



Hawaii Expo, Inc.
1050 Bishop Street, Suite 368
Honolulu, HI 96813
Phone: 808.620.2162
Fax: 530.309.7039
Email: Debbie@HawaiiXpo.com

Hawaii Bridal Expo – July 2019
Neal S. Blaisdell Center
Exhibition Hall
July 26 – 28, 2019
Advance Order Deadline: July 19, 2019

Dear Exhibitor:

Hawaii Expo, Inc. is pleased to advise you we have been chosen as the Official Service Provider for the **Hawaii Bridal Expo – July 2019** to be held on **July 26 – 28, 2019**, 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.

The 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, money and contribute to a successful tradeshow/convention.

Most services include a discounted rate for Advanced Order pricing. To take advantage of these discounted rates, your order must be fully paid and received in the Hawaii Expo, Inc. office on or before **Friday, July 19, 2019**. Orders not paid by this deadline date are subject to Floor Order pricing and are not guaranteed to be available.

Please bring any discrepancies to our attention at show site at the Exhibitor Service Center before the end of show. Adjustments cannot be made after the close of show. All rates are subject to change if necessitated by increase in labor or material costs. Orders are subject to limits, liabilities, and responsibility set forth elsewhere in this Exhibitor Service Kit.

Please do not hesitate to contact us with any concerns, questions, etc. you may have regarding your booth. You can reach us at:

Phone: 808.620.2162
Email: Debbie@HawaiiXpo.com

We look forward to working with you!

Hawaii Expo, Inc. will have an Exhibitor Service Representative on site at the Exhibitor Service Center during Exhibitor set-up, throughout the show, and dismantle.



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QUICK FACTS

PLEASE BE ADVISED EACH 10' x 10' PIPE & DRAPE EXHIBITOR SPACE INCLUDES:

(1) 8'H x 10'W Backwall – Off White

The show color is: **Off White**

The **Exhibition Hall** is **not carpeted** except for designated areas.

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

Exhibitor Set Up:	Friday, 7/26	8:00 am – 5:00 pm
Show Hours:	Friday, 7/26	5:30 pm – 10:00 pm
	Saturday, 7/27	9:30 am – 3:00 pm
	Sunday, 7/28	9:30 am – 3:00 pm
Exhibitor Breakdown:	Sunday, 7/28	3:00 pm – 8:00 pm

Shipping Information: HAWAII EXPO, INC. is the Official Freight Contractor and will accept all freight, both Advance and Direct Shipments. **The Neal S. Blaisdell Center does not accept Advance Exhibitor Freight and do not have the capabilities for material handling and storage services. Direct deliveries on the date of move-in are accepted.** If you require material handling services, please contact our Exhibitor Service Representative for more information. It is the sole responsibility of the Exhibitor to obtain business interruption and property damage insurance.

OUR POLICY IS ALL ORDERS MUST BE PAID IN ADVANCE.

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



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EXHIBITOR SERVICE KIT

Hawaii Bridal Expo – July 2019
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➤ Welcome Letter_____	<u>1</u>
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SHIPPING ADDRESSES & IMPORTANT DATES

Advance Shipments: Hawaii Expo, Inc. Shipments should arrive on or before
 866 Iwilei Road, Suite 210 **Friday, July 19, 2019**
 Honolulu, HI 96817

Direct Shipments: **Neal S. Blaisdell Center** Shipment will be accepted beginning
 c/o Hawaii Expo, Inc. **Thursday, July 25, 2019**
 777 Ward Avenue
 Honolulu, HI 96814

IMPORTANT DATES (BE SURE TO CHECK YOUR ORDER FORMS FOR ADDITIONAL DATES AND TIMES)

Advance order discount pricing deadline	Friday, July 19, 2019
Advance freight warehouse opens	Monday, May 20, 2019
Last day for advance freight warehouse to arrive without surcharges	Friday, July 19, 2019
Direct shipments can arrive at show site	Thursday, July 19, 2019 after 9:00 am
Last day for direct shipments to arrive at show site	Friday, July 26, 2019 before 4:00 pm
Exhibitor move-in	Friday, July 26, 2019 – 8:00 am – 5:00 pm
Show Hours	Friday, July 26, 2019 – 5:30 pm – 10:00 pm
	Saturday, July 27, 2019 – 9:30 am – 3:00 pm
	Sunday, July 28, 2019 – 9:30 am – 3:00 pm
Exhibitor Move-Out	Sunday, July 28, 2019 – 3:00 pm – 8:00 pm
All exhibit materials MUST be removed. If your freight remains on the show floor, it will ship via carrier of Hawaii Expo, Inc.'s choice at Exhibitor's expense. If you require additional assistance, please visit the Exhibitor Service Center.	Sunday, July 28, 2019 by 8:00 pm



