhibitor Service Order Forms

Event Name: Hawaii Bridal Expo – January 2018
Venue: The Neal Blaisdell Center – Exhibition Hall
Show Dates: January 12 – 14, 2018
Advance Price Deadline Date: Friday, January 5, 2018



◆ 1050 Bishop Street, Suite 368 ◆ Honolulu, HI 96813 ◆ 808.620.2162 ◆ debbie@hawaiiexpo.com

Dear *Hawaii Bridal Expo – January 2018* Exhibitor:

We are pleased Show Management has selected Hawaii Expo, Inc. as the Official Service Contractor. Our goal is to make your exhibit a success.

Included are the Service Order Forms for additional services you may need for your booth, as well as important information. Please review, complete, and submit forms as early as possible to take advantage of the Advance Discount Prices.

Please do not hesitate to contact us with any questions, concerns, or problems.

Cell: 808.620.2162

Email: debbie@hawaiiexpo.com

We look forward to assisting you.

Aloha,

Hawaii Expo, Inc.

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LOCATION

Exhibits will be set up in the **Neal Blaisdell Center – Exhibition Hall**.

EXHIBITOR MOVE IN

Friday, January 12, 2018 @ 8:00 am – 5:00 pm

Should you require additional set-up time, please check with Show Management.

EXHIBIT HOURS

The exhibits officially open at **Friday, January 12, 2018 @ 6:00 pm**

Exhibitors **MUST BE CLEARED** by **8:00 pm** on **Sunday, January 14, 2018**. All freight must be picked up by this time.

PROVIDED BOOTH EQUIPMENT

10' x 10' booth will include 8' high backwall – **White**.

Provided booth package will include:

- ✓ (1) 7" x 44" ID sign

CARPET

Please note:

The aisles only will be carpeted (in specific areas only). Aisle carpet color: **Red**.

Exhibitors **MUST** carpet their booth at their own expense. Booth carpet is exhibitor provided or order through Hawaii Expo, Inc.

TELECOMMUNICATIONS

Orders for this service is available, **Call The Neal Blaisdell Center** directly.

EXHIBITOR PARKING

Is the sole responsibility of the exhibitor. Please contact **The Neal Blaisdell Center** for more information.

SHIPPING ADDRESSES:

Advance Shipments

Hawaii Expo, Inc.
866 Iwilei Road, Suite 210
Honolulu, HI 96817

Shipments should arrive on or before
Friday, January 5, 2018 by 3:00 pm

Direct Shipments

The Neal Blaisdell Center
777 Ward Avenue
Honolulu, HI 96814

Shipments will be accepted beginning
Friday, January 12, 2018 @ 8:00

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IMPORTANT DATES: (Be sure to check your order forms for additional dates and times.)

Friday	1/5/18	Advance Order Discount Pricing deadline
Monday	12/18/17	Advance freight warehouse opens
Friday	1/5/18	Last day for advance freight warehouse to arrive without surcharges.
Friday	1/12/18	Direct shipments can arrive at show site after 8:00 am
Friday	1/12/18	Last day for direct shipments to arrive at show site before 4:00 pm.
Friday	1/12/18	Exhibitor set-up day - 8:00 am - 5:00 pm
Friday	1/12/18	Exhibit show hours - 6:00 pm – 10:00 pm
Saturday	1/13/18	Exhibit show hours - 10:00 am – 4:00 pm
Sunday	1/14/18	Exhibit show hours - 10:00 am – 4:00 pm
Sunday	1/14/18	Exhibitor move-out - 4:00 pm – 8:00 pm
Sunday	1/14/18	Carriers (Truckers) must be checked in by 3:00 pm
Sunday	1/14/18	All exhibitor materials must be removed by 10:00 pm. If your freight remains on the exhibit floor after midnight, it will ship via carrier of Hawaii Expo, Inc. choice at exhibitor's expense. If you require additional assistance, please visit the Hawaii Expo, Inc. Service Desk.

MATERIAL HANDLING

Materials shipped in ADVANCE should be sent directly to **Hawaii Expo, 866 Iwilei Road, Suite 210, Honolulu, HI 96817**. Freight will be received from carriers up to 30 days prior to exhibitor move-in at the specified material handling rate. Freight received before the 30 days grace period will be charged storage in addition to the material handling rate.

- ✓ Plan to have your exhibit materials arrive in our warehouse no later than **Friday, January 5, 2018**.
- ✓ All shipments received after this date will be subject a 25% late fee.
- ✓ Shipments that arrive at the warehouse after **Wednesday, January 10, 2018**, cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.
- ✓ To avoid delay in delivery of your exhibit materials, address all labels as follows:

Exhibitor Company/Name
Booth Number: _____
C/O Hawaii Expo, Inc.
866 Iwilei Road, Suite 210
Honolulu, HI 96817

DO NOT SHIP FREIGHT DIRECT TO **THE NEAL BLAISDELL CENTER – EXHIBITON HALL** PRIOR TO MOVE-IN **FRIDAY, JANUARY 12, 2018** AS THERE IS NO ON-SITE RECEIVING SERVICE. FREIGHT SHIPPED PRIOR TO THIS DATE MAY BE REFUSED BY THE FACILITY, AND COULD BE CHARGED A REDIRECT FEE BY YOUR FREIGHT CARRIER.

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Payment Information

The Order Recap/Payment & Credit Card Form MUST be sent with any orders.

- ✓ To qualify for the Advance Prices, full payment must accompany your orders and must be received on or before **Friday, January 5, 2018**.
- ✓ Purchase orders do NOT qualify for Advance Prices.
- ✓ Check, Visa, MasterCard, American Express, and cash are welcomed methods of payment.
- ✓ Faxed orders are okay if accompanied by valid credit card information
- ✓ We are not responsible for mail delays.

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DEADLINE CHECKLIST

- **December 18, 2017** Advance Freight Warehouse Opens
- **January 5, 2018** Advance Order Price Deadline
- **January 5, 2018** Advance Freight Warehouse Deadline
- **January 12, 2018** Show Site Delivery Opens, **after 8:00 am**
Exhibitor Move-In, **8:00 am**
- **January 14, 2018** Exhibitor Dismantle, **4:00 pm**
- **January 14, 2018** Redirect Unclaimed Freight to Alternative Carrier, **8:00 pm**

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IT PAYS TO READ THE MANUAL!

Why?

- ✓ You will save money,
- ✓ You will get what you need when you need it.
- ✓ Your show experience will be productive.
- ✓ You will reach your show objectives.

If you don't take the time to read the manual now:

- ✓ You may encounter high costs.
- ✓ You may not be able to obtain the services and supplies you will need.
- ✓ You may encounter frustrating delays and inconvenience.

Life is complicated enough!

It takes less time than (1) one hour to read the Exhibitor Service Manual. Take an hour today to read it. Pay particular attention to dates and deadlines. For those services and supplies that do not have printed deadlines, the sooner you place your order, the better your chances of getting exactly what you want.

Share this important information.

Because the Exhibitor Service Manual contains important information regarding your exhibit, everyone who will be involved in making your show experience a success should take the time to read this Manual.

Questions?

We at Hawaii Expo, Inc. are committed to your success. Please contact our office if you have any questions about any of the information that is contained in this Exhibitor Service Manual.

Material Handling

Material handling can be a challenging part of your participation in an exposition. With an understanding of the process and some preplanning, it can be easy.

Material handling is the process of receiving your show materials, either at the warehouse in advance of the show or at the show site during move-in, delivering to your booth, removing empty containers for storage during the show, delivering materials back to the dock, and loading for outbound shipping. Charges are determined by weight and ease of handling.

