



SERVICE CONTRACTOR

INTERNATIONAL CONVENTION SERVICES (I.C.S.)
 1004 MAKEPONO STREET
 HONOLULU, HI 96819
 PHONE (808) 832-2430 * FAX (808) 832-2431

SHOW INFORMATION:

8' High Backwall Drape WHITE/TEAL/TEAL/WHITE
 3' High Sidewall Drape WHITE/TEAL/WHITE
 Exhibit Hall Carpet Color: NONE
 Aisle Carpet Color: NONE

BOOTH PACKAGE:

Booth Size: 10' x 10'
 (1) 7" x 44" Booth ID Sign

BOOTH PACKAGE MUST BE ORDERED FROM SHOW MANAGEMENT
ALL SKIRTS FOR BOOTH PACKAGE WILL BE WHITE

Exchanges of table size after table is placed in booth will be a \$40 charge

IMPORTANT DATES: *(Be sure to check all order forms for additional deadlines)*

THURSDAY	4-Apr	Discount Deadline for orders received with payment *SYSTEM DOES NOT ALLOW ONLINE ORDERING AFTER THE ADVANCE DEADLINE HAS PASSED
THURSDAY	18-Apr	Direct Shipments may begin arriving at Show Site after 8:00 AM
THURSDAY	18-Apr	Last Day for Direct Shipments to arrive at Show Site by 6:00 PM
THURSDAY	18-Apr	Exhibitor Set-up
FRIDAY	19-Apr	8:00 AM - 6:00 PM 8:00 AM - 10:00 AM
FRIDAY	19-Apr	Exhibition Hours
SATURDAY	20-Apr	10:00 AM - 5:00 PM
SUNDAY	21-Apr	10:00 AM - 5:00 PM
SUNDAY	21-Apr	Exhibitor Move-out
SUNDAY	21-Apr	5:00 PM - 8:00 PM
SUNDAY	21-Apr	Carriers (Truckers) must be checked in by 7:30 PM
SUNDAY	21-Apr	All exhibitor materials must be removed by 800 PM. If your freight remains on the exhibit floor at this time it will go out via I.C.S. Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the I.C.S. Service Desk during the Service Desk Hours & not during dismantle.

SHIPPING ADDRESSES:

Direct Shipments to Showsite	NEAL BLAISDELL CENTER - EXH HALL 777 WARD AVENUE HONOLULU, HI 96814	Shipments will be accepted beginning: THURSDAY APRIL 18, 2024 between the hours of 8:00 am - 6:00 pm
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I.C.S. Service Desk:

I.C.S. is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

THURSDAY	18-Apr	Service Desk Hours	7:30 AM - 6:00 PM
FRIDAY	19-Apr		7:30 AM - 5:00 PM



Dear Exhibitor,

We are pleased Show Management has selected I.C.S. as your Official Service Contractor. Our objective is to make your exhibit a success.

I.C.S. ONLINE ORDERING:

Take advantage of discount pricing by ordering online at <https://icshawaii.boomerecommerce.com> by APRIL 4, 2024. Our Internet online ordering service is available for your convenience to order all I.C.S. Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a web address to our I.C.S. Online Store. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time using the I.C.S. Online Store, click on the "Login" link to create a new account. If you need assistance with I.C.S. Online Store please call us at (808) 832-2430 or email us at helpdesk@icshawaii.net.

DISCOUNTED PRICES:

Please take time and read through the packet carefully. It contains information on rates & services provided by I.C.S. It is very important that you process and place your order before the THURSDAY, APRIL 4, 2024 ADVANCE ORDER DEADLINE, to take advantage of the discounted prices. WE DO NOT ACCEPT PHONE ORDERS. All orders must be placed by mail, online or fax. The deadline date for advance prices are as noted on the top left hand corner of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

I.C.S. requires payment in full at the time the services are ordered. Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers (\$25.00 service fee will be added to your total for each wire transaction), U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A \$25.00 handling charge will be assessed for each check returned by your bank due to insufficient funds.

TRANSPORTATION:

For those requiring transportation, I.C.S. suggests the following companies who will be able to assist you in meeting your needs. Please note: container dimensions are:
88" width x 88" height x 39-1/2' deep or 88" width x 102" height x 44-1/2' deep

AIR FREIGHT:

H2O LOGISTICS LLC PHONE (808) 864-3788

INLAND TRUCKING & OCEAN:

H2O LOGISTICS LLC PHONE (808) 864-3788

I.C.S. will also have staff members on site at the I.C.S. Service Desk during exhibitor move-in/move-out.

