



EXHIBITOR SERVICE KIT

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

Hawaii Bridal Expo – Summer

July 27 – 29, 2018

Advance Order Deadline Date: July 20, 2018

- Cover Letter (Please Read First)
- Deadline Checklist
- Credit Card Authorization / Order Recap
- Third Party Request form
- Shipping Instruction / Material Handling
- Outbound Shipping Information
- Labor and Supervision
- EAC
- Forklift Labor
- Carpet Rental
- Electrical
- Rigging
- Audio Visual Services
- Special Cleaning
- Signs and Banners
- Furniture / Carpet Rentals
- Floral
- Booth Rentals

HAWAII EXPO, INC.
1050 Bishop Street, Suite 368, Honolulu, HI 96813
Phone: 808-620-2162 * Fax: 530-309-7039
Email: Debbie@HawaiiXpo.com



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Dear Exhibitor:

Hawaii Expo, Inc. is pleased to advise you that we have been chosen as the Official Service Provider for the **Hawaii Bridal Expo – Summer** to be held **July 27 – 29, 2018**, at the **Neal Blaisdell Center** in **Honolulu**, Hawaii, in this capacity, we will assist you in every way possible to ensure a successful and pleasant marketing presentation.

This Exhibitor Service Kit contains information and forms for you to complete and return to us as soon as possible. Please review this information carefully. Following the enclosed will save you time, and money, and contribute to a successful display.

Most services include a discount rate for Advanced Order pricing. To take advantage of these discount rates, your order must be fully paid and received in the Hawaii Expo, Inc. office on or before **Friday, July 20, 2018**. Orders not paid by this cut-off date are subject to Floor Ordering pricing and are not guaranteed to be available.

OUR POLICY IS THAT ALL ORDERS MUST BE PAID IN ADVANCE.

WE ACCEPT VISA, MASTERCARD, AMERICAN EXPRESS, COMPANY CHECKS, PERSONAL CHECKS, OR WIRE TRANSFERS.

PLEASE BE ADVISED EACH 10' x 10' Pipe & Drape Exhibit Space Includes:

(1) 8' High x 10' Wide Backwall - White

THE SHOW COLOR IS: WHITE

The room is **not carpeted** except for red in predetermined aisles.

(To furnish your booth area with items other than those included with the booth space, please see the enclosed forms.)

EXHIBITOR SET UP:	Friday, July 27, 2018	8:00 am – 4:30 pm
SHOW HOURS:	Friday, July 27, 2018	5:30 pm – 10:00 pm
	Saturday, July 28, 2018	9:30 am – 3:00 pm
	Sunday, July 29, 2018	9:30 am – 3:00 pm
EXHIBITOR BREAKDOWN:	Sunday, July 29, 2018	3:00 pm – 8:00 pm

Shipping information: HAWAII EXPO, INC. is the Official Freight contractor for this show, and will accept all freight, both Advance and Direct Shipments. **The Neal Blaisdell Center does not accept advance exhibitor freight, and does not have the capabilities for material handling and storage services. Direct deliveries on the day of move-in are accepted.** If you require material handling services, please follow the instructions on the enclosed service order forms. HAWAII EXPO, INC. does **not** maintain insurance covering exhibitor's property. It is the sole responsibility of the exhibitor to obtain business interruption and property damage insurance.

Deadline Date to Receive Advance Freight is Friday, July 20, 2018.

ADDRESS FOR ADVANCE FREIGHT IS: Hawaii Expo, Inc., 866 Iwilei Road, Unit 210, Honolulu, HI 96817

For additional information, please contact our Customer Service Department at (808) 620-2162 or visit our Service Center at the show site during exhibitor move-in and move-out. **We look forward to working with you!**



IT PAYS TO READ THE MANUAL!

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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 one (1) hour to read the Exhibitor Service Kit. Take an hour today to read it. Pay 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 Kit 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 kit.

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 contained in this Exhibitor Service Kit.

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 kit 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.
- ✓ 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.



DEADLINE CHECKLIST

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

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- | | |
|---------------|--|
| June 1, 2018 | Advance Freight Warehouse Opens |
| June 26, 2018 | <u>Outside Contractors must be registered, with proof of general liability and workers' compensation insurance!</u> |
| July 20, 2018 | Advance Order Price Deadline |
| July 20, 2018 | Advance Freight Warehouse Deadline |
| July 26, 2018 | Show Site Delivery Opens, 8:00 am |
| July 27, 2018 | Show Site Delivery Closes, Noon |
| July 27, 2018 | Exhibitor Move-In, 8:00 am – 4:30 pm |
| July 29, 2018 | Exhibitor Dismantle, 3:00 pm – 8:00 pm |



HAWAII BRIDAL EXPO – SUMMER
JULY 27 – 29, 2018

IMPORTANT NOTICE

If you do not read this notice you may incur extra unexpected cost.

Due to increased security requirements, some of the rules in the Exhibitor Show Kit that have not been enforced in the past **WILL** be enforced at this Summer's Expo.

If you are planning to rent furniture, A/V, labor or accessories from an outside source, that source ***must***:

- 1) Register with Hawaii Expo, Inc.;
- 2) Provide certificates of insurance; &
- 3) Have a credit card on file to pay for your deliveries.