- ✓ Check the service manual for deadline dates. Do not pay unnecessary late charges by missing deadlines.
- ✓ Always obtain a signed Bill of Lading from your carrier and bring it to show site. Also, send a copy to us. Bills of Lading are critical if you need to trace missing freight.
- ✓ Check with us to make sure your materials have arrived. The sooner you know there is a problem, the easier it is to solve.
- ✓ Save money by consolidating your shipments. There is a minimum charge of 200 lbs. for each individual shipment.

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- ✓ Make sure containers, boxes, etc. ARE empty before applying the EMPTY sticker. It is expensive and sometimes impossible to retrieve an empty container/box once it has been removed from your booth.
- ✓ When you are repacked and ready to ship, fill out an Outbound Bill of Lading and leave it with us. Never leave it in the booth with your freight. Take a copy of the Bill of Lading with you.
- ✓ Your exhibit materials should be insured from the time it leaves your facility until it returns. Check with your insurance carrier about adding a rider to your existing policy.

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TERMS & CONDITIONS

A. Ordering Services and Equipment:

1. **Order Forms:** Official order forms are provided for all standard equipment and services. Faxed or emailed orders will be accepted if accompanied by valid credit card information.
2. **Payment Policy:** All mail orders must include full payment in U.S. funds by cash, check, money order, or major credit card. Any outstanding accounts must be settled prior to the closing of show and prior to the release of any outbound freight. Orders received without full payment will not be processed.
3. **Advance Order Price:** To take advantage of Advance Order Prices, you must use the order forms provided and include full payment with your order to have been received in our office by January 5, 2018.
4. **Floor Prices:** A floor order is any order received after January 5, 2018. Floor prices are 30% greater (or more) than Advance Order Prices and will prevail for these orders.
5. **Cancelled Orders:** A full refund will be made on orders cancelled in writing at least (10) ten working days prior to show move-in. Cancellations received with less notice, but prior to actual installation, will be refunded or credited 50% of the original order. Cancellations received after ordered equipment has been delivered to the booth will receive no credit or refund. All refunds or credits will be made at the close of show upon reconciliation.
6. **Custom Orders:** Please contact Hawaii Expo, Inc. for any equipment or services not indicated on the forms provided. It is probable we can direct to you the source for your needs. As EDPA members we can assist you with custom exhibit designs, specialty props, décor, and other special equipment.
7. **Exhibitor Service Desk:** Hawaii Expo, Inc. maintains an Exhibitor Service Desk at show site where you may secure last minute equipment and services. All orders placed at the Exhibitor Service Desk will be considered floor orders and assessed the Floor Order rate. Rates in effect at the time of the show will prevail on all orders placed at the Exhibit Service Desk regardless of prices shown on order forms circulated in advance. Payment at the Exhibit Service Desk may be made by cash, check, Visa, MasterCard, or American Express.
8. **Third Party Billing:** You are ultimately responsible for Hawaii Expo, Inc. charges. If an outside display firm or other party is to handle your exhibit decoration, they must comply with Hawaii Expo, Inc. Exhibitor Rules and Regulations plus:
 - a. Written authorization must be received from the exhibitor at least (30) thirty days prior to the opening of the show indicating the name and address of the party responsible for payment of Hawaii Expo, Inc. charges incurred during the installation of your booth.
 - b. Written authorization must be received from the outside display firm or third party at least (30) thirty days prior to the opening of the show indicating that responsibility for payment of Hawaii Expo, Inc. charges incurred during installation of your booth is accepted.
9. **Warranty:** All rental items must be returned to Hawaii Expo, Inc. in the same condition issued. Exhibitor agrees to pay additional charges for any soiled, stained, lost, or damaged items that require replacement.

B. Working in your booth:

1. **Early Installation:** Written approval from Show Management is required for exhibitors who wish early access to their booths. Hawaii Expo, Inc. cannot guarantee that personnel and/or equipment requested early will be available. All services and equipment provided for an early installation will be at the Floor Order Price.
2. **Labor Services:** Skilled decorators will provide labor service upon order to install and dismantle (I&D) your booth. You must check in at the Exhibitor Service Desk to meet your assigned personnel if you are planning to supervise them. Please check in on time as you will be charged for the time personnel must wait at the Exhibitor Service Desk.

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TERMS & CONDITIONS

3. **Outside Display Companies:** Workers participating in the installation of booths must either be a full-time employee of the exhibitor or a recognized outside display company. When such a company is utilized, the following rules and regulations shall apply:
 - a. A certificate of insurance for the outside display company must be furnished at least (30) thirty days prior to the opening of the show. A list of names of all workers and the booths to which they will be assigned must be included. Passes will be issued to each worker at the Exhibitor Service Desk.
 - b. Outside display companies shall remain within the inside perimeter of their assigned booths. They will not be allowed to set up work or dispatch stations in the aisles or other unused areas of the exhibit hall. No solicitation of customers will be allowed on the exhibit floor.
 - c. If the outside display company is to incur Hawaii Expo, Inc. charges on behalf of the exhibitor, both the exhibitor and the outside display company must comply with items A8a and b.
4. **Tools:** Our workers are instructed not to lend their tools to exhibitors. If you need technical assistance, please stop by the Exhibitor Service Desk to place your order.
5. **Hanging Materials:** Please do not use tape, staples, glue, pins, or other direct fasteners to attach items to booth hardware or drapes. Hooks may be used to hang over horizontal hardware. Weight being supported should not exceed (5) five lbs. Any damage sustained to Hawaii Expo, Inc. booth fixtures will be charged to the exhibitor and must be settled prior to closing of show.
6. **Safety Precautions:** All display materials must be flame-proofed and are subject to inspection by the Fire Department. No flammable fluids or substances may be used or shown in booths. Gasoline driven vehicles must be drained of gasoline prior to being moved onto the premises, and the battery must be sealed. Exhibitors must all refrain from attaching or affixing exhibit materials or items directly to any structure or fixture of the show facility. Obstruction of the aisles with exhibitor material, crates, or trash will not be permitted.

C. **Freight Shipping and Handling:**

1. **Special Note:** If this convention/tradeshows is on an island other than Oahu (e.g. Maui, Kauai, Hawaii), refer to the Material Handling Information form in this Exhibitor Service Manual for appropriate shipping instructions.
2. **Freight Payment Policy:** All freight shipments INBOUND to Hawaii Expo, Inc. must be prepaid to our door. Freight shipped in collect will NOT be accepted under any circumstances. Please read and follow all instructions on the Freight Handling Forms provided. OUTBOUND shipment from Hawaii Expo, Inc. will be sent on a freight collect basis only. If prepayment is required on an outbound shipment, arrangements must be made directly by the exhibitor. Please consult the Hawaii Expo, Inc. Freight Handling Form for appropriate receiving storage, transfer, and handling rates for this convention/tradeshows.
3. **Major Credit Card Policy:** It is required we have on file from you a valid major credit card (corporate or personal) if you will be shipping materials to Hawaii Expo, Inc. Services will be withheld until payment or credit card on file is received.

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THIRD PARTY AUTHORIZATION

FILL OUT THIS FORM IF YOU ARE HIRING A THIRD PARTY AND/OR DISPLAY HOUSE TO ORDER AND PAY FOR SERVICES ON YOUR BEHALF.