We look forward to working with you. **MAHALO!**

Hawaii Market EXPO 2024 APRIL

NBC EXHIBITION HALL

APRIL 19-21, 2024

Advance Order Deadline: Apr 4, 2024

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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HONOLULU, HI 96819

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helpdesk@icshawaii.net

PAYMENT & CALCULATION FORM

Please complete order forms and calculation sheet and return with payment in full. I.C.S. requires your credit card authorization to be on file with us. For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all I.C.S., or any charges which I.C.S. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

Tables & Accessories		\$
Carpeting		\$
Electrical		\$
Electrical Labor	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Booth Cleaning Service	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Installation / Dismantle Labor	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Forklift Service	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Signs & Graphics	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Tripod Banner Frame	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Plants & Floral	(PLEASE CONTACT US FOR ORDER FORMS)	\$
Freight Handling	(PLEASE CONTACT US FOR ORDER FORMS)	\$
TOTAL AMT. DUE:		\$

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			ORDERED BY:		
STREET ADDRESS		CITY	STATE	ZIP CODE	
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		

SHOW REPRESENTATIVE INFORMATION:

COMPANY NAME			ORDERED BY:		BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE	
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

NO REFUNDS OR CREDITS WILL BE ISSUED ON ANY ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE. I.C.S. WILL NOT ADJUST ANY INVOICES AFTER THE CLOSE OF THE SHOW.

METHOD OF PAYMENT:

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER			
Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)
Name of Cardholder:		Signature	



YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between I.C.S. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Method of Payment Form is signed; or
- An order for labor, service and/or rental equipment is placed by exhibitor with I.C.S.; or
- Work is performed on behalf of exhibitor by I.C.S.

Definitions:

For purpose of this Contract, I.C.S. means International Convention Services Inc. and its respective employees, directors, agents, assigns, affiliated companies, and related entities including but not limited, to any subcontractors I.C.S. may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS:

- 1) Full payment, including any applicable tax, is due in advance or at show site for all service orders. All payments must be U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will be charged at floor rate.
- 2) All materials and equipment are on a rental basis for the duration of the show or event and remain the property of I.C.S. except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth.
- 3) Credits or refunds will not be given for services cancelled after the advance order deadline date, installed or not used.
- 4) If the Show or Event is cancelled because of reasons beyond I.C.S. control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.
- 5) I.C.S. will not issue refunds to Exhibitors of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the I.C.S. Service Desk Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event.
- 6) If Exhibitor is exempt from payment of Hawaii Excise Tax, I.C.S. requires a copy of your Tax Exemption Certificate issued by the State.
- 7) For International Exhibitor's, I.C.S. requires 100% pre-payment of advance orders, and any other order or services placed at show site must be paid at the show.
- 8) For any pre-approved unpaid balance after the close of the show, terms will be net due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge 1.5% per month. Future orders will be on a prepaid basis only.
- 9) If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Hawaii. In the event of any dispute between the Exhibitor and I.C.S. relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or partial payment, due to I.C.S. for its services, as an offset against the amount of any alleged loss or damage. Any claims against I.C.S. shall be considered a separate transaction, and shall be resolved on its own merits. I.C.S. reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and its actual charges incurred by Exhibitor, or for any charges that I.C.S. may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, I.C.S. hereby provides notice that it reserves the right, and Exhibitor authorizes I.C.S., to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- 10) I.C.S. will not be held responsible for any orders not received due to transmittal problems.
- 11) Third Party Billing is available upon request. Please contact our Help Desk for assistance with this service form.
- 12) A \$25.00 handling charge will assessed for returned checks due to insufficient funds.
- 13) If you're submitting payment via Bank Wire, please include a \$25.00 service charged to your total amount due.

Hawaii Market EXPO 2024 APRIL
 NBC EXHIBITION HALL
 APRIL 19-21, 2024

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INTERNATIONAL CONVENTION SERVICES INC.

CARPET RENTAL ORDER FORM

DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
<i>CARPET (RENTAL ONLY)</i>				
10' x 10' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$111.25	\$159.00		
10' x 20' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$222.00	\$317.50		
10' x 30' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$332.75	\$475.25		
10' x 40' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$443.75	\$633.75		
Island Booths / per sq. ft. ** <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$2.30	\$3.50		
Custom Color Booth Carpet Please call for price & availability				
Padding 1/2" / per sq. ft.	\$1.55	\$2.25		
Plastic Covering / per sq. ft. (Add'l charge for taping- Call for pricing)	\$1.45	\$1.70		
			SUB-TOTAL	
			4.712% EXCISE TAX	
			GRAND TOTAL	

CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.

***Prices based on up to 7 days of rental. Beyond 7 days, please call for adjusted rates.**
****Island Booth Carpets must be ordered by sq. ft.**
If you wish to order by piece size, there are no guarantees on same color swatch.
Taping of multiple pieces is an additional cost & required for safety precautions.