If your supplier is not going to absorb the material handling costs for delivering to your booth, then you will need a credit card on file. (There is a \$100.00 Minimum.)

All outside rentals are subject to material handling charges listed on page 11 of Exhibitor Show Kit!

Make sure your vendor has registered.

There will be strict security at the door, with no exceptions.

Additionally, due to insurance requirements, all push carts must be rented from Hawaii Expo, Inc. Please reserve either in advance through Debbie@HawaiiXpo.com or at the service desk at show site.

Advanced ordered Cart Cost - \$50.00 – Show Site - \$75.00

(Note, if you have not ordered in advance, there may be a wait, as carts will be in limited supply)



SHIPPING ADDRESSES & IMPORTANT DATES

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

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SHIPPING ADDRESSES:

Advance Shipments	Hawaii Expo, Inc. 866 Iwilei Road, Suite 210 Honolulu, HI 96817	Shipments should arrive on or before Friday, July 20, 2018 by 5:00 pm
Direct Shipments	The Neal Blaisdell Center c/o Hawaii Expo, Inc. 777 Ward Avenue Honolulu, HI 96814	Shipments will be accepted beginning Thursday, July 26, 2018 @ 8:00 am

IMPORTANT DATES:

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

Friday, July 20, 2018	Advance Order Discount Pricing Deadline
Friday, June 1, 2018	Advance freight warehouse opens
Tuesday, June 26, 2018	Outside Contractors and rental companies must be registered, with proof of insurance.
Friday, July 20, 2018	Last day for advance freight warehouse to arrive without surcharges
Thursday, July 26, 2018	Direct shipments can arrive at show site after 8:00 am
Friday, July 27, 2018	Last day for direct shipment to arrive at show site before 12:00 pm (noon)
Friday, July 27, 2018	Exhibitor set-up: 8:00 am – 4:30 pm
Friday, July 27, 2018	Exhibit show hours: 5:30 pm – 10:00 pm
Saturday, July 28, 2018	Exhibit show hours: 9:30 am – 3:00 pm
Sunday, July 29, 2018	Exhibit show hours: 9:30 am – 3:00 pm
Sunday, July 29, 2018	Exhibitor move-out: 3:00 pm – 8:00 pm



ORDER RECAP PAYMENT / CREDIT CARD

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Hawaii Expo, Inc. requires 100% of amount owed, including applicable taxes, be paid in advance. Services are rendered with payment made in full. Payments 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. You show site representative should be made aware 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 order to the addresses shown above with payment made payable to Hawaii Expo, Inc.

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.

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.
 First Hawaiian Bank
 Account #: 65113392
 Routing #: 121301015
 1580 Kapiolani Boulevard
 Honolulu, HI 96814
 Please reference name of show and booth number so
 we can properly credit your account.

Subtotal _____

4.712% Hawaii State Excise Tax _____

Estimated Total _____

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



3rd PARTY REQUEST FORM

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Show Name: _____
 Company Name: _____ Booth # _____
 Signature: _____ Email: _____
 Ordered by: _____ Date: _____ Phone: _____

You may arrange for a third party to handle your display and be charged for services. Hawaii Expo, Inc. will agree to do this arrangement if the third party has a credit card on file. **Both firms** must complete this form, including **Third Party Credit Card Authorization** below. Return form by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third-party does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payable upon receipt.

Exhibiting Firm

Exhibiting Firm: _____ Booth # _____
 Address: _____
 City / State / Zip: _____
 Signature: _____
 Print Name: _____

Third Party

Third Party: _____ Phone: _____
 Address: _____
 City / State / Zip: _____
 Signature: _____
 Print Name: _____

METHOD OF PAYMENT

Payment Options Visa M/C Amex
 Card Type Personal Credit Card Business Credit Card

COMPANY NAME _____ ORDERED BY _____

CREDIT CARD # _____ EXPIRATION DATE _____

CARDHOLDER'S NAME _____ 3 DIGIT SECURITY CODE _____

CARDHOLDER'S SIGNATURE _____ DATE _____

If using American Express, indicate the four-digit number on front of card: _____



EXHIBITOR INFORMATION

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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: _____
Carrier Phone Number: _____
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

Show Name: _____	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____
Authorized Signature: _____	



MATERIAL HANDLING

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Materials shipped in ADVANCE should be sent directly to Hawaii Expo, Inc.'s warehouse in Honolulu. 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, July 20, 2018**.
- ✓ All shipments received after this date will be subject a 25% late fee.
- ✓ Shipments that arrive at the warehouse after **Friday, July 20, 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, Unit #210
Honolulu, HI 96817

DO NOT SHIP FREIGHT DIRECT TO **THE NEAL BLAISDELL CENTER** PRIOR TO MOVE-IN **JULY 27, 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.

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, July 20, 2018**.
- ✓ Purchase orders do NOT qualify for Advance Prices.
- ✓ Check, Visa, MasterCard, American Express, company check and wire transfers are welcomed methods of payment.
- ✓ Faxed orders are acceptable only if accompanied by valid credit card information.
- ✓ We are not responsible for mail delays.