- ✓ This form must be filled out and signed by both the Exhibitor and the Display House/3rd Party and returned to Hawaii Expo, Inc. at least (14) fourteen days prior to show installation.
- ✓ All payment terms must be met by the Display house/3rd Party according to the terms and conditions set forth on the Exhibitor Rules & Regulation Form. The Exhibitor is ultimately responsible for all charges in the event the Display House/3rd Party as not settled the account by the close of show.
- ✓ Payment is due upon ordering. All outstanding invoices must be settled before the close of show without exception.
- ✓ By signing below the Exhibitor and Display House/3rd Party agree to the above terms.
- ✓ Please indicate by filling the check box, the services to be handled by the Display House/3rd Party:

<input type="checkbox"/>	All Services
<input type="checkbox"/>	Audio Visual
<input type="checkbox"/>	Carpet
<input type="checkbox"/>	Cleaning
<input type="checkbox"/>	Computer
<input type="checkbox"/>	Electrical
<input type="checkbox"/>	Furniture
<input type="checkbox"/>	Labor
<input type="checkbox"/>	Material Handling (Freight)
<input type="checkbox"/>	Signs
<input type="checkbox"/>	Other
<input type="checkbox"/>	Other

Display House/3rd Party Name: _____

Authorized Signature: _____

Contact Name: _____

Print Authorized Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Number: _____

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THIRD PARTY AUTHORIZATION

Display House/3rd Party Credit Cardholder Name: _____

Signature: _____

Card Holder's Billing Address: _____

City: _____ State: _____ Zip Code: _____

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EXHIBITOR APPOINTED CONTRACTOR (EAC)

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND RETURNED TO HAWAII EXPO, INC. BEFORE ANY OUTSIDE CONTRACTORS WILL BE ALLOWED TO WORK IN YOUR BOOTH SPACE.

Fill out this form if you intend on hiring and Exhibitor Appointed Contractor (also referred to as an Outside Contractor) to work in your booth. This work can include, but is not limited to, installation and dismantle labor, modeling, hostess service, sound, lighting, production, or promotion companies, or any person or company providing direct services.

It is the exhibitor's responsibility to inform their Outside Contractor of the rules and regulations for the show. All Outside Contractor's must abide by the rules and regulations outlined in this Exhibitor Service Manual.

RETURN COMPLETED FORM BY: **January 5, 2018**

Outside Contractor's Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Type of Service Provided: _____

Note: All Outside Contractors must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability coverage by the due date specified above. The Outside Contractor will not be allowed on the show floor if the certificate of insurance is not received.

EXHIBITOR NAME: _____ BOOTH # _____

MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____

ORDERED BY (PRINT): _____ SIGNATURE: _____

PHONE: _____ CELL: _____ EMAIL: _____

In accepting this order, it is understood in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Hawaii Expo, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signer agrees to pay a finance charge of 1.5% per month (18% per annum) which will be added to any balance due to not paid within (30) thirty day of invoice date.

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EXHIBITOR INFORMATION

We are providing this form in an effort to better understand your exhibit needs. This information will enable us to make your show experience a success.

Inbound Freight Information

Carrier: _____ Arrival Date: _____
Total number of pieces shipping to: Warehouse: _____ Show Site: _____
Total weight shipped to: Warehouse: _____ Show Site: _____
Pro or Bill of Lading Number(s) _____

Outbound Freight Information

Exhibitor must make own arrangement for pick up from show site.

1 st Shipment:	2 nd Shipment:
Consigned to: _____	Consigned to: _____
Attention: _____	Attention: _____
Address: _____	Address: _____
City: _____ State: _____ Zip Code: _____	City: _____ State: _____ Zip Code: _____
Carrier Method: _____	Carrier Method: _____

Set-up Information for Hawaii Expo, Inc. Supervised Installation

Set-up instructions/drawings: _____ Electrical under carpet

Emergency Contact Information

Name: _____ Title: _____
Phone Number: _____ Cell Number: _____
Is this contact authorized to make purchases?

Special Instructions or Requests

EXHIBITOR NAME: _____ BOOTH # _____
MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
ORDERED BY (PRINT): _____ SIGNATURE: _____
PHONE: _____ CELL: _____ EMAIL: _____

In accepting this order, it is understood in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Hawaii Expo, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signer agrees to pay a finance charge of 1.5% per month (18% per annum) which will be added to any balance due to not paid within (30) thirty day of invoice date.

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ORDER RECAP PAYMENT/CREDIT CARD

Hawaii Expo, Inc. requires 100% of amount owed including applicable taxes be paid in advance. Services are rendered with payment made in full. Payments are to be made in U.S. funds by company or personal check, wire transfer, Visa, MasterCard, or American Express. Payment for all labor and on-site services ordered by the exhibitor, their display house, or other third parties is the responsibility of the exhibitor. Your show site representatives should be made are of this policy, and have means of payment, or services may be denied.

To qualify for Advance Order Prices the appropriate order forms and full payment must be received by the published deadline date printed on the forms. Rates increase after the Deadline Date. Show name and booth number should be noted on all advance payments so they will be properly credited. Mail, email or fax your orders to the address shown above with payment made payable to Hawaii Expo, Inc.

SERVICES AND EQUIPMENT ORDER RECAP

Furniture, Carpet, Accessories..... _____
 Electrical, Lighting, Electrician Labor..... _____
 Special Signage and Graphics..... _____
 Cleaning Services..... _____
 Audio Visual Equipment..... _____
 Modular Rental Exhibits..... _____
 Estimated Installation/Dismantling Labor..... _____
 Estimated Material Handling..... _____
 Miscellaneous..... _____

Wire Transfer Information:
 Hawaii Expo, Inc.
 Bank
 Branch
 Address
 City, State, Zip Code
 Please reference name of show and booth number so we can properly credit your account. Note: Exhibitors are responsible for any bank processing fees.

Subtotal _____
 4.712% Hawaii State Excise Tax _____
 Estimated Total _____

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ORDER RECAP PAYMENT/CREDIT CARD

A credit card authorization (corporate or personal) is required as a guarantee against additional services. Payment of any balances may be made by check upon presentation of statement while at the show. Any outstanding balance as of move out will, for your convenience will be charged to your credit card account.

COMPANY INFORMATION:

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

Email Address: _____

Contact Name: _____

Authorized By: _____

CARD HOLDER INFORMATION:

Print Authorized Name: _____

Authorized Signature: _____

Card Holder's Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Cell Number: _____

****Information below this line will be destroyed for Security Purposes****

____ American Express ____ MasterCard ____ Visa

Account Number:

Security Code: _____

Expiration Date: _____

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FURNITURE

CHAIRS

QTY	Description	Advance	Floor	Total
	Side Chair, Black	\$24.00	\$31.00	
	Secretarial Chair, Black	\$60.00	\$78.00	

TABLES, SKIRTED (30”H X 24”W)

QTY	Description	Advance	Floor	Total
	4’ Skirted Table	\$50.00	\$65.00	
	6’ Skirted Table	\$58.00	\$75.00	
	8’ Skirted Table	\$63.00	\$82.00	
	4 th Side Skirting	\$23.00	\$30.00	

- ✓ Draping includes white vinyl top and skirting on 3 sides.
- ✓ If color is not selected, show colors will be provided.
- ✓ Circle color skirting for tables:
 White Black

TABLES, UNSKIRTED (30”H X 24”W) WHITE VINYL TOP ONLY

QTY	Description	Advance	Floor	Total
	4’ Table	\$20.00	\$26.00	
	6’ Table	\$22.00	\$29.00	
	8’ Table	\$24.00	\$32.00	
	30” Rd. Adj Height Pedestal	\$75.00	\$98.00	

COUNTERS, SKIRTED (42”H X 24”W)

QTY	Description	Advance	Floor	Total
	4’ Skirted Counter	\$66.00	\$85.00	
	6’ Skirted Counter	\$71.00	\$93.00	
	8’ Skirted Counter	\$78.00	\$102.00	
	4 th Side Skirting	\$23.00	\$30.00	

