



Hawaii Expo, Inc.
1050 Bishop Street, Suite 368
Honolulu, HI 96813
Phone: 808.620.2162

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

Dear Exhibitor:

Hawaii Expo, Inc. is pleased to advise you we have been chosen as the Official Service Provider for the **Pacific IO & EW Symposium** to be held on **October 17 – 18, 2023**, at the **Alohilani Resort Waikiki Beach** in **Oahu**, 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 **Monday, October 9, 2023**. 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
Email: information@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

EXHIBITORS ARE INVITED TO ATTEND A NETWORKING RECEPTION ON 17 OCTOBER FROM 4:00 PM – 6:00 PM AT THE ROOFTOP SWELL DECK BAR & LOUNGE, LOCATED AT THE ALOHILANI HOTEL.

PLEASE BE ADVISED EACH **VARIOUS SIZED PIPE & DRAPE EXHIBITOR SPACE INCLUDES:**

- 8' High Backwall – **Black**
- 3' High Siderail - **Black**
- (1) 6' Table – Skirted – **Black**
- (2) Chairs
- (1) Wastebasket w/Liner
- (1) Booth ID Sign

The show color is: **Black**
The **room** is **carpeted**.

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

Exhibitor Set Up:	Monday, 10/16	1:00 pm – 5:00 pm
Show Hours:	Tuesday, 10/17	7:00 am – 3:00 pm
	Wednesday, 10/18	7:00 am – 4:00 pm
Exhibitor Breakdown:	Wednesday, 10/18	4:00 pm

Shipping Information: HAWAII EXPO, INC. is the Official Freight Contractor and will accept all freight, both Advance and Direct Shipments. **The Alohilani Resort Waikiki Beach 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.

Deadline date to receive Advance Freight is: **October 15, 2023.**

Address for Advance Freight is: **Hawaii Expo, Inc., Waipahu Industrial Center, 94-155 Leoole Street, Building D, #406, Waipahu, HI 96797**

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.



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EXHIBITOR SERVICE KIT

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Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, October 9, 2023

Welcome Letter	1
Quick Facts	2
Table of Contents / Exhibitor Service Kit	3
Shipping Addresses & Important Dates	4
Exhibitor Information	5
Order Recap	6
Credit Card Authorization	7
Material Handling	8 – 17
Cartload Services	18
Outbound Shipping	19 – 22
3 rd Party Authorization	23
Exhibitor Appointed Contractor (EAC)	24
Accessible Storage	25
Electrical Services / Labor	26 – 29
Forklift Labor	30
Audio Visual Rentals	31
Labor	32
Vacuuming	33
Furnishings, Carpet, Accessories	34 – 35
Miscellaneous	35 - 39



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Alohilani Resort Waikiki Beach
October 17 – 18, 2023
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SHIPPING ADDRESSES & IMPORTANT DATES

Advance Shipments: Hawaii Expo, Inc.
Waipahu Industrial Center,
94-155 Leole Street,
Building D, #406
Waipahu, HI 96797

Shipments should arrive on or before
Sunday, 10/15/23

Direct Shipments: **Alohilani Resort Waikiki Beach**
c/o Hawaii Expo, Inc.
2490 Kalakaua Avenue
Honolulu, HI 96815

Shipment will be accepted beginning
Monday, 10/16/23

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

Advance order discount pricing deadline	Monday, 10/9
Advance freight warehouse opens	Friday, 9/1
Last day for advance freight warehouse to arrive without surcharges	Friday, 10/6
Direct shipments can arrive at show site	Monday, 10/16 after 8:00 am
Last day for direct shipments to arrive at show site	Monday, 10/16 before 5:00 pm
Exhibitor set-up	Monday, 10/16 @ 1:00 pm – 5:00 pm
Exhibitor Show Hours	Tuesday, 10/17 @ 7:00 am – 3:00 pm
	Wednesday, 10/18 @ 7:00 am – 4:00 pm
Exhibitor Move-Out	Wednesday, 10/18 @ 4:00 pm
Carriers (Truckers) must check in	Wednesday, 10/18 by 4:00 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.	



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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?	

