



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

WSAUA 2018
Grand Wailea
Haleakala Room / Promenade
October 28 – November 1, 2018
Advance Order Deadline: 10/12/18

Dear Exhibitor:

Hawaii Expo, Inc. is pleased to advise you we have been chosen as the Official Service Provider for the **WSAUA 2018** to be held on **October 28 – November 1, 2018**, at the **Grand Wailea** in **Wailea, Maui**, 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, 10/12/18**. 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.



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

QUICK FACTS

PLEASE BE ADVISED EACH **TABLETOP** EXHIBITOR SPACE INCLUDES:

- (1) 6' Table – Skirted – **Blue**
- (2) Side Chairs
- (1) Wastebasket w/Liner
- (1) Tent Table Sign

The show color is: **Blue**

The **Haleakala Room** is **carpeted**. **Promenade** is NOT **carpeted**.

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

Exhibitor Set Up:	Saturday, 10/27	3:00 pm – 9:00 pm
Show Hours:	Sunday, 10/28	7:00 am – 2:00 pm
	Monday, 10/29	7:00 am – 2:00 pm
	Tuesday, 10/30	7:00 am – 2:00 pm
	Wednesday, 10/31	7:00 am – 2:00 pm
	Thursday, 11/1	7:00 am – 2:00 pm
Exhibitor Breakdown:	Thursday, 11/1	3:00 pm – 5:00 pm

Shipping Information: HAWAII EXPO, INC. is the Official Freight Contractor and will accept all freight, both Advance and Direct Shipments. **The Grand Wailea does not accept Advance Exhibitor Freight and does 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.

Deadline Date to Receive Advance Freight is: **Friday, 10/12/18.**

Address for Advance Freight is: Hawaii Expo, Inc., 866 Iwilei Road, Unit 210, Honolulu, HI96817

If you require additional information, please contact our Exhibitor Service Representative or the Exhibitor Service Center at show site.

OUR POLICY IS ALL ORDERS MUST BE PAID IN ADVANCE.

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



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

EXHIBITOR SERVICE KIT

WSAUA 2018

Grand Wailea / Haleakala Room & Promenade

October 28 – November 1, 2018

Advance Order Deadline: Friday, 10/12/18

- Welcome Letter _____ 1
- Quick Facts _____ 2
- Exhibitor Service Kit / Table of Contents _____ 3
- Shipping Addresses & Important Dates _____ 4
- Exhibitor Information _____ 5
- Order Recap _____ 6
- Credit Card Authorization _____ 7
- Material Handling _____ 8 - 13
- Cartload Service _____ 14
- Outbound Shipping _____ 15, 16
- Exhibitor Appointed Contractor (EAC) _____ 17
- Accessible Storage _____ 18
- Electrical / Internet / Accessories _____ 19
- Audio Visual Rentals _____ 20
- Labor _____ 21
- Vacuuming _____ 22
- Furniture, Carpet, Accessories _____ 23, 24
- Miscellaneous _____ 25



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

SHIPPING ADDRESSES & IMPORTANT DATES

Advance Shipments: Hawaii Expo, Inc. Shipments should arrive on or before
 866 Iwilei Road, Suite 210 Friday, 10/12/18
 Honolulu, HI 96817

Direct Shipments: Grand Wailea Shipment will be accepted beginning
 c/o Hawaii Expo, Inc. Friday, 10/26/18
 3850 Wailea Alanui Drive
 Wailea, HI 96753

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

Advance order discount pricing deadline	Friday, 10/12
Advance freight warehouse opens	Tuesday, 9/4
Last day for advance freight warehouse to arrive without surcharges	Friday, 10/12
Direct shipments can arrive at show site	Friday, 10/26 after 10:00 am
Last day for direct shipments to arrive at show site	Saturday, 10/27 before 3:00 pm
Exhibitor move-in	Saturday, 10/27 – 3:00 pm – 9:00 pm
Exhibitor Show Hours	Sunday, 10/28 – 7:00 am – 2:00 p m
	Monday, 10/29 – 7:00 am – 2:00 pm
	Tuesday, 10/30 – 7:00 am – 2:00 pm
	Wednesday, 10/31 – 7:00 am – 2:00 pm
	Thursday, 11/1 – 7:00 am – 2:00 pm
Exhibitor move-out	Thursday, 11/1 – 3:00 pm – 5:00 pm
Carriers (Truckers) must check in	Thursday, 11/1 by 5:00 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.	Thursday, 11/1 by 7:00 pm



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

WSAUA 2018
Grand Wailea
Haleakala Room / Promenade
October 28 – November 1, 2018
Advance Order Deadline: 10/12/18

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?	