- ✓ Draping includes white vinyl top and skirting on 3 sides.
- ✓ If color is not selected, show colors will be provided.
- ✓ Circle color skirting for tables:
 White Black

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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 Venue: The Neal Blaisdell Center – Exhibition Hall
 Show Dates: January 12 – 14, 2018
 Advance Price Deadline Date: Friday, January 5, 2018



◆ 1050 Bishop Street, Suite 368 ◆ Honolulu, HI 96813 ◆ 808.620.2162 ◆ debbie@hawaiiexpo.com

FURNITURE

COUNTERS, UNSKIRTEID (42”H X 24”W) WHITE VINYL TOP ONLY

QTY	Description	Advance	Floor	Total
	4’ Skirted Counter	\$66.00	\$85.00	
	6’ Skirted Counter	\$71.00	\$93.00	
	8’ Skirted Counter	\$78.00	\$102.00	
	4 th Side Skirting	\$23.00	\$30.00	

BOOTH ACCESSORIES

QTY	Description	Advance	Floor	Total
	Wastebasket w/Liner	\$11.00	\$15.00	
	Once Daily Cleaning of Wastebasket	\$17.00	\$22.00	
	Easel	\$28.00	\$37.00	
	Garment Rack	\$24.00	\$32.00	
	Literature Rack w/5 Pockets	\$50.00	\$65.00	
	Tackboard, 4’ x 6’ Horizontal	\$90.00	\$117.00	
	Tackboard, 4’ x 8’ Horizontal	\$110.00	\$163.00	

CARPET

QTY	Description	Advance	Floor	Total
	10’ x 10’ Carpet	\$180.00	\$256.00	
	10’ x 20’ Carpet	\$240.00	\$334.00	
	10’ x 30’ Carpet	\$320.00	N/A	
	10’ x 40’ Carpet	\$400.00	N/A	
	½” padding	\$1.50	\$2.50	
	Poly Covering Per Sq Ft	\$1.50	\$2.00	

- ✓ Includes installation, dismantle, and front edge taping.
- ✓ Circle color choice:
 Black Grey Red

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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ELECTRICAL

EQUIPMENT OUTLET – 120 VOLT

QTY	Description	Advance	Floor	Total
	10 Amps / 1000 Watts	\$183.00	\$239.00	
	15 Amps / 1500 Watts	\$215.00	\$279.00	
	20 Amps / 2000 Watts	\$245.00	\$318.00	
	30 Amps / 3000 Watts	\$285.00	\$371.00	

EQUIPMENT OUTLET – 208 VOLT, SINGLE PHASE

QTY	Description	Advance	Floor	Total
	10 Amps	\$238.00	\$309.00	
	15 Amps	\$312.00	\$405.00	
	30 Amps	\$380.00	\$495.00	
	40 Amps	\$576.00	\$749.00	

EQUIPMENT OUTLET – 208 Volt, 3 Phase

QTY	Description	Advance	Floor	Total
	10 Amps	\$299.00	\$388.00	
	20 Amps	\$430.00	\$560.00	
	30 Amps	\$479.00	\$622.00	
	60 Amps	\$768.00	\$998.00	
	100 Amps	\$1,021.00	\$1,328.00	

ACCESSORIES

QTY	Description	Advance	Floor	Total
	150W Flood Light w/8' Stand	\$85.00	\$111.00	
	Medium Duty Extension Cord	\$15.00	\$20.00	
	Multi-Strip	\$20.00	\$25.00	

✓ Above pricing includes installation and dismantle labor.

EXHIBITOR NAME: _____ BOOTH # _____
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ELECTRICAL LABOR

✓ Indicate service requested by filling check box:

<input type="checkbox"/>	Hawaii Expo, Inc. to supervise (Okay to proceed). Distribute power under carpet per exhibitor provided floorplan. A 25% supervisory fee will be added to electrical power order.
<input type="checkbox"/>	Exhibitor supervised (Do NOT proceed). Check-in with Exhibitor Service Desk required.

	Advance	Floor	
Straight time – 8:00 am – 4:30 pm Monday through Friday.....	\$99.00	\$149.00	Per Man/Per Hour
Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.....	\$149.00	\$199.00	Per Man/Per Hour

Date	Start Time	No. of People	X	Hrs Per Person	=	Total Hours	@	Hourly Rate	=	Total

- ✓ There is a minimum charge of (1) one-hour per worker. Invoice will be based on actual hours worked rounded to the next highest (1/2) half hour.
- ✓ Electrical labor must be ordered for all under-carper distribution, overhead distribution, motor, and equipment hook-ups required hard wiring connections.

If you need assistance in completing your order, please give us a call.

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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SIGNS

QTY	Description	Advance	Floor	Total
	7" x 11"	\$27.00	\$34.00	
	7" x 22"	\$30.00	\$41.00	
	7" x 44"	\$38.00	\$48.00	
	11" x 14"	\$35.00	\$46.00	
	14" x 22"	\$38.00	\$48.00	
	22" x 28"	\$47.00	\$60.00	
	10" x 60"	\$48.00	\$68.00	
	40" x 60"	\$108.00	\$144.00	
	14" x 44"	\$44.00	\$60.00	
	Ft x 36"H Banner/Lineal Ft	\$14.00	\$18.00	
	4' x 8' Blank Fomecore	\$18.00	\$25.00	
	28" x 44" Blank Showcard	\$9.00	\$12.00	

- ✓ Copy includes (10) ten words or less. Additional words will be charged at the rate of \$1.00 per word. Cardboard easel backs are \$3.00 each.
- ✓ Colored showcard is available. Quote upon request.
- ✓ When a sign is to be done with special care such as paint, glitter, trademarks, or logos duplicated, an additional charge will be made. Advance quotation will be provided upon request.
- ✓ Artwork to be duplicated or scanned is subject to a \$45.00 minimum camera charge.

Specify Text Color: ___ Black ___ Blue ___ Red ___ Other (Specify) _____
 Specify Shape: ___ Horizontal ___ Vertical ___ Other (Provide drawing with size and shape)

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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CLEANING

- ✓ Hawaii Expo, Inc. is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor.
- ✓ Any order cancellation after Hawaii Expo, Inc. move-in will be charged a (1) one-hour cancellation fee per scheduled worker.
- ✓ 20% Surcharge will be added for cleaning ordered at show site.

Post show cleanup of the exhibit is the responsibility of those exhibitors who created the trash. Hawaii Expo, Inc. will provide trash bags when requested.

Full Service Cleaning & Vacuuming

Includes: Vacuuming of floor and emptying of wastebaskets.
 Indicate service requested by checking:

QTY	Description	# of Booths		Advance	Floor	Total
	Pre-Show Opening – Cleaning Only		X	\$17.00	\$22.00	
	Once-Only Cleaning (Date: _____)		X	\$17.00	\$22.00	
	Two-Day Cleaning		X	\$33.00	\$44.00	
	Three-Day Cleaning		X	\$49.00	\$65.00	
	Four-Day Cleaning		X	\$65.00	\$86.00	
	Five-Day Cleaning		X	\$81.00	\$108.00	

Hourly Porter Service

Includes: Floor sweeping/vacuuming, cleaning of table/counter surfaces, general housekeeping, emptying of waste baskets.
 (4) Four-hour daily minimum.