ADVANCE WAREHOUSE SHIPPING INSTRUCTIONS

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

CONTRACTOR:

Hawaii Expo, Inc.

All shipments must be forwarded with all charges prepaid. Collect shipments will not be accepted. Hawaii Expo, Inc. assumes no responsibility for collect shipments which are not accepted.

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise. A copy should be mailed immediately to Hawaii Expo, Inc. address listed above.

Drivers will be required to record their shipments at the Exhibit Site Check-In Area, and they will be assigned a priority number and the proper freight door for unloading.

Note: Shipments received without receipts, freight bills, or specific unit count on receipts or freight bills (i.e. one lot 800 cu. ft., etc.) such as UPS or van lines, will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Hawaii Expo, Inc. for such shipments.

Note: In the event no weight is indicated on the document presented, Hawaii Expo, Inc. shall estimate the weight and charges will be based on estimates and such charges will NOT be subject to adjustment.

INSURANCE

Be sure your materials are insured from the time they leave your firm until they are returned after the show. It is suggested exhibitors arrange all-risk coverage. This can be usually done by "riders" to existing policies.

ADVANCE CRATED SHIPMENTS

Advanced created shipments will be accepted at the Hawaii Expo, Inc. warehouse and allowed free storage through show date if delivered prior to: (See next page for direct shipment information).

Friday, July 20, 2018

These shipments should be consigned, and the bill of lading made out as follows:

Exhibiting Company Name Booth # _____
Hawaii Bridal Expo – July 2018
c/o Hawaii Expo, Inc.
866 Iwilei Road, Unit 210
Honolulu, HI 96817

RATES FOR ADVANCE CRATED SHIPMENTS RECEIVED AT THE WAREHOUSE:

Exhibitors who wish to have their materials arrive in advance can do so by shipping direct to the warehouse. Materials will be unloaded at the warehouse, stored until show date, delivered to loading dock at the exhibit site, unloaded, delivered to the exhibitor's booth, picked up at the closing of the show, moved to the loading area and reloaded on trucks at the following ROUNDTRIP RATE:

For each 100 lbs. or fraction thereof. Per shipment, the rate is (200 lbs. minimum)

\$160.00

OVERTIME CHARGES ON ADVANCE SHIPMENTS:

Shipments unloaded at the warehouse after 5:00 pm weekdays, anytime Saturday, Sunday or Holidays, or after the DEADLINE DATE specified will be subject to overtime charges.

Additionally, when warehouse freight must be moved into the exhibit site on overtime due to scheduling conflict beyond the control of Exhibition Contractors, overtime charges will apply. An overtime surcharge based on the above rate, for each 100 lbs., will be invoiced in addition to those rates on all shipment subject to overtime charges.

The surcharge applicable to overtime shipments is (200 lbs. minimum)

\$229.00



DIRECT SHIPMENTS TO EXHIBIT SITE

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Shipments delivered direct to the Exhibit Site should be scheduled to arrive beginning:

Thursday, July 26, 2018 @ 8:00 am

These shipments should be consigned, and the bill of lading made out as follows:

Exhibiting Company Name Booth # _____
Hawaii Bridal Expo – Summer
The Neal Blaisdell Center – Exhibition Hall
c/o Hawaii Expo, Inc.
777 Ward Avenue
Honolulu, HI 96814

RATES FOR CRATED MATERIALS AND EQUIPMENT RECEIVED AT EXHIBIT SITE

Materials will be unloaded from exhibitor's trucks or trucks of others, at the exhibit site, delivered to the exhibitor's booth, picked up at the close of the show, moved to the loading area and reloaded on trucks at the following ROUNDTRIP RATE.

For each 100 lbs. or fraction thereof. Per shipment, the rate is (200 lbs. minimum) **\$5.00**

RATES FOR SHIPMENTS OR EQUIPMENT REQUIRING SPECIAL HANDLING RECEIVED AT THE SHOW SITE: This classification shall be applied to, but not limited to moving van shipments, or shipment by any truck which, because of height of the truck bed, cannot be unloaded at the docks, and/or the shipment is "packed" in such a manner as to require special handling (i.e. loose display parts; uncrated equipment, etc.), regardless of the kind of carrier or vehicle used, and/or the description of the shipment is such that the type of materials or equipment cannot be determined (i.e. 1 lot 20 assorted pieces, etc.). Material will be unloaded from moving vans, exhibitor's trucks, or trucks of others, delivered to exhibitor's

And to arrive no later than:

Friday, July 27, 2018 @ noon

booth, picked up at the close of the show, moved to the loading dock and reloaded on trucks at the following ROUNDTRIP RATE.

The surcharge applicable to special handling is:

\$100.00

LABOR AND EQUIPMENT

Labor will be available for uncrating, un-skidding, assembling, positions, leveling, dismantle, re-crating and re-skidding machinery and/or equipment of exhibitors. Place your order for this labor on the "Labor" order form section in the exhibitor service kit.

OUTGOING SHIPMENTS

To assist you in setting up your outgoing shipments, Hawaii Expo, Inc. will have a service desk located at the Exhibitor Service Center where labels, bill of lading and shipping information will be available.