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

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

Material Handling	
Cartload Services	
Accessible Storage	
Electrical / Internet / Accessories	
Audio Visual Rentals	
Installation & Dismantle Labor	
Vacuuming	
Furniture / Carpet	
Miscellaneous	
Estimated Subtotal	
4.166% Hawaii State Excise Tax	
Estimated Total	

Wire Transfer Information:	Hawaii Expo, Inc. First Hawaiian Bank 1080 Kapiolani Boulevard Honolulu, HI 96814	Account #: 65113392 Routing #: 121301015
Please reference name of show and booth number so we can properly credit your account.		



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

CREDIT CARD AUTHORIZATION

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

METHOD OF PAYMENT

PAYMENT OPTIONS: o Visa o M/C o Amex
 CARD TYPE: o Personal Credit Card o 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



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

WSAUA 2018
Grand Wailea
Haleakala Room / Promenade
October 28 – November 1, 2018
Advance Order Deadline: 10/12/18

AUTHORIZATION FOR MATERIAL HANDLING

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" pages 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 on our behalf shall fail to pay such charges within thirty (30) days of the receipt of the invoice.
- C. We agree to Hawaii Expo, Inc.'s "Limit of Liability and Responsibility" as set forth.
- D. We agree Hawaii Expo, Inc. or its subcontractors may only be liable for their negligence in the actual physical handling of the items comprising our shipment(s) and not for any other type of loss.
- E. With 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 of items 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 service 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 carrier 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.



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

MATERIAL HANDLING – CLASSIFICATION

All shipments must be prepaid. Certified weight tickets are required for all shipments. All weights are rounded up to the next hundred weight (CWT) if in excess of 200 lbs. per shipment. 200 lbs. minimum per shipment. Collect shipments will NOT be accepted. Hawaii Expo, Inc. assumes no responsibility for collect shipment.

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.

Note: Shipments received without receipts, freight bills, or specific unit count (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. 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.

Materials shipped in ADVANCE, send directly to Hawaii Expo, Inc.’s warehouse in Honolulu. Freight will be received until **Friday, 10/12** at the specified material handling rate. Freight received after **Friday, 10/12**, will incur surcharges.

- ✓ Plan to have your exhibit materials arrive in our warehouse no later than **Friday, 10/12**.
- ✓ All shipments received after this date are subject to a 50% late fee.
- ✓ Shipments that arrive at the warehouse after **Friday, 10/12**, cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and air freight.

Do NOT ship freight direct to **Grand Wailea** prior to move-in, **Friday, 10/26**, 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.

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. A 30% overtime surcharge will be invoiced in addition to the rates specified.

- Crated: Material that has certified weights, skidded or 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 shipments/delivery areas and shipment 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 – Friday
 Overtime – After 4:30 pm, Saturday, Sunday, Holiday



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

MATERIAL HANDLING - 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: _____

Carrier Phone: _____

Total # of pieces shipping to: Warehouse: _____ Show Site: _____

Total weight shipped to: Warehouse _____ Show Site: _____

Pro or Bill of Lading #(s) _____

Outbound Freight Information

Exhibitor must make own arrangement for pick up from show site, if not using Hawaii Expo, Inc. If you need assistance with FedEx or UPS, See “Outbound Shipping” – Pages 15 & 16.

1 st Shipment:	2 nd Shipment
Consigned to:	Consigned to:
Attention:	Attention:
City, State, Zip:	City, State, Zip:
Carrier Method:	Carrier Method:

Note: We understand your calculation is only estimated. Invoicing will be done from the actual weight listed on the inbound bills of lading. Adjustments will be made accordingly. If you have any questions about material handling, please contact our Exhibitor Service Representative or go to the Exhibitor Service Center on show site.

Payment Terms: All accounts must be settled at our Exhibitor Service Center prior to the close of 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.



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

MATERIAL HANDLING – RATES

Check One:

- We plan to ship our materials to **Advance Shipment Warehouse**.
- We plan to ship our materials **Direct to Show Site**. (Please attach copies of your bills of lading if available.)

