

# HAWAII MARKET EXPO

September 13 - 15, 2024

JEWELRY, APPAREL, GIFTS, ACCESSORIES, COLLECTIBLES, SPECIALTY FOODS

Hawaii Market Expo 50 Victoria Avenue Ste. 100, Millbrae, CA 94030

(415) 596-7254 / email: [info@hawaiimarketexpo.com](mailto:info@hawaiimarketexpo.com) / web: [www.hawaiimarketexpo.com](http://www.hawaiimarketexpo.com)

## HAWAII – “A RETAILER’S PARADISE”

Hawaii is one of the highest ranking retail markets in the U.S. with more than a million residents and seven million tourists. Every show draws a large number of buyers from Hawaii’s Oahu and neighboring islands.

This show is designed to bring the business-buying community together and is not open to the general public. Only buyers who present properly qualified business related identification will be admitted.

HAWAII MARKET EXPO will be held at the Blaisdell ARENA located minutes from downtown Honolulu and Waikiki. This spacious exhibit hall is easily accessible with excellent parking.

HAWAII MARKET EXPO is a “one stop” shopping opportunity for the business community of Hawaii and the Pacific Basin. Immediate release of merchandise allows thousands of business owners, managers, professionals and trade buyers to shop for values on hundreds of products they can use for their business or re-sale. Cash in on this quick and easy way to secure new customers and sell your merchandise. Featured are jewelry, gifts, apparel, fashion accessories, leather goods, art and collectibles.

### IMPORTANT:

**DATES:** SEPTEMBER 13 – 15, 2024

**LOCATION:** Blaisdell ARENA  
777 Ward Avenue, Honolulu, Hawaii

**SHOW HOURS:**  
Fri. - Sun. Sep. 13 - 15 10 a.m. – 5 p.m.

**EXHIBITOR MOVE-IN:**  
Thurs. Sep. 12 8 a.m. – 6 p.m.

**EXHIBITOR MOVE-OUT:**  
Sun. Sep. 15 5 p.m. – 8 p.m.

**DEADLINES:**  
May 20 – Deadline to sign up for previous location with \$500 deposit per booth requested  
July 15 – Final Payment Due

**2024 SHOW SCHEDULE:  
November 15 - 17**

HAWAII MARKET EXPO is Hawaii’s largest trade show management company, producing 4 HAWAII MARKET SHOWS annually.

January, April, September & November

**AN EXTENSIVE PROMOTIONAL  
CAMPAIGN THROUGH SOCIAL  
MEDIA WILL BRING BUYERS TO  
YOU**

### BOOTH SIZE & COST:

#### Arena Booths

Each Booth (10’ x 10’) \$1,650.00  
Ea. Additional Booth \$1,600.00  
10’ x 15’ (limited availability) \$2,475.00

#### Made In Hawaii Booths (for locally hand made products)

Per Booth (10’ x 10’) \$ 885.00

Limited Booths available  
Exhibitors must qualify  
Management will choose location

\* PLEASE NOTE: 4.712% HAWAII STATE TAX INCLUDED

\*\* Credit card Payment subject to 3.5% service charge.

HAWAII MARKET EXPO will mount an extensive promotional campaign to bring buyers to you.

**DIRECT EMAIL:** Thousands will receive promotional campaign email to business owners, managers and professionals as well as qualified trade buyers at tradeshow.

**ONLINE BUYER’S DIRECTORY:** Exhibitors meeting the deadline will be featured in our online directory app showing company name & contacts will easily be available for buyers attending the show.

**SOCIAL MEDIA:** An extensive campaign advertising our shows in Facebook & Instagram.

**APPLICATION & DEPOSIT/PAYMENTS:**

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A \$500.00 deposit per booth requested is required with the completed contract by May 20, 2024 and the balance of show fees are due in full by July 15, 2024. Deposits are non-refundable and non-transferable after booths have been assigned. Make checks payable to HAWAII MARKET EXPO.

## DECORATORS PACKAGE:

Free Standard Equipment for each booth included with show fees if ordered before deadline. Please refer to contract applications.

All booths include 2 chairs, booth identification sign, wastebasket. Booths have 3' high cloth side walls and 8' high back walls suspended from aluminum tubing. Additional equipment, showcases and electrical are available from show subcontractors for a fee.