At the close of the show, where carriers fail to pick up or refuse to accept shipments, Hawaii Expo, Inc. reserves the right to reroute shipments where no disposition is provided, or materials may be hauled to a warehouse pending advice from the exhibitor, and they will be charged accordingly for this service. No liability will be assumed as a result of such rerouting or handling.

PAYMENT TERMS:

All accounts must be settled at the service desk prior to close of show unless advance credit approval has been obtained. A purchase order, if required for payment, must accompany the order form(s). Payment for all labor and services, whether ordered by the exhibitor, display builder or other parties, shall be responsibility of the exhibitor. Please make payment in U.S. funds.



ADVANCE WAREHOUSE

This label is provided for your convenience. Please use it. Copies are acceptable.

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

RUSH! EXHIBIT MATERIAL

Must arrive no later than **Friday, July 20, 2018**

To: _____
(Exhibitor Name)

Booth # _____

EVENT: Hawaii Bridal Expo – Summer
c/o Hawaii Expo, Inc.
866 Iwilei Road, Unit 210
Honolulu, HI 96817

No. _____ OF _____ PIECES



DIRECT TO SHOW

This label is provided for your convenience. Please use it. Copies are acceptable.

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

RUSH! EXHIBIT MATERIAL

Must arrive no earlier than **Thursday, July 26, 2018**

To: _____

(Exhibitor Name)

Booth # _____

EVENT: Hawaii Bridal Expo – Summer
The Neal Blaisdell Center – Exhibition Hall
c/o Hawaii Expo, Inc.
777 Ward Avenue
Honolulu, HI 96814

No. _____ **OF** _____ **PIECES**



AUTHORIZATION TO PROVIDE MATERIAL HANDLING SERVICES

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

We hereby authorize Hawaii Expo, Inc., to provide such services as necessary to handle our shipment(s) in accordance with the information set forth in the "LIMITS OF LIABILITY AND RESPONSIBILITY", and we further agree to the following:

- A. We have examined and reviewed the attached "Material Handling Classification and Rates" page and understand we will be charged for Material Handling Services in accordance with the published rates for such services as are provided.
- B. We accept the responsibility for the payment of all Hawaii Expo, Inc. charges in connection with the handling of our shipment(s) and we guarantee payment to Hawaii Expo, Inc. in the event any third party who acts in our behalf shall fail to pay such charges within thirty (30) days of the receipt of the Hawaii Expo, Inc. invoice for such charges.
- C. We agree to Hawaii Expo, Inc.'s "Limit of Liability and Responsibility" as set forth.
- D. We agree that Hawaii Expo, Inc., or its subcontractors, may only be liable for their NEGLIGENCE in the actual physical handling of the items comprising our shipments, and not for any other type of loss.
- E. With particular reference to paragraphs "C" and "D" above, we agree in connection with the receipt, handling, temporary storage and reloading of our materials, Hawaii Expo, Inc. and its subcontractors, will provide their services as our agent, and not as bailee or shipper. If any employee of Hawaii Expo, Inc., or its subcontractors, shall sign a delivery receipt, bill of lading or other documents, we agree Hawaii Expo, Inc. or its subcontractors, will do so as our agent, and we accept responsibility therefore. (1) Relative to inbound shipment(s), we recognize there may be a lapse of time between the delivery of our shipment(s) to our booth by Hawaii Expo, Inc. subcontractors and the arrival of our representative at the booth, and during such time our shipment(s) will be unattended in our booth. We agree Hawaii Expo, Inc. and its subcontractors, shall not be responsible for any loss or damage which may occur during such period.

(2) Relative to outgoing shipment(s), we recognize there will be a lapse of time between the completion of packing and the actual pick up of our materials from our booth for loading onto a carrier, and during such time our shipment(s) will be left unattended in our booth. We agree Hawaii Expo, Inc. and its subcontractors, shall not be responsible for any loss or damage which may occur during such period, and we authorize Hawaii Expo, Inc. or its subcontractors to adjust the quantities or times on any bill of lading submitted by us to Hawaii Expo, Inc. or its subcontractors, to conform to the actual count of such items in the booth at the time of pick up.

- F. We agree, in the event of a dispute with Hawaii Expo, Inc. or its subcontractors, relative to any loss or damage to any of our materials or equipment, we will not withhold payment of any amount due to Hawaii Expo, Inc. for material handling services, or any other services provided by Hawaii Expo, Inc., or its subcontractors, as an offset against the amount of the alleged loss or damage. Instead, we agree to pay Hawaii Expo, Inc., at the close of the show, for all such charges, and further agree that any claim we may have against Hawaii Expo, Inc., or its subcontractors, will be pursued independently by us as a separate transaction to be resolved on its own merits.
- G. In order to expedite removal of materials from the show site, Hawaii Expo, Inc. shall have the authority to change designated carriers, if such carrier does not pick up on time. Where no disposition is made by the exhibitor, materials will be taken to a warehouse to wait for the exhibitor's shipping instructions and we agree to pay for charges relating to such handling at the warehouse.
- H. We agree all questions relating to classification of the exhibitor's materials, rates charged, or weights used to determine material handling charges shall be submitted to the Hawaii Expo, Inc. office indicated on the invoice thirty (30) days of the receipt of the invoice. Complaints received after such period shall not be considered, and payment of invoice shall be made in full.