Advance Warehouse Shipments:

Rate includes receiving, advance warehouse storage, delivery to booth, storage of empties, return empties, reloading carrier at loading dock. A 30% surcharge for overtime.

Description	Per 100 lbs.	200 lbs. Minimum	Estimated Weight	Estimated Total
Crated	\$150.00	\$300.00		
Uncrated	\$195.00	\$390.00		
Special Handling	\$210.00	\$420.00		

Direct to Show Site Shipments:

Rate includes receiving, delivery to booth, storage of empties, return empties, and reloading carrier at loading dock. A 30% surcharge for overtime.

Description	Per 100 lbs.	200 lbs. Minimum	Estimated Weight	Estimated Total
Crated	\$130.00	\$260.00		
Uncrated	\$175.00	\$350.00		
Special Handling	\$230.00	\$460.00		

Small Package Shipments:

Rate includes receiving, advance warehouse storage, delivery to booth, storage of empties, return empties, reloading carrier at loading dock. A 30% surcharge for overtime. Each shipment cannot exceed 50 lbs.

Small Package Shipments	Rate	Total
First Piece	\$50.00	
Additional Pieces	\$20.00	

Return to Warehouse:

After close of show to await pickup. Minimum 500 lbs.

Description	Per 100 lbs.	500 lbs. Minimum	Estimated Weight	Estimated Total
Return to Warehouse	\$65.00	\$325.00		

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



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

ADVANCE WAREHOUSE SHIPPING LABEL

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

RUSH! RUSH! RUSH!

Must arrive no later than **Friday, 10/12/18**

To: _____

(Exhibitor Name)

Booth # _____

Event: **WSAUA 2018**
 c/o Hawaii Expo, Inc.
 866 Iwilei Road, Suite 210
 Honolulu, HI 96817

No. _____ of _____ Pieces



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

DIRECT TO SHOW SITE SHIPPING LABEL

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

RUSH! EXHIBIT MATERIALS

Must arrive no earlier than **Friday, 10/26/18**

To: _____

(Exhibitor Name)

Booth # _____

Event: **WSAUA 2018**

Grand Wailea

c/o Hawaii Expo, Inc.

3850 Wailea Alanui Drive

Wailea, HI 96753

No. _____ of _____ Pieces



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

CARTLOAD SERVICE ORDER FORM

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.

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. If you arrive with a rental truck, trailer, or truck with trailer, you will NOT qualify for this service and will be charged the standard direct to show site material handling rates.

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.

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

Freight too large for one (1) pushcart or has a total weight of more than 200 lbs. Will be charged direct to show site material handling rates. See qualifying vehicles below.

To receive this service, go to either the facility's main entrance or dock and ask about, or look for, the cartload service area. You may also order this service at the Hawaii Expo, Inc. Exhibitor Service Center at the show site. Exhibitors may NOT use carts without signed authorization from a Hawaii Expo, Inc. account manager.

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

Description	Rate	Total
Dock to Booth (1) Way	\$55.00	
Roundtrip	\$95.00	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

OUTBOUND SHIPPING – 1 OF 2

Name of Show: **WSAUA 2018**

Exhibitor Company/Name: _____

Booth #: _____

Contact: _____

Phone #: _____

Email: _____

For assistance, do not hesitate to contact us at 808.536.2849.

EVERY OUTBOUND SHIPMENT WILL REQUIRE A BILL OF LADING AND LABELS.
 PLEASE COMPLETE AND RETURN THIS FORM.

From: Exhibitor/Shipper Name: _____

Billing Address: _____

City, State, Zip: _____

Ship To: Exhibitor/Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Attention: _____



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

OUTBOUND SHIPPING – 2 OF 2

Method of Shipping

CARRIER:

Hawaii Expo, Inc.

- Priority Air: Delivered 2 – 4 Business Days
- Deferred Air: Delivered 5 – 7 Business Days
- Standard Ground: Ocean

Other Carrier: _____

IF SENDING FED EX OR UPS, LIST ACCOUNT NUMBER BELOW:

Fed Ex: _____

UPS: _____

DO YOU HAVE PRE-PAID LABELS: _____ **YES** _____ **NO**

- Packages with pre-paid labels; fee is \$25.00 per package.
- Packages without prepaid labels but valid account number; \$25.00 fee plus an additional \$1.00 per lb.
- If no pre-paid labels and no account number; valid credit card authorization is required; \$25.00 per package, \$2.00 per lb. plus shipping charges.