Show Name: Pacific IO & EW Symposium	Company Name: _____
Address: _____	City, State, Zip Code: _____
Phone: _____	Booth #: _____ Authorized Signature: _____



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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

Material Handling	
Cartload Services	
Outbound Shipping	
Accessible Storage	
Electrical Services	
Electrical Labor	
Forklift Labor	
Audio Visual Rentals	
Estimated Installation & Dismantle Labor	
Vacuuming	
Furnishings / Carpet / Accessories	
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 3.5% CREDIT CARD
CONVIENCE 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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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.

Show Name: **Pacific IO & EW Symposium** Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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Material Handling Services – Hints & Tips



What's "Material Handling"?

Material handling refers to any service such as advanced receiving, unloading, delivery of freight to the exhibitor's booth on the show floor, storing empties, returning freight for packing, and/or loading freight for an exhibitor's outbound carrier. The cost of these services are calculated based on weight, type of freight (e.g. crated) and type of shipping (e.g. special handling). We are pleased to offer special rates for "small packages" (under 50 lbs).

What's our policy?

Hawaii Expo, Inc. strives to provide efficient, quality material handling services by ensuring your freight is properly packaged, transported, and delivered to your desired location. Choose between our options for **advanced receiving** (inbound), **direct-to-showsite** shipments, as well as **outbound** freight. All material handling services must be pre-arranged with Hawaii Expo, Inc. using our MHA (Material Handling Agreement), which is also provided in our exhibitor kits.

Please read through our MHA carefully, as the terms in this agreement will determine the cost of your final material handling charges. Overtime charges (25% will apply to late shipments).

The billed weight of freight will be determined by certified shipping forms/labels.

What are your shipping options?

Advanced Receiving, Direct to Show-site, Small Packages, Return to Warehouse, Outbound.



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Advanced Warehouse Shipments:

This service includes receiving, advance warehouse storage, delivery to booth, storage of empties, return of empties, and reloading carrier at the loading dock.

>Rates available for crated, uncrated, and special handling shipments (e.g. UPS / FedEx).

>Calculated by weight per 100 lbs.

>200 lbs. minimum charged.

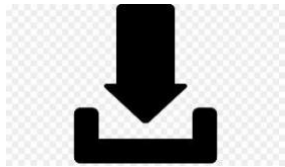
ADVANCED RECEIVING TIPS:

- Check Exhibitor Service Kit for the window of advanced freight acceptance dates -- usually at least 1 week prior for Oahu shows and 2 weeks for neighboring islands.
- Note freight delivery should be scheduled on weekdays between the hours of 10:00 am – 3:00 pm to avoid excess charges.
- Freight which arrives in separate shipments will be calculated separately – send shipments together to avoid extra charges.
- Using a carrier (e.g. DHX) vs special handling (e.g. FedEx, UPS) will result in different charges!
- Packages under 50 lbs. are considered “small packages”.
- Crate or skid your freight to reduce potential “uncrated” charges.



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Direct to Show-site Shipments:

This service includes receiving freight onsite, delivery to booth, storage of empties, return of empties, and reloading carrier at the loading dock.

>Rates available for crated, uncrated, and special handling shipments.

>Calculated by weight per 100 lbs.

>200 lbs. minimum shipment.

DIRECT TO SHOW-SITE RECEIVING TIPS:

- Freight must arrive during published (official) exhibitor move-in dates and time.
- Recommended option for last-minute shipments.
- Freight which arrives in separate shipments will be calculated separately – send shipments together to avoid extra charges.
- Using a carrier (e.g. DHX) vs. special handling (e.g. FedEx, UPS) will result in different charges!
- Packages under 50 lbs. are considered “small packages”.
- Crate or skid your freight to reduce potential “uncrated” charges.



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50 lbs Small Package Shipments:

This service includes special rates for accepting packages which are under 50 lbs., receiving, secure storage, delivery to booth, storage of empties, return of empties, and reloading with carrier at the loading dock.

>Flat rate for first package received, lower rate for additional packages.

SMALL PACKAGE RECEIVING TIPS:

- Consolidate your freight – anything under 50 lbs. will receive this special rate.
- If you have many lightweight shipments, make sure they arrive at the same time to avoid multiple “first package” charges.
- All packages must have certified weight on their labels or bills of lading.



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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, 10/6/23** at the specified material handling rate. Freight received after **Friday, 10/6/23**, will incur surcharges.