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



MATERIAL HANDLING

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

CHECK ONE:

<input type="checkbox"/>	We plan to ship our crated materials to Advance Shipment Warehouse.
<input type="checkbox"/>	We plan to ship our materials direct to the show site. (Please attach copies of your bills of lading, if available).

We plan to ship on (date):	Number of Pieces	Weight
Our materials should arrive on (date):	Crate(s)	
Carrier:	Carton(s)	
PRO # (if available):	Case(s)	
Origin of shipment (city):	Misc	
(state):	Total weight	

RATES: For complete information and descriptions, refer to the sheet in this service manual titled Shipping Instructions and "Material Handling".

> **Calculation of Order**

When calculating weight, round up to the next 100 lbs. (Example: 265 lbs. = 300 lbs., 3 x rate = Dollars or minimum, whichever is greater.)

Advance Crated Shipments to the Warehouse

We will ship _____ lbs. @ **\$160** per 100 lbs. (200# minimum) **\$320** \$ _____

Direct Crated Shipments to Show Site

We will ship _____ lbs. @ **\$50** per 100 lbs. (200# minimum) = **\$100** \$ _____

Advance Uncrated Shipments to the Warehouse

We will ship _____ lbs. @ **\$229** per 100 lbs. (200# minimum) **\$458** \$ _____

Direct Uncrated Shipments to Show Site

We will ship _____ lbs. @ **\$50** per 100 lbs. (200# minimum) **\$100** \$ _____

Shipments or Equipment Requiring Special Handling to the Warehouse

We will ship _____ lbs. @ **\$229** per 100 lbs. (200# minimum) **\$458** \$ _____

Shipments or Equipment Requiring Special Handling at Show Site

We will ship _____ lbs. @ an additional **\$100** CWT each way = \$ _____

Small Packages (under 50#) to the Warehouse

We will ship _____ lbs. @ \$50.00 per additional piece \$10.00 \$ _____

Small Packages (under 50#) to the Show Site

We will ship _____ lbs. @ \$25.00 per additional piece \$15.00 \$ _____

Overtime Charges (200 lbs. minimum)

(See overtime charges on "Shipping Instruction" order form)

\$160.00 per 100 lbs. = \$320.00 minimum = \$ _____

Note: We understand your calculation is only an estimate. Invoicing will be done from the actual weight as listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Customer Service Department listed above.

Payment Terms: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. Payment for all labor and services whether ordered by exhibitor, display builders or other parties, shall be THE RESPONSIBILITY OF THE EXHIBITOR. PLEASE MAKE PAYMENTS IN U.S. FUNDS.

Show Name: _____	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____ Authorized Signature: _____



EXHIBIT TRANSPORTATION

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

YOUR ONE-STOP, FULL-SERVICE OFFICIAL TRANSPORTATION PROVIDER FOR:

Hawaii Bridal Expo – Summer
July 27 – 29, 2018

Hawaii Expo, Inc. is here to assist you in making your event less stressful and more successful. In addition to transportation, we have services for this event to meet your needs. Do you need additional materials to properly pack your booth? Has someone gotten sick or hurt, and is no longer available to dismantle your exhibitor with you? Are you attending another show, and need short term storage between your events? Visit our Service Center to give us the opportunity to make this final step on the show floor a smooth one.

U.S. CONTINENTAL GROUND SERVICE

1 lb. to 999 lbs.	\$80.00 / per pound (100 lbs. minimum)
1,000 lbs. to 1,999 lbs.	\$160.00 / per pound (100 lbs. minimum)
2,000 lbs. to 2,999 lbs.	\$320.00 / per pound (100 lbs. minimum)
3,000 lbs. to 3,999 lbs.	\$640.00 / per pound (100 lbs. minimum)
4,000 lbs. and up	CUSTOM QUOTE

U.S. CONTINENTAL AIR FREIGHT SERVICE

Expedited Air (Delivery in 3 business days)	\$160.00 / per pound (100 lbs. minimum)
Deferred Air (Delivery in 6 business days)	\$80.00 / per pound (100 lbs. minimum)

*Air freight shipments are based on actual or dimensional weight, whichever is greater.

Additional charges may apply for the following:

Residential Delivery
Liftgate Services
Inside Delivery
Declared Value

Hawaii Expo, Inc. is here for all your transportation needs. Our global shipping experts are standing by to work out the details for you.

GLOBAL TRANSPORTATION SERVICES

For more information regarding our services, rates, shipping deadlines, documentation requirements, and the terms and conditions of our global transportation service offering, please email us at Debbie@HawaiiXpo.com or call (808) 620-2160.



OUTBOUND SHIPPING FORM

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

NAME OF SHOW: **Hawaii Bridal Expo – Summer**

COMPANY NAME: _____

Booth #: _____

CONTACT NAME: _____

PHONE #: _____

EMAIL ADDRESS: _____

For assistance, please call (808) 620-2162 to speak to one of our experts.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A MATERIAL HANDLING AGREEMENT AND LABELS. WE WOULD BE HAPPY TO PREPARE THESE FOR YOU IN ADVANCE AND WILL DELIVER THEM TO YOUR BOOTH AT SHOW SITE TO REVIEW.