	Advance	Floor	
Straight time – 8:00 am – 4:30 pm Monday through Friday.....	\$17.00	\$22.00	Per Man/Per Hour
Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.....	\$20.00	\$29.00	Per Man/Per Hour

Date	Start Time	No. Of People		Hrs Per Person		Total Hours		Hourly Rate		Total
			X		=		@		=	
			X		=		@		=	

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
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 PHONE: _____ CELL: _____ EMAIL: _____

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AV EQUIPMENT

Display Monitors

QTY	Description	Advance	Floor		Days Used		Total
	32" Monitor	\$250.00	\$325.00	X		=	
	42" Monitor	\$300.00	\$390.00	X		=	
	50" Monitor	\$400.00	\$520.00	X		=	

Accessories

QTY	Description	Advance	Floor		Days Used		Total
	Floor Stand	\$75.00	\$97.50	X		=	
	Speakers	\$55.00	\$71.50	X		=	
	DVD Player	\$50.00	\$65.00	X		=	
	Laptop Computer	\$190.00	\$247.00	X		=	
	Wall Mount	\$100.00	\$130.00	X		=	
	Set Up Fee	\$150.00	\$195.00	X		=	

Delivery Date: _____ Time: _____ Pickup Date: _____ Time: _____
--

Equipment Rental	_____
Delivery & Pickup	_____ \$300.00 _____
4.712% Hawaii State Excise Tax	_____
Estimated Total	_____

- ✓ In most cases, equipment requires installation at an additional charge. Use "Electrical Labor" for prices.
- ✓ All computer and audio-visual order are required to order electrical via separate electrical order form.
- ✓ The equipment is the responsibility of the exhibitor from delivery until it is picked up after show closing.
- ✓ If you have a specific request or need additional equipment, please call.

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FLORAL

QTY	Description	Advance	Floor	Total
	1A Tropical Arrangement	\$215.00	\$278.00	
	1B Tropical Arrangement	\$33.00	\$43.00	
	1C Tropical Arrangement	\$101.00	\$131.00	
	2A Tropical Arrangement	\$107.00	\$140.00	
	2B Tropical Arrangement	\$125.00	\$179.00	
	2C Tropical Arrangement	\$64.00	\$84.00	
	3A Tropical Arrangement	\$107.00	\$140.00	
	3B Tropical Arrangement	\$97.00	\$126.00	
	3C Tropical Arrangement	\$107.00	\$140.00	
	4A Tropical Arrangement	\$107.00	\$140.00	
	4B Tropical Arrangement	\$140.00	\$153.00	
	4C Tropical Arrangement	\$107.00	\$140.00	
	5A Tropical Arrangement	\$429.00	\$567.00	
	5B Tropical Arrangement	\$76.00	\$98.00	
	Tropical Bouquet #1	\$429.00	\$557.00	
	Tropical Bouquet #2	\$429.00	\$557.00	
	Tropical Bouquet #3	\$161.00	\$210.00	
	Tropical Bouquet #4	\$161.00	\$210.00	
	Tropical Bouquet #5	\$161.00	\$210.00	

- ✓ Delivery & pickup fee and/or additional expedited handling charges will be added to the final order.
- ✓ Advance rate of \$75.00 per delivery.

EXHIBITOR NAME: _____ BOOTH # _____
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LABOR

	Advance	Floor	
Straight time – 8:00 am – 4:30 pm Monday through Friday.....	\$99.00	\$149.00	Per Man/Per Hour
Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.....	\$149.00	\$199.00	Per Man/Per Hour

Installation Labor

✓ Indicate service requested by filling below:

	Hawaii Expo, Inc. to supervise. Exhibitor need not be present. Installation per exhibitor provided floor plan and instructions. A 25% supervisory fee will be added.
	Exhibitor supervised (Do NOT proceed). Check-in with Exhibitor Service Desk required. Assigned labor will be held (1) one hour at service desk; wait time will be charged to exhibitor. Personnel must be signed in and out.

Date	Start Time	No. Of People		Hrs Per Person		Total Hours		Hourly Rate		Total
			X		=		@		=	
			X		=		@		=	

Additional Surcharge or Fee _____

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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FORKLIFT LABOR

Booth work only. Forklift with operator is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. Do NOT order forklifts to unload your truck or delivery to your booth from loading dock; this service is provided as part of material handling. Forklifts need to be ordered in advance for more than 5,000 lbs. capacity. Additional logistical coordination for carpeted facilities may be necessary requiring additional labor to lay plywood protection for facility carpet. Cage, crane, or long forks are additional. Start time guaranteed only at start of work day. Labor is charged in (1/2) half hour increments, (1) one-hour minimum call per person. Any order cancelled after Hawaii Expo, Inc. move-in will be charged a (1) one-hour cancellation fee per scheduled worker.

- ✓ Supervisor must check in at Exhibitor Service Desk.
- ✓ Although the utmost care will be exercised, Hawaii Expo, Inc. is subject to limits of liability as described in Exhibitor’s Rules and Regulations.

Forklift

- ✓ It is exhibitor’s responsibility to supervise the handling and movement of forklift.
- ✓ Provide written instructions if work is to be done prior to exhibitor setup.

	Advance	Floor	
Straight time – 8:00 am – 4:30 pm Monday through Friday.....	\$99.00	\$149.00	Per Man/Per Hour
Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.....	\$149.00	\$199.00	Per Man/Per Hour

Date	Start Time	No. Of People		Hrs Per Person		Total Hours		Hourly Rate		Total
			X		=		@		=	
			X		=		@		=	

Additional Surcharge or Fee _____

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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MATERIAL HANDLING

- ✓ Certified weight tickets are required for all shipments.
- ✓ Freight payment policy: All freight shipments inbound to Hawaii Expo, Inc. must be pre-paid to our door. Freight shipping in collect will not be accepted under any circumstances. Please read and follow all instructions on the freight handling forms provided. Outbound shipments from Hawaii Expo, Inc. will be sent on a freight collect basis only. If prepayment is required on an outbound shipment, arrangements must be made directly by the exhibitor.
- ✓ Major credit card policy: It is mandatory we have on file from you a valid major credit card (corporate or personal) if you will be shipping materials to us.
- ✓ All weights are rounded up to the next (100) hundred weight (CWT) if in excess of 200 lbs. per shipment.
- ✓ 200 lbs. Minimum per shipment. Rates include 30 days advance storage.

Material Handling

Crated	Material that has certified weights, skidded wood/cardboard box, or fiber case.
Uncrated	Material that is shipped loose, pad-wrapped, not enclosed or unskidded, and need special handling.
Special Handling	Material that requires additional handling such as ground unloading, side door unloading, constricted space unloading and stacked shipments. This includes shipments mixed, multiple shipment/delivery areas and shipments without certified weight delivery receipts, such as Federal Express and UPS.
Small Package	Shipment with maximum weight per shipment of 50 lbs.

Straight time – 8:00 am – 4:30 pm Monday through Friday.

Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.

Warehouse Shipments

Rates include receiving, advance warehouse storage, delivery to booth, storage of empties, return empties and reloading exhibitor appointed carrier at facility loading dock.

	Price Per CWT	Minimum
Crated	\$80.00/CWT	\$160.00
Uncrated	\$110.00/CWT	\$220.00
Special Handling	\$80.00/CWT	\$160.00

Shipments received after Advance Warehouse Deadline or reloaded during overtime will be subject to a 25% surcharge.

Show Site Shipments

Rates include receiving, delivery to booth, storage of empties, return empties and reloading exhibitor appointed carrier at facility loading dock.

	Price Per CWT	Minimum
Crated	\$90.00/CWT	\$180.00
Uncrated	\$120.00/CWT	\$240.00
Special Handling	\$94.00/CWT	\$188.00

Shipments received or reloading during overtime will be subject to a 25% surcharge each way.