- ✓ Plan to have your exhibit materials arrive in our warehouse no later than **Friday, 10/6/23**.
- ✓ All shipments received after this date is subject to a 25% late fee.
- ✓ Shipments that arrive at the warehouse after **Friday, 10/6/23** cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.

Do NOT ship freight direct to **Alohilani Resort Waikiki Beach** prior to move-in, **Monday, 10/16/23** 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



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MATERIAL HANDLING – RATES

Fill:

- 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	\$90.00	\$180.00		
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	\$70.00	\$140.00		
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	J\$100.00	\$500.00		

Show Name: **Pacific IO & EW Symposium** Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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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 21 & 22.

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.

Show Name: Pacific IO & EW Symposium Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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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, 10/6/23**

To: _____

(Exhibitor Name)

Booth # _____

Event: **PACIFIC IO & EW SYMPOSIUM**

c/o Hawaii Expo, Inc.

94-155 Leole Street, Building D, #406

Waipahu, HI 96797

No. _____ of _____ Pieces



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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 Monday, 10/16/23

To: _____

(Exhibitor Name)

Booth # _____

Event: **Pacific IO & EW Symposium**

Alohilani Resort Waikiki Beach

c/o Hawaii Expo, Inc.

2490 Kalakaua Avenue

Honolulu, HI 96815

No. _____ of _____ Pieces



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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: Pacific IO & EW Symposium 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

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23



Return to warehouse:

This service includes returning shipping - ready freight to Hawaii Expo, Inc.'s warehouse to await pick-up by outbound carrier after show closes.

>Calculated by weight per 100 lbs.

>Minimum 500 lbs. charge.

RETURN TO WAREHOUSE TIPS:

- If you require assistance with re-packaging your booth, please arrange for our labor services to help you!
- Remember you may need to bring some materials (e.g. boxes, tape, shrink wrap, etc.) to help you prepare your freight for re-shipping. Hawaii Expo, Inc. has some of these items at show site for a minimal charge.
- MAKE SURE TO FILL OUT COMPLETED BILL OF LADING BEFORE YOU LEAVE YOUR FREIGHT!** See Hawaii Expo, Inc.'s Exhibitor Service Center/staff to confirm your freight as ready, as well as for any other assistance. If you neglect to do this, your freight may be considered "abandoned," resulting in additional charges.
- Pre-arrange your outbound shipping (by carrier or by special handling with labels) to avoid last-minute confusion. Remember, there is a time-difference here in Hawaii from the Mainland!
- Be aware local trucker/carriers may be picking up your freight in place of major mainland carriers (e.g. "The Delivery People")



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

OUTBOUND SHIPPING – 21 OF

Name of Show: **Pacific IO & EW Symposium**

Exhibitor Company/Name: _____

Booth #: _____

Contact: _____

Phone #: _____

Email: _____

For assistance, do not hesitate to contact us at 808.620.2162.

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 and sign. To take advantage of this service, please complete and return the form below.

From: Exhibitor/Shipper Name: _____

Billing Address: _____

City, State, Zip: _____

Ship To: Exhibitor/Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____ Attention: _____

Special Instructions: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

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.

Show Name: **Pacific IO & EW Symposium**

Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

3RD PARTY AUTHORIZATION

You may arrange for a 3rd Party to handle your display and be charged for services. Hawaii Expo, Inc. will agree to do this arrangement if the 3rd Party has a credit card on file. Both firms must complete this form including 3rd Party Credit Card Authorization below. Return form by the deadline date.

It is understood and agreed the exhibiting firm is ultimately responsible for payment of charges. If your named 3rd party does not pay the invoice before the last day of the show, charges will revert to you, the Exhibitor. All invoices are due and payable upon receipt.