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

Verify the piece count, weight and sign 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. **Arrangements 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.

MUST HAVE A CREDIT CARD AUTHORIZATION FORM COMPLETED ON FILE.



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

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: October 12, 2018

OUTSIDE CONTRACTOR’S INFORMATION:

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.



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

WSAUA 2018
Grand Wailea
Haleakala Room / Promenade
October 28 – November 1, 2018
Advance Order Deadline: 10/12/18

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:

	Advance	Floor	Per Man/Per Hour
Straight time – 8:00 am – 4:30 pm - Monday – Friday	\$60.00	\$90.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$90.00	\$149.00	

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

Storage Rate:

Square Feet	Rate	Total
0 – 25	\$150.00	
26 – 50	\$200.00	
51 – 100	\$250.00	
101 – 150	\$300.00	
151 – 300	\$350.00	
One Time Set-Up Fee		\$150.00
	Estimated Total	

Accessible storage will be available to you at this show. You must sign up for the service at the Hawaii Expo, Inc. Exhibitor Service Center and pick up your accessible storage 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 half (1/2) hour delay for delivery of items back to your booth.

Please provide estimated for your storage:

You will be storing:

_____ lbs. _____ # of Pieces

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



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

ELECTRICAL / INTERNET / ACCESSORIES

THE SERVICES ON THIS PAGE ARE PROVIDED BY THE GRAND WAILEA'S IN-HOUSE ELECTRICAL COMPANY, PSAV.

ELECTRICAL OUTLET – 120 VOLT – PER DAY

Description	Advance	Floor	Quantity	X Days	Total
15 Amps / 1500 Watts	\$60.00	\$85.00			

INTERNET ACCESS – PER DAY

Description	Advance	Floor	Quantity	X Days	Total
Wired Internet Connection	\$200.00	\$230.00			
Wireless Internet Connection (Per Connection)	\$22.00	\$25.00			

AUDIO EQUIPMENT – PER DAY

Description	Advance	Floor	Quantity	X Days	Total
Wired Microphone: __ Handheld __ Lavalier	\$70.00	\$81.00			
Wireless Headset Microphone: **Headset only. Mic will required wireless microphone unit to operate.	\$85.00	\$98.00			
Individual Small Powered Speaker (up to 5 people)	\$92.00	\$106.00			
Sound System: **(2) Speakers, (2) Stands, (1) Mixer Wired Microphone (up to 20 people)	\$630.00	\$725.00			
4-Channel Mixer	\$75.00	\$87.00			

VIDEO / DATA DISPLAY – PER DAY

Description	Advance	Floor	Quantity	X Days	Total
LCD Projector	\$505.00	\$581.00			

ACCESSORIES – PER DAY

Description	Advance	Floor	Quantity	X Days	Total
Tripod Screen: 5', 6', 7' or 8'	\$95.00	\$109.25			
42" – 54" Rolling Cart w/Black Skirt	\$45.00	\$52.00			

**LABOR AND/OR SERVICE CHARGES MAY APPLY. LABOR IS ONE (1) HOUR MINIMUM.
 SERVICE CHARGE IS 24% ADDITIONAL.**

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



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

AUDIO VISUAL RENTALS

MONITORS (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	32" Monitor	\$350.00	\$450.00	
	40" Monitor	\$400.00	\$500.00	
	46" Monitor	\$450.00	\$550.00	
	50" Monitor	\$500.00	\$600.00	
	55" Monitor	\$550.00	\$650.00	
	60" Monitor	\$600.00	\$800.00	

ACCESSORIES (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	Floor Stand	\$200.00	N/A	
	Blu-Ray Player / Recorder	\$60.00	\$85.00	
	Laptop Computer	\$300.00	\$428.00	
	Medium Duty Extension Cord – 15'	\$20.00	\$30.00	
	Medium Duty Extension Cord – 25'	\$30.00	\$40.00	
	Media Box	\$65.00	\$95.00	
	Multi-Strip	\$15.00	\$25.00	
	Mounting Bracket	\$50.00	\$70.00	
	HDMI	\$35.00	\$50.00	

- ✓ 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.