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MATERIAL HANDLING

Small Package Shipment

Rates include receiving, advance warehouse storage, delivery to booth, storage of empties, return empties and receiving exhibitor appointed carrier at facility loading dock. Total shipment with mixed pieces cannot exceed 50 lbs.

First Piece..... \$50.00
Additional Piece..... \$30.00

Return to Warehouse

After close of show to await pickup. 500 lbs. minimum..... \$30.00 (Advance) \$150.00 (Floor)

Please provide estimates for your shipments

You will be shipping _____ lbs.

Total number of pieces _____ to advance warehouse and number of pieces to show site _____.

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MATERIAL HANDLING INFORMATION

As the Official Material handling contractor for this show, Hawaii Expo, Inc. will schedule the moving in and out of all exhibit materials. Material handling includes the unloading of vehicles, the storage and return of empty shipping container and the reloading of container during the move-out of the show. When completing your Bill of Lading and shipping labels, please include the name of the show, your company name and your booth number.

Advance Shipments Warehouse Deadline Date:
Friday, January 5, 2018

Direct Shipments Show Site Date:
Friday, January 12, 2018

Exhibitor Company name
Booth Number: _____
Hawaii Bridal Expo – January 2018
C/O Hawaii Expo, Inc.
866 Iwilei Road, Suite 210
Honolulu, HI 96817

Exhibitor Company name
Booth Number: _____
Hawaii Bridal Expo – January 2018
The Neal Blaisdell Center
777 Ward Ave.
Honolulu, HI 96814

Freight received after this date at the warehouse will be subject to a 25% surcharge.

Freight shipped prior to this date may be refused by the facility.

Material Handling Includes:

- ✓ Receiving and unloading your shipments at our warehouse (includes (30) thirty days storage prior to show date).
- ✓ Delivery of shipment to exhibit hall.
- ✓ Placement of shipment in your booth space
- ✓ Removal and storage of empty containers.
- ✓ Return of empties to booth at close of show.
- ✓ Removal of all packed and labeled materials from exhibit booth.
- ✓ Reloading onto outbound carrier for return shipment (based on shipping information provided on your Hawaii Expo, Inc. show Bill of Lading).

- ✓ Any exhibitor may bring in their own exhibit materials providing they can be hand carried by (1) one person in (1) one trip, without the use of dollies, hand trucks, or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area.

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MATERIAL HANDLING INFORMATION

- ✓ **ACCESS TO EXHIBIT AREA:** Movement of freight into and out of the exhibit area must be handled by Hawaii Expo, Inc. As official material handling contractor, Hawaii Expo, Inc. shall have control of all traffic into and out of the facility to minimize congestion in the loading dock, to keep aisles clear and to insure an efficient and orderly operation.
- ✓ **EMPTY CONTAINER STORAGE:** No empty containers will be moved to storage unless properly labeled with EMPTY STICKERS. Available without charge at the Hawaii Expo, Inc. Service Desk. Containers not identified with such stickers may possibly be mis-delivered or misplaced.
- ✓ **SEALED CONTAINERS:** Sealed containers will NOT be unloaded unless: A) A third-party witness approved by your company or your company representative is present for verification of contents, or B) A company letter stating your company will accept full responsibility if you want Hawaii Expo, Inc. to unload said container without a third-party witness, and Hawaii Expo, Inc.'s count will be accepted.
- ✓ **RETURN SHIPMENTS:** At the close of the show, each exhibitor must provide written return shipping instructions and label their own shipments. Blank Bills of Lading and shipping labels will be available at the Hawaii Expo, Inc. Exhibitor Service Desk. Where an exhibitor indicates choice of a carrier for pickup at the exhibit hall, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. Note: If carriers fail to pick-up, or refuse to accept shipment, within the time limit set for the removal of exhibitor's materials, we reserve the right to re-route such shipments or return materials to the Hawaii Expo, Inc. warehouse. Exhibitor will be charged accordingly for this service.
- ✓ **ABANDONED FREIGHT:** If the shipper, consignee or owner of the property fails to receive or claim it within (30) thirty days after written notice by U.S. certified mail addressed to the address shown on the face of this bill, or if shipper fails or refuses to pay lawfully applicable charges in accordance with Hawaii Expo, Inc.'s terms and conditions, Hawaii Expo, Inc. will have the option to dispose of said property. This condition applies to freight abandoned at show site and at the Hawaii Expo, Inc. facilities.
- ✓ **PROTECT YOUR SHIPMENT:** Exhibitors are advised to carry all-risk "FLOATER" insurance covering their materials against loss, damage, and all other hazards from the time shipment is made prior to the show and until shipments are received back after the show. Often this can be done at no extra cost by adding a "RIDER" to existing insurance policies.
- ✓ **LIMITATIONS OF LIABILITY AND RESPONSIBILITY:** Hawaii Expo, Inc. will NOT be responsible for: A) Damage to uncrated materials, materials improperly packed, or concealed damage; B) Loss, theft, or disappearance of exhibitor materials after same has been delivered to the exhibitor's booth; C) Any loss, damage, or delay due to fire, acts of God, strikes, accidents, transportation contingencies or for any other cause beyond our control; D) Any actual potential or assumed loss of profits or revenues which may result from any loss of profits or revenue on an exhibitor's materials which may make it impossible or impractical to exhibit same. E) Hawaii Expo, Inc.'s liability shall be limited to \$4.30 per pound per article, with a maximum of \$450.00 per item, and a maximum of \$1,000.00 per total of shipments while the equipment is being handled or in storage. All claims must be filed by the exhibitor before the close of the show. We will not honor post-show claims of any kind.
- ✓ **DELIVERY DEADLINE:** It is best to schedule your freight to arrive to the advance warehouse at least (2) two weeks prior to show opening if possible. Confirm shipping timetable with your carrier to insure ample time for delivery. Deliveries are received between 8:30 am – 4:00 pm weekdays (not including holidays). Note: There is a 25% late freight additional charge for freight received at the warehouse after the freight deadline date.
- ✓ **WEIGHT AND PIECE COUNT:** Material handling service charges are determined by total weight and piece count on each separate delivery received. Example @ 130.00 CWT: Monday, am, 5 pieces – 150 lbs. (as 200 lbs.) = \$260.00; Monday, pm, 10 pieces – 70 lbs. (as 200 lbs.) = \$260.00; Tuesday, am, 2 pieces – 450 lbs. (as 500 lbs.) = \$650.00. Your material handling charge would be \$1,170.00 + tax. Therefore, pack smaller items together when possible.

Event Name: Hawaii Bridal Expo – January 2018
Venue: The Neal Blaisdell Center – Exhibition Hall
Show Dates: January 12 – 14, 2018
Advance Price Deadline Date: Friday, January 5, 2018



◆ 1050 Bishop Street, Suite 368 ◆ Honolulu, HI 96813 ◆ 808.620.2162 ◆ debbie@hawaiiexpo.com

FROM:

CONVENTION SHIPMENT – DO NOT DELAY

ADVANCE WAREHOUSE

SHIP TO _____
EXHIBITING COMPANY

TO: _____
BOOTH NUMBER
Hawaii Bridal Expo – January 2018
C/O Hawaii Expo, Inc.
866 Iwilei Road, Suite 210
Honolulu, HI 96817

MUST ARRIVE ON OR BEFORE **Friday, January 5, 2018** BY 4:00 PM
CARRIER: _____

NUMBER: _____ OF PIECES _____

FROM:

CONVENTION SHIPMENT – DO NOT DELAY

ADVANCE WAREHOUSE

SHIP TO _____
EXHIBITING COMPANY

TO: _____
BOOTH NUMBER
Hawaii Bridal Expo – January 2018
C/O Hawaii Expo, Inc.
866 Iwilei Road, Suite 210
Honolulu, HI 96817

MUST ARRIVE ON OR BEFORE **Friday, January 5, 2018** BY 4:00 PM
CARRIER: _____

NUMBER: _____ OF PIECES _____

CUT AND TAPE LABEL TO SHIPMENT – PLACE (1) LABEL ON EACH PIECE SHIPPED TO ENSURE DELIVERY.