Exhibiting Firm

Exhibitor Name:	Booth #:
Address:	City, State, Zip:
Signature:	Print Name:
Phone:	Email:

3rd Party

3 rd 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

SECURITY CODE (If AmEx – 4 digits
on front of card)

CARDHOLDER'S SIGNATURE

CARD HOLDER BILLING ADDRESS

STREET ADDRESS

CITY, STATE, ZIP



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

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: September 16, 2023

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: **Pacific IO & EW Symposium** Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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Honolulu, HI 96813
Phone: 808.620.2162

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

REGULATIONS & GUIDELINES - ELECTRICAL

1. Hawaii Expo, Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your safety and protection, you should install a surge protector on all electrical installations and/or connections. All electric service must be made by a Hawaii Expo, Inc. electrician. Hawaii Expo, Inc. will not be held responsible for any damage or loss to property, equipment, components, computer hardware or software and/or any damage or injury to any person caused by the installation, connection, plugging into or modification to any electrical outlet by any person other than a Hawaii Expo, Inc. electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24-hour service to any outlet will be double the list price.
4. Dedicated power (20 Amp min) is double the listed price and can only be activated before show opening with advance arrangement for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hard wall displays must arrange for power to be dropped inside the booth if necessary, this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located at the back of the booth. There will be electrical labor charges incurred for the placement of your electrical line. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement, please contact us at information@hawaiixpo.com.
7. Local ordinances prohibit more than 2000 watts per light circuit and only one (1) connection for power and motor outlets.
8. All wiring, motors, electrical installation, etc. must be approved. To prevent overloading of circuits, Exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 2-hour minimum to inspect Exhibitor equipment that is pre-wired to plug into Hawaii Expo, Inc.'s system.



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, Hawaii Expo, Inc. is responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures
- Installation of electrical motors to be energized and electrical apparatus.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safe, exhibits in the convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the Exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have 3-wire grounded cord with a minimum of #14 gauge.
- Spot or floor lighting is a hazard when lamps are too close to fabrics and other materials which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of the fire prevention bureaus at tradeshowes and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!



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1050 Bishop Street, Suite 368
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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

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	

ACCESORIES

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: Pacific IO & EW Symposium

Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

ELECTRICAL LABOR

✓ Indicate service requested by marking the circle:

- 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	\$140.00	\$182.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$210.00	\$273.00	

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: Pacific IO & EW Symposium Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Phone: 808.620.2162

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

FORKLIFT LABOR

For 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. These services are included with Material Handling. Forklifts MUST be ordered in advance for more than 5,000 lbs. Additional logistical coordination for carpeted facilities may be necessary requiring additional labor to lay plywood protection for facility. Cage, crane or long forks are additional. Start time guaranteed only at start of workday. 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 person.

Forklift Labor

- ✓ It is the Exhibitor's responsibility to supervise the handling and movement.
- ✓ Provide written instruction if work is to be done prior to Exhibitor setup.

	Advance	Floor	Per Man/Per Hour
Straight time – 8:00 am – 4:30 pm - Monday – Friday	\$140.00	\$182.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$210.00	\$273.00	

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

Show Name: Pacific IO & EW Symposium Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

AUDIO VISUAL RENTALS

MONITORS (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	32" Monitor	\$300.00	\$375.00	
	43" Monitor	\$400.00	\$490.00	
	55" Monitor	\$500.00	\$620.00	
	70" Monitor	\$700.00	\$910.00	

ACCESSORIES (does NOT include electrical)

Quantity	Description	Advance	Floor	Total
	Floor Stand	\$195.00	\$255.00	
	Speakers	\$95.00	\$131.50	
	Laptop Computer	\$290.00	\$347.00	
	Wall Mount	\$50.00	\$75.00	
	Micca / HDMI Splitter	\$110.00	\$143.00	
	Set Up Fee	\$150.00	\$195.00	
	*Delivery & Pickup Fee			\$300.00

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

***This is a mandatory charge for all A/V rental orders – the charge is per order, NOT per item.**

- ✓ 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: **Pacific IO & EW Symposium** Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

LABOR–DISPLAY INSTALLATION & DISMANTLE

SERVICE A

Installation and dismantle of display under Hawaii Expo, Inc. 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	\$140.00	\$182.00	
Overtime – After 4:30 pm, Saturday, Sunday, Holidays	\$210.00	\$273.00	

Calculate Labor

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

Show Name: Pacific IO & EW Symposium Company Name: _____
Address: _____ City, State, Zip Code: _____
Phone: _____ Booth #: _____ Authorized Signature: _____



Hawaii Expo, Inc.
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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

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: Pacific IO & EW Symposium

Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

FURNITURE – 1 OF 2

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

Quantity	Description	Advance	Floor	Total
	4'	\$60.00	\$90.00	
	6'	\$70.00	\$100.00	
	8'	\$80.00	\$110.00	
	4 th Side Skirting	\$30.00	\$45.00	