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

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



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

LABOR–DISPLAY INSTALLATION & DISMANTLE

SERVICE A

Installation and dismantle of display under LEGACY supervision:

- We would like our display unpacked and installed under Hawaii Expo, Inc.’s supervision prior to our arrival. We are forwarding blueprints, a photo or instructions, and shipping information to you. We understand all work will be done on straight time when possible. We understand a supervision service fee of 25% (of total labor) will be added to our bill at the rate below.
- 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 Exhibitor Service Center before the end of show. We understand the supervision charge of 25% (of total labor) will apply.

SERVICE B

Installation & dismantle of display under EXHIBITOR supervision:

- We would like our display unpacked and installed under the supervision of our representative.
- We would like our displayed dismantle and packed under the supervision of our representative.

Note: If Exhibitor fails to pick up the labor at the time confirmed, a two (2) hour per man “NO SHOW CHARGE” applies. The Exhibitor’s representative will return the crew to the Exhibitor Service Center upon completion of work and sign approved work order.

NOTE: Two (2) hour minimum per person

	Advance	Floor	Per Man/Per Hour
Straight time – 8:00 am – 4:30 pm - Monday – Friday	\$99.00	\$129.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$149.00	\$199.00	

Calculate Labor

Date	Start Time	# of People	Hours Per Person	Total Hours	Hourly Rate	Total
					Addn'l Surcharge	
					Estimated Total	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

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	\$.50	\$.75	
	Every Day	\$.40	\$.60	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

FURNITURE – 1 OF 2

TABLES, SKIRTED (30”H X 24”W)

Quantity	Description	Advance	Floor	Total
	4'	\$75.00	\$107.00	
	6'	\$85.00	\$121.00	
	8'	\$95.00	\$135.00	
	4 th Side Skirting	\$45.00	\$65.00	

- ✓ 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'	\$95.00	\$135.00	
	6'	\$100.00	\$143.00	
	8'	\$105.00	\$150.00	
	4 th Side Skirting	\$50.00	\$71.00	

- ✓ 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'	\$45.00	\$65.00	
	6'	\$60.00	\$90.00	
	8'	\$70.00	\$140.00	
	White Vinyl Top	\$10.00	\$15.00	

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

Quantity	Description	Advance	Floor	Total
	4'	\$66.00	\$85.00	
	6'	\$71.00	\$93.00	
	8'	\$78.00	\$102.00	
	White Vinyl Top	\$10.00	\$15.00	

Show Name: _____ Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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

WSAUA 2018
 Grand Wailea
 Haleakala Room / Promenade
 October 28 – November 1, 2018
 Advance Order Deadline: 10/12/18

FURNITURE – 2 OF 2

CHAIRS

Quantity	Description	Advance	Floor	Total
	Side Chair, Black	\$35.00	\$65.00	
	Barstool	\$75.00	\$115.00	
	Secretarial Chair, Black	\$100.00	\$142.00	

ACCESSORIES

Quantity	Description	Advance	Floor	Total
	Wastebasket w/Liner	\$11.00	\$15.00	
	Once Daily Cleaning of Wastebasket	\$17.00	\$22.00	
	Easel	\$45.00	\$65.00	
	Garment Rack	\$80.00	N/A	
	Literature Rack – 5 Pocket	\$100.00	\$142.00	
	Tackboard – 4' x 6'	\$135.00	N/A	
	Tackboard – 4' x 8'	\$158.00	N/A	
	Telecage – 10'	\$50.00	N/A	
	Stem Lights	\$75.00	\$107.00	
	Pedestal Table – 24" Diameter – Pewter	\$75.00	N/A	

CARPET

Quantity	Description	Advance	Floor	Total
	10' x 10'	\$350.00	N/A	
	10' x 20'	\$500.00	N/A	
	10' x 30'	\$750.00	N/A	
	10' x 40'	\$1,000.00	N/A	
	½" Padding Per Square Foot	\$1.75	\$3.50	
	Poly Covering, Per Square Foot	\$.75	\$1.00	

- ✓ 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: _____



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

WSAUA 2018
Grand Wailea
Haleakala Room / Promenade
October 28 – November 1, 2018
Advance Order Deadline: 10/12/18

MISCELLANEOUS

If you are interested in:

- Specialty Furniture
- Booth Rentals
- Floral
- 3rd Party Authorization
- Storage
- Rigging
- Forklift

Please feel free to contact:

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