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EXHIBITOR INFORMATION

Exhibitor:	Booth #:
Address:	City, State, Zip:
Phone:	

Emergency Offsite Contact

Name:	Office Number:
Cell Number:	

Show Site Contact

Name:	
Cell Number:	Title:
Is this contact authorized to make changes and purchases?	



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ORDER RECAP

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. Your 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 pricing, the appropriate order forms and full payment must be received by published deadline date printed on the forms. Rates increase after the deadline date. Show name and booth number should be noted on all payments so they will be properly credited. Mail, email, or fax your order to the address 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 balance may be made by check upon presentation of statement while at the show. Any outstanding balance as of dismantle will, for your convenience, be charged to your credit card account.

SERVICES AND EQUIPMENT ORDER RECAP

Cartload Services	
Exhibitor Appointed Contractor (EAC)	
Electrical Services / Labor	
Audio Visual Equipment	
Vacuuming	
Furniture, Carpet, Accessories	
Furniture - Specialty	
Miscellaneous	
Estimated Subtotal	
4.712% Hawaii State Excise Tax	
Estimated Total	

Wire Transfer Information:
 Please contact **Debbie (808.620.2162)** for more information.



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CREDIT CARD AUTHORIZATION

DESCRIPTION OF CHARGE: _____
 AMOUNT TO BE CHARGED: _____
 *ADD 3% CREDIT CARD CONVENIENCE FEE: _____
 TOTAL AMOUNT: _____

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	SECURITY CODE (If AmEx – 4 digits on front of card)
_____	_____
CARDHOLDER'S SIGNATURE	DATE

Please check box if you authorize Hawaii Expo, Inc. to keep credit card on File

CARD HOLDER BILLING ADDRESS

STREET ADDRESS

CITY, STATE, ZIP

EMAIL



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CARTLOAD SERVICE ORDER

Small Freight Service – Personal Vehicles Only!

This special service is offered exclusively for this show.

Maximum Weight 200 lbs.

To assist with the move-in and move-out of Exhibitors with small amounts of exhibit materials, Hawaii Expo, Inc. is pleased to offer, one (1) laborer with one (1) pushcart, for one (1) trip. Service will be made one (1) way from the dock to your booth or your booth to the dock.

A cartload is eight (8) pieces or less with a total weight of 200 lbs. or less. One (1) cartload will be allowed per booth.

This service is for Exhibitors who have small hand carry items. All items must fit on a 3' x 4' pushcart, in one (1) trip only. Please contact our Exhibitor Service Representative for more information.

Your vehicle must be unloaded/loaded in the cartload service area which will be marked with signs. Carts not authorized to enter or go to any parking structure. There must be two (2) people with the vehicle; one (1) person to go with your materials to your booth and one (1) person to move your vehicle from the service area.

Freight too large or over 200 lbs., will be charged direct material handling rates. See qualifying vehicles below.

To receive this service, go to either the facility's main entrance or dock and as or look for the cartload service area. You may also order this service at the Hawaii Expo, Inc. Service Desk on the show floor. Exhibitor may not use carts without prior written authorization.

Qualifying Vehicles:	Unqualifying Vehicles:
Sedans	Rental Trucks
Vans	Flatbed or Stake Bed Trucks
Sports Utility Vehicles	Bobtail or Semi-Trucks
Pickup Trucks	Trailers

Description	Quantity	Rate	Total
Dock to Booth		\$55.00	
Roundtrip		\$95.00	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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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.

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. This work can include but is not limited to, installation and dismantle labor, modeling or hostess service, sound and lighting companies, production and 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 regulation. All Outside Contractor’s must abide by the rules and regulations outlined in this Exhibitor Service Kit.

RETURN COMPLETED FORM BY: June 26, 2019

OUTSIDE CONTRACTOR’S INFORMATION:

Exhibitor Name	
Company Name	
Address	
Contact Person	
Phone Number	
Type of services provided	

Note: All Outside Contractors must provide Hawaii Expo, Inc. with a valid Certification 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.