SHIPPING INFORMATION

TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE AND RETURN THIS FORM.

FROM: SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

SHIP TO: COMPANY NAME: _____

DELIVERY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____ ATTN: _____

METHOD OF SHIPMENT

SPECIAL INSTRUCTIONS: _____

- ____ HAWAII EXPO, INC.
- ____ PRIORITY AIR: DELIVERED 2 – 4 BUSINESS DAYS
- ____ DEFERRED AIR: DELIVERED 5 – 7 BUSINESS DAYS
- ____ Standard Ground: Ocean Voyage
- ____ Expedited Ground: Ocean Voyage
- ____ Specialized: Pad wrap, uncrated, or truckload/Ocean Voyage

OTHER COMMON CARRIER: _____

OTHER VAN LINE: _____

OTHER AIR FREIGHT: _____
 ____ Next Day ____ Second Day ____ Deferred

DESIRED # OF LABELS: _____

Verify the piece count, weight, and that a signature is on the Material Handling Agreement, prior to shipping out.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE.

Hawaii Expo, Inc. will make arrangements for all Hawaii Expo, Inc. shipments. Arrangement for pick up by other carriers is the responsibility of the exhibitor. During exhibitor move-out, when time permits, Hawaii Expo, Inc. will attempt a courtesy call to your carrier to confirm the scheduled pick up.

Once your shipment is packed and ready to be picked up, please return Material Handling Agreement to the Exhibitor Service Center.



ELECTRICAL

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

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	

ACCESSORIES

QTY	Description	Advance	Floor	Total
	Medium Duty Extension Cord	\$25.00	\$40.00	
	Multi-Strip	\$15.00	\$25.00	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



FORKLIFT LABOR

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Booth work only. Forklift with operator is available to assist you with your setup, un-skidding, 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, 4-stage, or long forks are additional, and need to be ordered in advance. Start time guaranteed only at start of work day. Labor is charged in half (1/2) hour increments, one (1) hour minimum call per person. Any order cancelled after Hawaii Expo, Inc. move-in will be charged a one (1) hour cancellation fee per scheduled worker.

- ✓ Supervisor must check in at Exhibitor Service Desk.
- ✓ 20% Surcharge will be added for labor ordered at show site.
- ✓ 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 – 5:00 pm Monday through Friday.....	\$99.00	\$149.00	Per Man/Per Hour
Overtime – 5:00 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 _____

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



RIGGING PLAN

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Rates quoted for connections are for our providing one (1) 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 thirty (30) days' notice if load exceeds 50 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 thirty (30) 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.
- ✓ Indicate lift-point locations. Make load reference per point.
- ✓ Mark the adjacent booth number or aisle numbers.



RIGGING SERVICE

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

- ✓ Hawaii Expo, Inc. is responsible for all supervision, assembly, installation, and removal of all overhead rigging including signs, banners, motors, and truss.
- ✓ Start-time is guaranteed only at start of work day. Labor is charged in half (1/2) hour increments, two (2) hour minimum call per person.
- ✓ Any order cancelled after Hawaii Expo, Inc. move-in will be charged a one (1) hour cancellation fee per scheduled worker.
- ✓ Exhibitor must check in at Exhibitor Service Center 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.

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 two (2) hours following by half (1/2) hour increments.

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

Additional Surcharge or Fee _____

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



AUDIO VISUAL SERVICES

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including A/V rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

Display Monitors (Includes Table or Hanging Hardware)

QTY	Description	Advance	Floor	Total
	32" Monitor	\$350.00	\$450.00	
	42" Monitor	\$450.00	\$550.00	
	50" Monitor	\$550.00	\$650.00	

Accessories

QTY	Description	Advance	Floor	Total
	Floor Stand	\$150.00	\$300.00	
	Speakers	\$150.00	\$300.00	
	DVD Player	\$50.00	\$65.00	
	Laptop Computer	\$190.00	\$247.00	
	Wall Mount	\$100.00	\$130.00	
	Media Player	\$50.00	\$75.00	
	HDMI Cable	\$25.00	\$40.00	
	Set Up Fee	\$150.00	\$195.00	

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

Equipment Rental	_____
Delivery & Pickup	_____ \$100.00
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 orders 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.

Show Name: _____	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____ Authorized Signature: _____



LABOR – DISPLAY INSTALLATION & DISMANTLE

Part 1 – Labor Supervision

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Straight Time Hourly Charge

8:00 am – 5:00 pm Monday thru Friday

\$99.00

Overtime Hourly Charge

Before 8:00 am & after 5:00 pm weekdays & all-day Saturday, Sunday & Holidays

\$149.00

Minimum charges for labor is two (2) hours, per man by the exhibitor.