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FROM:

CONVENTION SHIPMENT – DO NOT DELAY

DIRECT SHIPMENT

SHIP TO _____
EXHIBITING COMPANY

TO: _____
BOOTH NUMBER
Hawaii Bridal Expo – January 2018
C/O The Neal Blaisdell Center
777 Ward Avenue
Honolulu, HI 96814

MUST ARRIVE ON **Friday, January 12, 2018** BY 10:00 AM

CARRIER: _____

NUMBER: _____ OF PIECES _____

FROM:

CONVENTION SHIPMENT – DO NOT DELAY

DIRECT SHIPMENT

SHIP TO _____
EXHIBITING COMPANY

TO: _____
BOOTH NUMBER
Hawaii Bridal Expo – January 2018
C/O The Neal Blaisdell Center
777 Ward Avenue
Honolulu, HI 96814

MUST ARRIVE ON **Friday, January 12, 2018** BY 10:00 AM

CARRIER: _____

NUMBER: _____ OF PIECES _____

CUT AND TAPE LABEL TO SHIPMENT – PLACE (1) LABEL ON EACH PIECE SHIPPED TO ENSURE DELIVERY.

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ACCESSIBLE STORAGE

- ✓ This service must be ordered on-site.
- ✓ Accessible storage is NOT secured storage.
- ✓ Accessible storage items are not necessarily the first items returned to your booth at the close of show.

Labor

Straight time – 8:00 am – 4:30 pm Monday through Friday..... \$65.00 Per Hour
 Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays..... \$97.50 Per Hour

There is a (1/2) half hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

Storage

Rates are per square foot increments or portions thereof per day

0 – 25 Square feet.....\$150.00
 26 – 50 Square feet.....\$200.00
 51 – 100 Square feet.....\$250.00
 101 – 150 Square feet.....\$300.00
 151 – 200 Square feet.....\$350.00
 One time setup charge.....\$100.00

Accessible storage will be available to you at this show. You must sign up for the service at the Hawaii Expo, Inc. Exhibitor Service Desk and pickup your accessible service labels. All freight received at the show will be delivered to your booth space first and when properly labeled will be placed in accessible storage. Allow (1/2) half hour delay for delivery of items back to your booth.

Please provide estimates for your shipments

You will be storing _____ lbs. Total number of pieces _____

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

In accepting this order, it is understood in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Hawaii Expo, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signer agrees to pay a finance charge of 1.5% per month (18% per annum) which will be added to any balance due to not paid within (30) thirty day of invoice date.

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POV LABOR ORDER

As the Official Material Handling Contractor for this show, Hawaii Expo, Inc. will schedule the moving in and out of all exhibit materials. The use of dollies, hand trucks, wheeled carts, or hotel bellmen to move exhibit materials or freight by exhibitors in facility common areas or on the exhibitor floor is strictly prohibited.

- ✓ A non-commercial privately-owned vehicle (POV) material handling cart service is available at show site at the rate of \$55.00 per carload/trip inbound and \$55.00 per carload/trip outbound. The cart load service must be paid in full at the Hawaii Expo, Inc. Exhibitor Service Desk before any freight can be handled.
- ✓ Privately owned vehicles (POVs) are defined as a non-commercial, 2-axled car, minivan, or pickup truck with no company names or logos. All other vehicles will be considered commercial and must report to the show loading dock.
- ✓ All POVs must drive to the Exhibitor POV Freight Loading Area.
- ✓ Start time guaranteed only at start of work day. Labor is charged per cartload.
- ✓ Any order cancelled after Hawaii Expo, Inc. move in will be charged a (1) one-hour cancellation fee per scheduled worker.
- ✓ It is exhibitor's responsibility to supervise the handling and movement of carts.
- ✓ Hawaii Expo, Inc. carts are not available for rent or use by individual exhibitors.
- ✓ Although the utmost care will be exercised, Hawaii Expo, Inc. is subject to limits of liability as described in exhibitor rules and regulations.

MOVE IN PROCEDURES:

- ✓ Drive to the exhibitor POV Freight Loading Area.
- ✓ Check in with the Hawaii Expo, Inc. Exhibitor Service Desk.
- ✓ Sign the POV Labor form acknowledging the cartload fees.
- ✓ Supervise your freight being loaded on the cart.
- ✓ Once all freight is loaded, park your car, and we will finish delivering the freight to your booth.

MOVE OUT PROCEDURES:

- ✓ Obtain an outbound Bill of Lading from the Hawaii Expo, Inc. Exhibitor Service Desk.
- ✓ Mark POV in the consigned area and cartload in the pieces area. Fill in the rest of the information as requested.
- ✓ Return the Bill of Lading to the Exhibitor Service Desk when you are ready for your freight to be loaded.
- ✓ One person must return to your booth to supervise the removal of the freight onto the cart. Hawaii Expo, Inc. will not be responsible for any freight left in the booth.
- ✓ Once the cart arrives at your booth, one person needs to drive the cart to the POV Freight Loading Area.

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POV LABOR ORDER

POV Labor

Date	Start Time	No. of Cartloads				Total
			x	\$55.00	@	
			x	\$55.00	@	
			X	\$55.00	@	

Additional Surcharge or Fee _____

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

In accepting this order, it is understood in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Hawaii Expo, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signer agrees to pay a finance charge of 1.5% per month (18% per annum) which will be added to any balance due to not paid within (30) thirty day of invoice date.

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RIGGING PLAN

Rates quoted for connections are for our providing (1) one connection at facility attachment points, located 10' or 30' O.C. Rates do not include connecting, attachments, or special hardware between facility and exhibitor provided material. Hawaii Expo, Inc. is not responsible for damage due to temporary conditions or failure of attachment.

RIGGING SERVICE CONDITIONS & REGULATIONS

- ✓ The official show rigger will not be responsible for failure of attachment or exhibitor provide materials.
- ✓ Exhibitor should supply their own attachment hardware or other equipment to handle load.
- ✓ The official show rigger needs (30) thirty days' notice if load exceeds 100 lbs. or special attachments are needed on a rental basis.
- ✓ Rigging equipment is provided on a daily basis and does not include any attachment to exhibitor provided material.
- ✓ All connections must be made under supervision of the official show rigger. All rigging property shall be removed only by the official show rigger at the close of the show.
- ✓ Orders received after Advance Price Deadline are not guaranteed for installation.
- ✓ Equipment rental includes temporary electrical power and material handling fees.
- ✓ All loads over 200 lbs. will require detailed rigging and engineered drawings, plans, and specifications review and approval (30) thirty days prior to installation. Additional service fees will apply; minimum \$100.00 for engineered plan review. \$250.00 per page.

RIGGING LOCATION

- ✓ You must submit a booth floor plan with your order to ensure proper placement of rigging. If you do not have a scaled floor plan, please use grid plan below.
- ✓ Indicate lift point locations. Make load reference per point.
- ✓ Mark the adjacent booth number or aisle numbers.
- ✓ Hawaii Expo, Inc. is responsible for all supervision, assembly, installation, and removal of all overhead rigging including signs, banners, motors, and truss.
- ✓ Start time guaranteed only at start of work day. Labor is charged in (1/2) half hour increments, (2) two-hour minimum call per person.
- ✓ Any order cancelled after Hawaii Expo, Inc. move in will be charged a (1) one-hour cancellation fee per scheduled worker.
- ✓ Exhibitor must check in at Exhibitor Service Desk to request labor supervised.
- ✓ 20% surcharge will be added for labor or equipment ordered at show site.
- ✓ Although the utmost care will be exercised, Hawaii Expo, Inc. is subject to limits of liability as described in exhibitor rules and regulations.