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



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ELECTRICAL SERVICES

ELECTRICAL OUTLET – 120 VOLT

Quantity	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	\$371.00	

ACCESSORIES

Quantity	Description	Advance	Floor	Total
	Medium Duty Extension Cord – 15'	\$30.00	\$45.00	
	Medium Duty Extension Cord – 25'	\$40.00	\$60.00	
	Medium Duty Extension Cord – 50'	\$50.00	\$75.00	
	Multi-Strip	\$25.00	\$35.00	

Show Name: _____ Company Name: _____

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ELECTRICAL LABOR

✓ Indicate service requested by checking the appropriate box:

- Hawaii Expo, Inc. supervised (proceed). Distribute power under carpet per Exhibitor’s provided floorplan. A 25% surcharge will be added.
- Exhibitor supervised (do NOT proceed). Check in at the Exhibitor Service Center is required.

	Advance	Floor	Per Man/Per Hour
Straight time – 8:00 am – 4:30 pm - Monday – Friday	\$109.00	\$155.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$164.00	\$234.00	

Date	Start Time	# of People	Hours Per Person	Total Hours	Hourly Rate	Total
					Addn'l for 24 hr SVC	
					Estimated Total	

- ✓ There is a minimum charge of one (1) hour per worker. Invoice will be based on actual hours worked rounded to the highest half (1/2) hour.
- ✓ Electrical labor must be order for all under carpet distribution, overhead distribution, motor and equipment hook-ups requiring hard wiring connections.
- ✓ If you need further assistance in completing your order, please contact our Exhibitor Service Representative.

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

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AUDIO VISUAL RENTALS

MONITORS (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	32" Monitor	\$300.00	\$375.00	
	42" Monitor	\$400.00	\$490.00	
	50" Monitor	\$500.00	\$620.00	

ACCESSORIES (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	Floor Stand	\$150.00	\$250.00	
	Speakers	\$95.00	\$131.50	
	DVD Player	\$50.00	\$65.00	
	Laptop Computer	\$290.00	\$347.00	
	Wall Mount	\$50.00	\$75.00	
	Set Up Fee	\$150.00	\$195.00	
	Delivery & Pickup Fee			\$300.00

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

- ✓ 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. Use "Electrical" for prices.
- ✓ The equipment is the responsibility of the Exhibitor from delivery until picked up after show closing.
- ✓ If you have a specific request or need additional equipment, please call our Exhibitor Service Representative.

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



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VACUUMING

We request vacuuming service for our booth #: _____

Which is _____ x _____ = _____ square feet

Vacuum Carpet (Per Square Foot):

Quantity	Description	Advance	Floor	Total
	Once Before Show Opens	\$1.00	\$1.45	
	Every Day	\$.80	\$1.15	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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FURNITURE – 1 OF 2

TABLES, SKIRTED (30”H X 24”W)

Quantity	Description	Advance	Floor	Total
	4'	\$30.00	\$43.00	
	6'	\$35.00	\$50.00	
	8'	\$40.00	\$58.00	
	4 th Side Skirting	\$15.00	\$22.00	

- ✓ Skirted includes white vinyl top and skirting on 3 sides.
- ✓ If color is not selected, show color will be provided.
- ✓ Circle color skirting: Black Blue Off-White Snow White

COUNTERS, SKIRTED (42”H X 24”W)

Quantity	Description	Advance	Floor	Total
	4'	\$40.00	\$58.00	
	6'	\$45.00	\$65.00	
	8'	\$50.00	\$72.00	
	4 th Side Skirting	\$20.00	\$29.00	

- ✓ Skirted includes white vinyl top and skirting on 3 sides
- ✓ If color is not selected, show color will be provided.
- ✓ Circle color skirting: Black Blue Off-White

TABLES, UNSKIRTED (30”H X 24”W) – BARE WOOD

Quantity	Description	Advance	Floor	Total
	4'	\$15.00	\$22.00	
	6'	\$20.00	\$29.00	
	8'	\$25.00	\$36.00	
	White Vinyl Top	\$10.00	\$15.00	

COUNTERS, UNSKIRTED (42”H X 24”W) – BARE WOOD

Quantity	Description	Advance	Floor	Total
	4'	\$20.00	\$29.00	
	6'	\$30.00	\$43.00	
	8'	\$40.00	\$58.00	
	White Vinyl Top	\$10.00	\$15.00	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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FURNITURE – 2 OF 2