SERVICE A

Installation & dismantle of display under Hawaii Expo supervision:

_____ We would like our display **unpacked and installed** under Hawaii Expo, Inc. supervision prior to our arrival at the show site. We are forwarding blueprints, a photo or instructions, and shipping information to you shortly, and you will immediately contact our representative for instructions in the event of shortages in shipment or damage. We understand all work will be done on straight time where possible. We understand a supervision service charge will be added to our bill of labor furnished at the above rate. Supervision charge (25% of total I&D).

_____ We would like our display **dismantled and packed** under Hawaii Expo, Inc.'s supervision. We will leave instructions for shipping, address and waybill, at the Service Center before the end of show. We understand the supervision charge as described above will apply. An additional surcharge will be applicable when displays are dismantled under Hawaii Expo, Inc.'s supervision when no installation labor is provided under Hawaii Expo, Inc.'s supervision. Supervision service charge (25% of total I&D).

SERVICE B

Installation & dismantle of display under EXHIBITOR supervision

_____ We would like _____ man (men) available to **unpack and install** our display under the supervision of our representative on (date) _____ at (time) _____ for _____ hours.

_____ We would like _____ man (men) available to **dismantle and pack** our display under the supervision of our representative on (date) _____ at (time) _____ for _____ hours.

Note: If the exhibitor fails to pick up the man (men) at the time confirmed, a two (2) hour per man "NO SHOW CHARGE" will be made.

The exhibitor's representative will return the crew to the Service Center upon completion of the work, check the work order, and approve the work by signing the order.

Calculate Labor	Date	Time	#of Men	Total Hours	Rate per Man	Total Cost
Installation	_____	_____	_____	_____	X \$99.00	= \$ _____
Dismantle	_____	_____	_____	_____	X \$149.50	= \$ _____

(Two (2) hour minimum) Total Labor Cost: \$ _____

Note: We understand your calculation is only an estimate. Invoicing will be done from the actual hours worked. Adjustments will be made accordingly.

Orders subject to LIMITS OF LIABILITY And RESPONSIBILITY

Payment Terms: ALL ACCOUNTS MUST BE SETTLED AT OUR SERVICE DESK PRIOR TO THE CLOSE OF THE SHOW unless advance credit approval has been obtained. Payment for all labor and services whether ordered by exhibitor, display builders or other parties, shall be **THE RESPONSIBILITY OF THE EXHIBITOR. PLEASE MAKE PAYMENTS IN U.S. FUNDS.**

Show Name: _____	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____
Authorized Signature: _____	



LABOR – DISPLAY INSTALLATION & DISMANTLE

Part 2 – Outbound Shipping Instructions

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Outbound Shipping Instructions:

Please complete this section if Hawaii Expo, Inc. will be supervising booth labor.

Exhibitor Outbound Shipping Instructions: At close of show, exhibitor freight will be shipped to the following address: (If your freight is being forwarded to another show, be sure to include the name of show and your booth number).

Company/Show: _____ Booth #: _____

Address: _____

City/State/Zip: _____


Attention: _____

▪ Select Shipping Method:

Select Carrier 

Ship via carrier of **exhibitor's choice**.
Name of carrier: _____

Ship via **official show freight carrier**.

Select shipping method 

Ground/Ocean Voyage

Air
Select service preferred: _____

Please note:

*If an exhibitor is using a carrier of his/her own choice (or not using the **official** show freight carrier), the exhibitor is responsible for arranging for carrier to pick up at the close of the show.

*Hawaii Expo, Inc. cannot guarantee pick up time for exhibitor appointed carriers.

Billing Information: Please indicate billing information for carrier charges if different than above.

Shipping (Signature): _____ Shipper (Print Name): _____

Freight Charges Billed to (Company/Show): _____

Address: _____

City/State/Zip: _____

Phone: _____ Attention: _____

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



EXHIBITOR APPOINTED CONTRACTOR (EAC)

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

THIS FORM MUST BE COMPLETED IN ITS ENTIRETY, AND RETURNED TO HAWAII EXPO, INC., BEFORE ANY OUTSIDE CONTRACTORS WILL BE ALLOWED TO DELIVER RENTAL ITEMS, WORK IN YOUR BOOTH SPACE, OR ENTER THE FACILITY!

Fill out this form if you intend on hiring an Exhibitor Appointed Contractor (also referred to as an Outside Contractor) to work in your booth or deliver rental items. 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 or rentals.

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 Kit and provide Certificates of Insurance at least 30 days prior to the show.

RETURN COMPLETED FORM BY: **June 26, 2018**

Outside Contractor's Information:

Company Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Type of Service Provided:

Show Name: _____ Company Name: _____
Address: _____ City, State, Zip Code:: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



SPECIAL CLEANING

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Vacuuming & Refuse Removal

We require the following service(s) for our booth #: _____

Which is _____ x _____ = Square Feet

Vacuum Carpet

Every night (*See below). Cost per square foot per night

\$.80

Vacuumping Carpet

Before show opens ONLY. Cost per square foot

\$1.00

Orders less than every night but more than once is calculated at this rate.

Calculation of order:

*When ordering one (1) of the following daily service(s), please calculate for _____ days.

Daily: Vacuuming / Porter Service _____ (Square feet) x _____ (Number of days) = \$ _____

(Please circle service required)

Cost of vacuuming will be invoiced on the total area of your booth. To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the show site. In this way, we will be able to assure your satisfaction with our service.