Black



Blue



Gray



Red

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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TABLES & CHAIRS

	Quantity	Advance Rate	Floor Rate	Total
SKIRTED TABLES & COUNTERS				
	please circle color choice			
4' skirted table 4' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$91.00	\$129.75	
6' skirted table 6' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$101.75	\$145.25	
8' skirted table 8' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$111.75	\$160.25	
4' skirted counter 4' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$111.75	\$160.25	
6' skirted counter 6' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$117.75	\$168.25	
8' skirted counter 8' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$129.00	\$184.75	
4th side skirting on table or counter	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$53.25	\$76.00	

TABLES & COUNTERS (WOOD TOPS, NO SKIRTING)				
4' wood top table 4' x 24" x 30" High		\$44.50	\$63.25	
6' wood top table 6' x 24" x 30" High		\$52.25	\$75.00	
8' wood top table 8' x 24" x 30" High		\$59.75	\$85.75	
4' wood top counter 4' x 24" x 42" High		\$59.75	\$85.75	
6' wood top counter 6' x 24" x 42" High		\$68.00	\$96.75	
8' wood top counter 8' x 24" x 42" High		\$75.25	\$107.50	

SEATING & MISCELLANEOUS EQUIPMENT				
Chairs, Bucket Style (Plastic) - Black		\$29.25	\$41.75	
Counter Stools (high back, cushioned)		\$49.50	\$70.25	
Easel, Self-standing		\$27.75	\$39.50	
Posterboard, 4' x 8' (~45"x93" usable area, 1.5" bezel frame)		\$119.50	\$170.50	
Telecage (weight must be evenly distributed across the bar & must not exceed 2 pounds per foot)		\$53.75	\$76.75	
Wastebasket, 7 gal. - Please see booth cleaning service for replacement of trash bags during this event.		\$11.25	\$16.50	

RISERS (4', 6', 8' LENGTHS)				
Rates are based by per foot (length)	circle length choice			
Single Tier, 6" High	4' L	6' L	8' L	\$3.55 \$4.40
Single Tier, 12" High	4' L	6' L	8' L	\$3.50 \$4.40
Double Tier, (1) 6" & (1) 12" High	4' L	6' L	8' L	\$5.15 \$6.60

CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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ELECTRICAL SERVICE ORDER FORM

- IMPORTANT**
- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
 - IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) RATE WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELOW.
 - TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
 - PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TO TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THAT ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN THE BACK OF BOOTHS.
 - NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
 - FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

DESCRIPTION	Advance Rate	Floor Rate	Quantity	24 Hr Power 2X rate	Total
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STANDARD ELECTRICAL SERVICE

(120 VOLTS - PER SINGLE RECEPTACLE)

10 Amps (Approx. 1200 watts)	\$194.50	\$277.25			
15 Amps (Approx. 1800 watts)	\$255.75	\$365.25			
20 Amps (Approx. 2400 watts)	\$293.50	\$419.50			
30 Amps (Approx. 3600 watts)	\$385.50	\$550.50			
40 Amps (Approx. 4800 watts)	\$441.25	\$631.00			
50 Amps (Approx. 6000 watts)	\$521.75	\$745.00			
60 Amps (Approx. 7200 watts)	\$712.75	\$1,018.25			

MOTOR/MACHINERY & DIST. SVC.

(208 Volt) - LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.

10 Amps (Single Phase)	\$252.25	\$360.25			
20 Amps (Single Phase)	\$316.50	\$452.50			
30 Amps (Single Phase)	\$413.25	\$589.75			
40 Amps (Single Phase)	\$462.00	\$660.00			
60 Amps (Single Phase)	\$510.00	\$728.25			
10 Amps (Three Phase)	\$445.50	\$637.00			
20 Amps (Three Phase)	\$567.25	\$810.50			
30 Amps (Three Phase)	\$769.25	\$1,099.00			
60 Amps (Three Phase)	\$890.75	\$1,272.25			

SERVICE ACCESSORIES

15' Extension Cord	\$40.75	\$58.00			
25' Extension Cord	\$55.50	\$79.25			
50' Extension Cord	\$86.00	\$122.25			
Power Strip	\$38.75	\$55.25			

ALL ELECTRICAL PLACEMENT OTHER THAN BACK OF IN-LINE BOOTHS OR ANY 208V SERVICES MUST INCLUDE ELECTRICAL LABOR ORDER FORM AND BOOTH LAYOUT. PLEASE CALL FOR RATES ON ALL OTHER ELECTRICAL EQUIPMENT / SERVICES NOT LISTED.

SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL

COMPANY NAME			ORDERED BY:	BOOTH #:	
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