- ✓ 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'	\$80.00	\$100.00	
	6'	\$85.00	\$115.00	
	8'	\$90.00	\$125.00	
	4 th Side Skirting	\$35.00	\$50.00	

- ✓ 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'	\$30.00	\$40.00	
	6'	\$40.00	\$50.00	
	8'	\$50.00	\$60.00	
	White Vinyl Top	\$10.00	\$15.00	

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

Quantity	Description	Advance	Floor	Total
	4'	\$40.00	\$50.00	
	6'	\$50.00	\$60.00	
	8'	\$60.00	\$70.00	
	White Vinyl Top	\$10.00	\$15.00	

Show Name: Pacific IO & EW Symposium

Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

FURNITURE – 2 OF 2

CHAIRS

Quantity	Description	Advance	Floor	Total
	Side Chair, Black	\$20.00	\$25.00	
	Barstool – Black or White	\$75.00	\$95.00	
	Barstool w/Back – White	\$125.00	\$162.50	
	Secretarial Chair, Black	\$85.00	\$125.00	

ACCESSORIES

Quantity	Description	Advance	Floor	Total
	Wastebasket w/Liner	\$10.00	\$15.00	
	Once Daily Cleaning of Wastebasket	\$10.00	\$15.00	
	Easel	\$30.00	\$43.00	
	Garment Rack	\$75.00	\$108.00	
	Literature Rack – 5 Pocket	\$75.00	\$140.00	
	Tackboard – 4' x 6'	\$135.00	\$192.00	
	Tackboard – 4' x 8'	\$158.00	\$225.00	
	Telecage – 10'	\$40.00	\$58.00	
	Stem Lights	\$50.00	\$72.00	
	Pedestal Table – 24" Diameter – Pewter	\$75.00	\$100.00	
	Lacquered Parsons – Table Height	\$200.00	\$260.00	
	Lacquered Parsons – Counter Height	\$300.00	\$390.00	
	8"H Masking – Color	\$60.00	\$86.00	
	3'H Masking – Color	\$40.00	\$58.00	

CARPET

Quantity	Description	Advance	Floor	Total
	10' x 10'	\$350.00	\$600.00	
	10' x 20'	\$500.00	\$715.00	
	10' x 30'	\$750.00	\$1,100.00	
	10' x 40'	\$1,000.00	\$1,500.00	
	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

Show Name: Pacific IO & EW Symposium Company Name: _____

Address: _____ City, State, Zip Code: _____

Phone: _____ Booth #: _____ Authorized Signature: _____



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Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 18, 2023
Advance Order Deadline: Monday, 10/9/23

MISCELLANEOUS

If you are interested in:

- Custom Booth Rentals – beMatrix – Call for pricing.



What is beMatrix?

This innovative system is your solution for creating customized temporary structures in any space using lightweight metal frames. Choose from a variety of eco-friendly frames to create structures such as walls, room, and more which can all be built quickly onsite in many shapes and sizes. Graphics options are also versatile, as the frames can be used with hard panels as well as vibrant SEG fabric. Even installation and transportation are made easy by the light, stackable frames, reducing time, money and stress spent on the logistics for your projects.





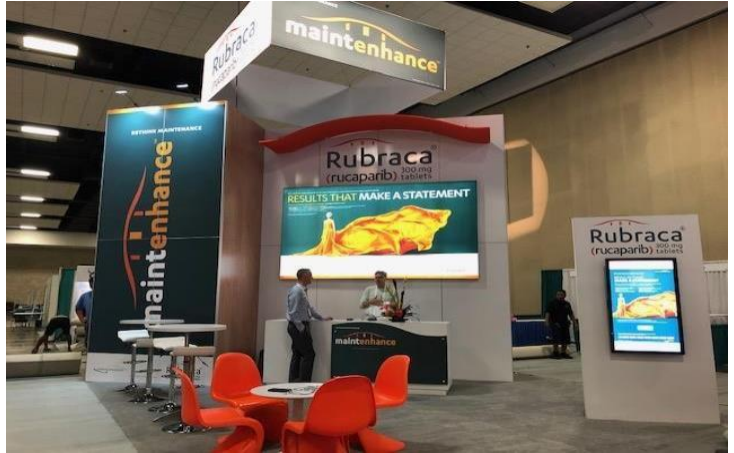
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1050 Bishop Street, Suite 368
Honolulu, HI 96813
Phone: 808.620.2162