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RIGGING SERVICE

RIGGING LABOR

	Advance	Floor	
Straight time – 8:00 am – 4:30 pm Monday through Friday.....	\$99.00	\$149.00	Per Man/Per Hour
Overtime – 4:30 pm – 8:00 am Monday through Friday, Saturday, Sunday, Holidays.....	\$149.50	\$199.00	Per Man/Per Hour
Aerial Lift (Required for all labor calls).....	\$100.00	\$120.00	Per Lift/Per Hour

The minimum charge for labor and lift is (2) two hours following by (1/2) half hour increments.

Installation Labor – Indicate service requested by checking box below:

	Hawaii Expo, Inc. to supervise. Exhibitor need not be present. Installation per exhibitor provided floor plan and instructions. A 25% supervisory fee will be added.
	Exhibitor supervised (Do NOT proceed). Check-in with Exhibitor Service Desk required. Assigned labor will be held (1) one hour at service desk; wait time will be charged to exhibitor. Personnel must be signed in and out. Name of on-site exhibitor supervisor: _____ Cell: _____

Date	Start Time	No. Of People		Hrs Per Person		Total Hours		Hourly Rate		Total
			X		=		@		=	
			X		=		@		=	

Dismantle Labor – Indicate service requested by checking box below:

	Hawaii Expo, Inc. to supervise. Exhibitor need not be present. Installation per exhibitor provided floor plan and instructions. A 25% supervisory fee will be added.
	Exhibitor supervised (Do NOT proceed). Check-in with Exhibitor Service Desk required. Assigned labor will be held (1) one hour at service desk; wait time will be charged to exhibitor. Personnel must be signed in and out. Name of on-site exhibitor supervisor: _____ Cell: _____

Date	Start Time	No. Of People		Hrs Per Person		Total Hours		Hourly Rate		Total
			X		=		@		=	
			X		=		@		=	

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

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RIGGING SERVICE

EQUIPMENT (PER DAY RATES)

QTY	Description	Advance	Floor	Total
	½ Ton Hoist (1,000 lb. Max)	\$200.00	\$295.00	
	1 Ton Hoist (2,000 lb. Max)	\$250.00	\$360.00	
	Attachment to New Lift Point	\$250.00	\$295.00	
	12" Box Truss – Per Foot	\$17.00	\$29.00	
	Corner Block	\$150.00	\$195.00	
	Additional Hardware	POA	POA	

- ✓ 30% Surcharge will be added for rigging labor or equipment ordered at show site.
- ✓ There is a minimum charge of (2) two-hour per worker. Invoice will be based on actual hours worked rounded to the next highest (1/2) half hour.
- ✓ Electrical labor must be ordered for all under-carpet distribution, overhead distribution, motor and equipment hookups requiring hard wiring connections.

EXHIBITOR NAME: _____ BOOTH # _____
 MAILING ADDRESS: _____ CITY, STATE, ZIP CODE: _____
 ORDERED BY (PRINT): _____ SIGNATURE: _____
 PHONE: _____ CELL: _____ EMAIL: _____

In accepting this order, it is understood in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Hawaii Expo, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signer agrees to pay a finance charge of 1.5% per month (18% per annum) which will be added to any balance due to not paid within (30) thirty day of invoice date.

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RECYCLE



Please Help Keep Hawaii Beautiful

Hawaii environmental laws and best industry practice requires we recycle.

Rubbish, post show cleaning, and waste removal is the responsibility of individual exhibitors; exhibitors are subject to cleaning charges for booth area not cleaned at end of show.

Look for recycle containers located within exhibit hall at close of show.

Cardboard

Yes, you can recycle:

- ✓ Corrugated cardboard
- ✓ Boxboard (cereal boxes, packing boxes)
- ✓ Cardboard egg cartons
- ✓ Paper bags – all color and sizes
- ✓ Cardboard cores from paper towels and toilet tissue

Cardboard recycling is easy:

- ✓ Remove plastic or foil liners from cereal boxes.
- ✓ Remove food or product residue.
- ✓ “Step on it” to flatten boxes.
- ✓ Remove string, wire, or plastic banding used to store flattened boxes before depositing in bins.

What happens to the cardboard?

- ✓ Cardboard is hauled to recycler where it is baled and sent to a dealer who sells the material on the international market. Recycled cardboard is used in building materials, boxboard, and packaging materials.

No, you can't recycle:

- ✓ Juice boxes with foil and plastic lining
- ✓ Waxed milk and juice cartons
- ✓ Wax-coated cardboard
- ✓ Unflattened anything

Paper

Yes, you can recycle:

- ✓ Mixed paper
- ✓ High-grade white office paper
- ✓ Newspaper

What happens to paper?

- ✓ All paper products are taken to a recycle company where they are bundled and shipped off island to a paper broker.

No, you can't recycle:

- ✓ Shredded paper
- ✓ Carbon paper
- ✓ Metal or spiral binders
- ✓ Photographs
- ✓ Thermal fax paper
- ✓ Gift wrapping paper

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RECYCLE

Web Resources

These organizations provide contact information at the following websites?

Earth 911

www.earth911.org – The site features a recycling search tool where you type in what you want to recycle and a zip code. In return, you will receive information on a local place that recycles your items.

The Recycling Center

www.recyclingcenters.org – the site features a recycling search tool where you type in a zip code and you receive a listing of local centers that recycle.

Pickup Services

These organizations will pick up used items. Items must be in good working condition. Items may include but are not limited to, clothing, small appliances, bedding, small furnishings (end tables, chairs, lamps), toys, kitchen and household goods. Call the phone numbers listed to schedule a pickup for your reusable items.

Catholic Charities

808-536-1794

Accepts clothing, bedding, and other small household goods.

Helping Hands Hawaii

808-536-7234

Also picks up large appliances, beds, and home and office furniture and equipment.

Kidney Clothes (National Kidney Foundation of Hawaii)

808-596-7575

Picks up clothing, bedding, and other small household goods.

Hawaii Open Source Education Foundation (HOSEF)

808-689-6518

Accepts donated computer equipment for placement in local schools.

Base Yard Hawaii

808-842-0770

Accepts donated construction material and products for disadvantaged building homes and businesses.

Hawaii Foodbank

808-836-3600

Collects warehouse and distributes mass quantities of both perishable and non-perishable food to member agencies as well as food banks on the Big Island, Maui, and Kauai.

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SERVICE EVALUATION

PLEASE HELP US IMPROVE OUR SERVICE

Pre-Show:

Did you receive information on time? _____

Did we offer you equipment and services you expected? _____

Did you have any difficulty placing your order? _____

Were our rates competitive and expected? _____

What do we need to improve on? _____

Show:

Did we meet your expectations for service, quality, and quantity of equipment? _____

How was your experience with our staff? _____

How did we help you resolve any problems? _____

Did you have any problems with the facility? _____

Did your show site freight deliveries meet your expectation? _____

Post Show:

Did we provide you with acceptable accounting of our financial transactions? _____

If we were hired to provide labor for dismantle, did we properly repack your exhibit? _____

Did we have any problems handling your outbound materials? _____

Closing Comments:

Indicate your name and contact information if you would like a personal follow-up.
Mahalo and thank you for your cooperation and assistance.