CHAIRS

Quantity	Description	Advance	Floor	Total
	Side Chair, Black	\$15.00	\$22.00	
	Barstool – Black or White	\$50.00	\$72.00	
	Secretarial Chair, Black	\$60.00	\$86.00	

ACCESSORIES

Quantity	Description	Advance	Floor	Total
	Wastebasket w/Liner	\$10.00	\$15.00	
	Once Daily Cleaning of Wastebasket	\$10.00	\$15.00	
	Easel	\$25.00	\$36.00	
	Garment Rack	\$50.00	\$72.00	
	Literature Rack – 5 Pocket	\$50.00	\$72.00	
	Tackboard – 4' x 6'	\$95.00	\$136.00	
	Tackboard – 4' x 8'	\$110.00	\$156.00	
	Telecage – 10'	\$40.00	\$58.00	
	Stem Lights	\$50.00	\$72.00	
	Pedestal Table – 24" Diameter – Pewter	\$50.00	\$72.00	
	8'H Masking – Black or White	\$60.00	\$86.00	
	3'H Masking – Black	\$40.00	\$58.00	

CARPET

Quantity	Description	Advance	Floor	Total
	10' x 10'	\$175.00	\$250.00	
	10' x 20'	\$350.00	\$500.00	
	10' x 30'	\$525.00	N/A	
	10' x 40'	\$700.00	N/A	
	½" Padding Per Square Foot	\$1.50	\$2.00	
	Poly Covering, Per Square Foot	\$.75	\$1.25	

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

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SPECIALTY FURNITURE - SEATING

NOTE: PHOTOS AVAILABLE UPON REQUEST

Quantity	Description	Color	Rate	Total
	Wicker Single Seat w/Ivory Cushion	Brown	\$100.00	
	Wicker Corner Seat w/Ivory Cushion	Brown	\$120.00	
	Wicker Ottoman w/Ivory Cushion	Brown	\$80.00	
	Leatherette Ottoman w/Back	White	\$870.00	
	Leatherette Ottoman w/o Back	White	\$770.00	
	Leatherette Bench	White	\$390.00	
	Club Chair	Bone White	\$270.00	
	Capri Sofa	White	\$620.00	
	Rico Sofa	Black	\$620.00	
	Capri Chair	White	\$420.00	
	Rico Chair	Black	\$420.00	
	Hugo Ottoman	White	\$420.00	
	Straight Bench	White	\$420.00	
	Shadow Chair	Clear	\$50.00	
	O Chair	Gold	\$75.00	
	Luxe Chair	White/Gold	\$75.00	
	Noir Chair	Black	\$50.00	
	Bar Stool w/Back	Gold/White	\$75.00	
	Fiji Barstool	White	\$80.00	
	Fiji Barstool	Black	\$80.00	
	Chiavari Chair	Gold	\$28.50	
	Chiavari Chair	Mahogany	\$28.50	
	Chiavari Chair	Natural	\$24.50	

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SPECIALTY FURNITURE - TABLES

NOTE: PHOTOS AVAILABLE UPON REQUEST

Quantity	Description	Color	Rate	Total
	Metal Coffee End Table	White	\$170.00	
	Metal Coffee End Table	Silver	\$170.00	
	Metal End Table	White	\$120.00	
	Metal End Table	Silver	\$120.00	
	Lacquered Parsons – Dining Height	White	\$375.00	
	Lacquered Parsons – Cocktail Height	White	\$525.00	
	Round Dining Table	Can Be Lit	\$300.00	
	Geo Highboy	Can Be Lit	\$250.00	
	Geo Lowboy	Can Be Lit	\$250.00	
	Geo Coffee Table	Can Be Lit	\$250.00	
	Geo End Table	Can Be Lit	\$200.00	

Show Name: _____	Company Name: _____
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MISCELLANEOUS

If you are interested in:

- Display Labor
- Booth Rentals
- Floral
- 3rd Party Authorization
- Forklift Service
- Rigging
- Storage
- Material Handling
- Special Electrical Labor or Connection

Please feel free to contact:

Debbie Urasaki
Phone: 808.620.2162
Fax: 503.309.7039
Email: Debbie@HawaiiXpo.com