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 28, 2023
Advance Order Deadline: Monday, 10/9/23

10 x 20 backwall w/ SEG Fabric



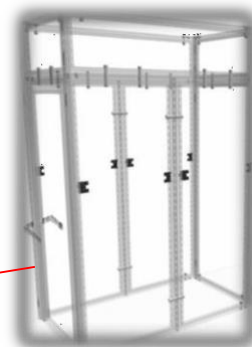
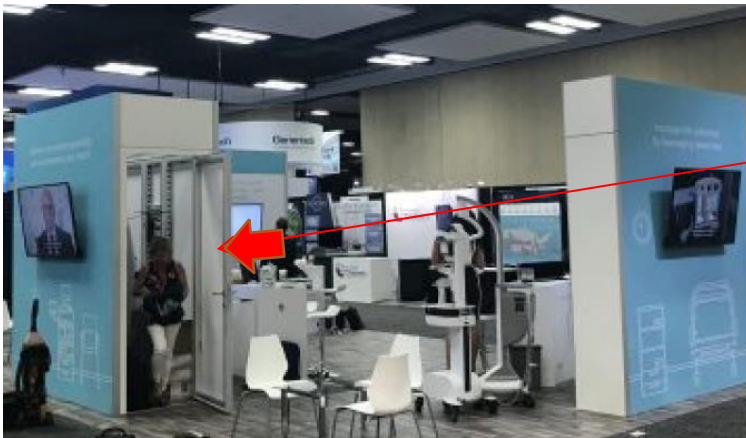
Custom structure w/ sintra panels



Build and design **custom temporary locking storage** options to **fit in a variety of spaces**. Create your own backwalls or storage rooms

Anywhere, like ours seen here!

Pictured: approx. 8'L x 3.5'W x 9.5'H



Monitors, lightboxes, signs and decorations can be mounted to these frames safely and easily.





Hawaii Expo, Inc.
1050 Bishop Street, Suite 368
Honolulu, HI 96813
Phone: 808.620.2162

Pacific IO & EW Symposium
Alohilani Resort Waikiki Beach
October 17 – 28, 2023
Advance Order Deadline: Monday, 10/9/23

Popular Structures:



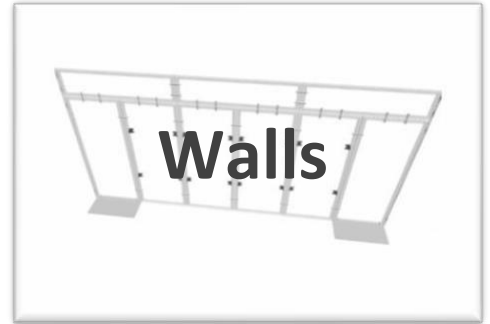
Towers

Starting 3'3" x 1'8" x 8' – Approximately
Approximately



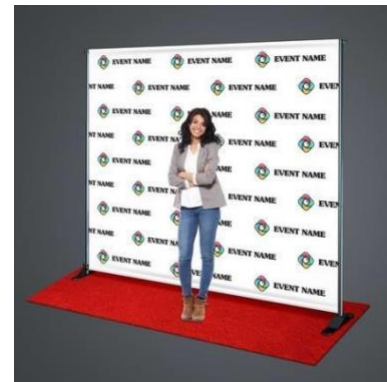
Storage

Starting 3'3" x 3'3" x 8' - Approximately



Walls

Starting. 8' x 8' -



Mix and Match Frame Options (adds height or length):

Type	Length ~ft (exact mm)	Height ~ft (exact mm)
Narrow-short	1'8" (496mm)	1'8" (496mm)
Wide-short	3'3" (992mm)	1'8" (496mm)
Narrow-med	1'8" (496mm)	6'6" (1984mm)
Narrow-tall	1'8" (496mm)	7'11" (2418mm)
Wide-tall	3'3" (992mm)	7'11" (2418mm)
Door	3'3" (992mm)	7'11" (992mm)





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- Floral – Call for pricing
- Specialty Furniture – Call for pricing



Please feel free to contact:

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