Adjustments cannot be made after the close of the show.

All rates are subject to change if necessitated by increase in labor or material cost.

Orders subject to LIMITS AND LIABILITY AND RESPONSIBILITY AS SET FORTH ELSEWHERE IN Exhibitor Service Kit.

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



SIGNS & BANNERS

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

QTY	Description	Advance	Floor*	Total
	7" x 11"	\$27.00	\$44.00	
	7" x 22"	\$30.00	\$51.00	
	7" x 44"	\$38.00	\$58.00	
	11" x 14"	\$35.00	\$56.00	
	14" x 22"	\$38.00	\$58.00	
	22" x 28"	\$47.00	\$70.00	
	10" x 60"	\$48.00	\$78.00	
	40" x 60"	\$108.00	\$164.00	
	14" x 44"	\$44.00	\$70.00	
	Ft x 36"H Banner/Lineal Ft	\$14.00	\$28.00	
	4' x 8' Blank Fomecore	\$18.00	\$35.00	
	28" x 44" Blank Showcard	\$9.00	\$12.00	

*If available

- ✓ Copy includes (10) ten words or less. Additional words will be charged at the rate of \$1.00 per word. Cardboard easel backs are \$23.00 each.
- ✓ Colored show card 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 \$65.00 minimum camera charge.

Specify Text Color: Black Blue Red Other (Specify) _____

Specify Shape: Horizontal Vertical Other (Provide drawing with size and shape)

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



FURNITURE - 1

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

TABLES, **SKIRTED** (30"H X 24"W)

QTY	Description	Advance	Floor	Total
	4' Skirted Table	\$70.00	\$100.00	
	6' Skirted Table	\$80.00	\$115.00	
	8' Skirted Table	\$90.00	\$129.00	

- ✓ 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:
 Black Blue Off-White White

COUNTERS, **SKIRTED** (42"H X 24"W)

QTY	Description	Advance	Floor	Total
	4' Skirted Counter	\$90.00	\$129.00	
	6' Skirted Counter	\$95.00	\$136.00	
	8' Skirted Counter	\$100.00	\$143.50	

- ✓ 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:
 Black Blue White

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

QTY	Description	Advance	Floor	Total
	4' Table	\$40.00	\$58.00	
	6' Table	\$50.00	\$72.00	
	8' Table	\$60.00	\$86.00	

COUNTERS, **UNSKIRTED** (42"H X 24"W) WHITE VINYL TOP ONLY

QTY	Description	Advance	Floor	Total
	4' Counter	\$50.00	\$72.00	
	6' Counter	\$60.00	\$86.00	
	8' Counter	\$70.00	\$100.00	

Show Name: _____	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____ Authorized Signature: _____



FURNITURE - 2

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

CHAIRS

QTY	Description	Advance	Floor	Total
	Side Chair, Black	\$25.00	\$36.00	
	Secretarial Chair, Black	\$95.00	\$136.00	

BOOTH ACCESSORIES

QTY	Description	Advance	Floor*	Total
	Wastebasket w/Liner	\$10.00	\$15.00	
	Once Daily Cleaning of Wastebasket	\$17.00	\$22.00	
	Easel	\$30.00	\$43.00	
	Garment Rack	\$75.00	\$125.00	
	Literature Rack	\$75.00	\$140.00	
	Tackboard, 4' x 6' Horizontal	\$95.00	\$190.00	
	Tackboard, 4' x 8' Horizontal	\$110.00	\$220.00	
	8' High x 10' Wide Masking	\$60.00	\$86.00	
	3' High x 10' Wide Masking	\$50.00	\$72.00	
	Telecage – Per 10' Section	\$60.00	\$85.00	
	Pedestal Table – Pewter – 24" Diam - Adj	\$75.00	\$108.00	
	Pedestal Table – White – 31" Diam - Adj	\$100.00	\$143.00	

CARPET (Call for availability)

QTY	Description	Advance	Floor*	Total
	10' x 10' Carpet	\$350.00	\$600.00	
	10' x 20' Carpet	\$500.00	\$715.00	
	10' x 30' Carpet	\$750.00	\$1,100.00	
	10' x 40' Carpet	\$1,000.00	\$1,500.00	
	½" Padding, Per Sq Ft	\$1.50	\$3.00	
	Poly Covering, Per Sq Ft	\$1.00	\$1.50	

*If available

✓ Includes installation, dismantle, and front edge taping.

✓ Circle color choice:

Black Grey Red

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



BOOTH RENTALS

1050 Bishop Street, Suite 368, Honolulu, HI 96813 * Phone: 808-620-2162 * Fax: 530-309-7039 * Debbie@HawaiiXpo.com

Note: All Outside Contractors - including furniture rental companies - must provide Hawaii Expo, Inc. with a valid certificate of insurance showing General Liability and Workers' Compensation Insurance coverage by the due date specified within. NO Outside Contractor will be allowed on the show floor if the required certificates of insurance are not received.

Contact Rick @ Phone: 808-536-2849, Fax: 530-309-7039 or Email: Rick@HawaiiXpo.com to discuss.