## GENERAL SHOW RULES

1. All exhibits must be manned during the hours the show is open and badges worn at all times.
2. All exhibitors must restrict their activities and merchandise within the square footage assigned. **Exhibits cannot extend above the 8' height limit on the back wall and rear 5' of the sidewall (maximum height for the remaining sidewalls is 5').**
3. Any additional signs placed in the booths that exceed 108 square inches, sound and visual systems must be approved by Hawaii Market Expo Management before placement in the booth. Microphones are NOT allowed.
4. Exhibitors are responsible for the general cleanliness and appearance of their booths.
5. Exhibitors must empty their booths by 8 p.m. on the closing day, Sunday **Sep. 15, 2024**. Tear down prior to 5 p.m. on closing day is not allowed.
6. Subletting or sharing of space by Exhibitor, or the use of assigned space by anyone other than Exhibitor assigned is prohibited.
7. Children under 16 years of age will not be admitted.
8. Exhibitors may not photograph or enter another vendor's booth without exhibitor's permission.
9. Receipts must be given for all merchandise sold listing price paid and full description of item or items.
10. Exhibitors must abide by all rules and regulations of contract (page 4). Violators of these rules may not be allowed in future shows.

## SHOW SECURITY:

Management provides around the clock security services for the show. However, exhibitors are responsible for the security of their booth during show hours, set-up and tear-down.

## INCLUDED IN SHOW FEES

- Choice of free standard equipment package
  - Booth Identification /Sign
  - General area lighting
- Social Media & mass emails to potential buyers
- Online Exhibitor's Directory Listing and floor plan available through mobile app

Please have your customer follow us through social media.

[www.facebook.com/hawaiimarketexpo](https://www.facebook.com/hawaiimarketexpo)

[www.instagram.com/hawaiimarketexpo](https://www.instagram.com/hawaiimarketexpo)

## BOOTH ASSIGNMENTS:

Booth Assignments will be based on seniority, prior occupancy and the deposit is received by the deadline. Late applications will be accepted; however, those exhibitors who miss the initial booth assignment will be assigned from booth space availability. Space assigned after the deadline is a one-time only basis and does not guarantee the same location for future shows. Exhibitors will each receive one seniority point for exhibiting which will be used in the booth selection for future HAWAII MARKET EXPOS. Balance of show fees must be paid in full before deadline or management may assign your space to another exhibitor.

## SHOW DECORATORS & SHIPPING:

Our show decorator I.C.S. may be contacted for additional equipment, skilled labor for your booth & shipping. After booth assignment, the show decorator will send you information on the services and additional equipment that they provide such as additional tables, table draping, electricity, lights, and shipping of equipment.

Contact: I.C.S.

1004 Makepono St. Honolulu, HI 96819

(808) 832-2430

FAX (808) 832-2431

helpdesk@icshawaii.net

Company Name: \_\_\_\_\_

Initial: \_\_\_\_\_

**You have read Page 1 & 2 - General Rules & Page 4 - Show Terms & Regulations**

**DO NOT SHIP DIRECTLY TO EXHIBIT HALL - SHIPMENT WILL BE REFUSED & RETURNED**

**HAWAII MARKET EXPO**  
**September 13 - 15, 2024**  
**APPLICATION & CONTRACT**

50 Victoria Avenue Ste. 100, Millbrae, CA 94030

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This agreement is made by and between the Hawaii Market Expo and the undersigned, hereinafter referred to as the "Exhibitor" with reference to the use of temporary booth space and facilities at HAWAII MARKET EXPO September 13 - 15, 2024. Exhibitor named below desires to exhibit at HAWAII MARKET EXPO and **agrees to the show terms & regulations of this contract. REFER TO PAGE 4.**

**CO.NAME / ID SIGN** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**CONTACT** \_\_\_\_\_ **PHONE ( \_\_\_\_\_ )** \_\_\_\_\_

**Email** \_\_\_\_\_ **FAX ( \_\_\_\_\_ )** \_\_\_\_\_

**BOOTH ASSIGNMENT REQUEST:**

Total number of booth(s) requested:     One     Two     Three     Four     15' (limited availability)

Product Line Exhibited:     Apparel Gift     Fine Jewelry     Fashion Jewelry     Others \_\_\_\_\_

Special booth location considerations: \_\_\_\_\_

Brief description of product: \_\_\_\_\_

**Deadline to assign previous location – May 20, 2024**

Booth assignment is based on seniority, prior occupancy and date application & deposit is received.  
Late applications will be accepted, however booth assignments will be selected from those remaining available booths.

**DEPOSIT REQUIRED FOR BOOTH ASSIGNMENT**

**A \$500 PER BOOTH DEPOSIT CHECK** (payable to Hawaii Market Expo). See cover for booth costs. Exhibitors assigned space are prohibited from sub-letting space. If Hawaii Market Expo is unable to assign you booth space, your deposit will be refunded. Deposits are Non-Refundable and Non-Transferable after booth assignments are completed. The balance of show fees are due on or before July 15, 2024. Any contract dated July 15 or later requires full payment. Management may reassign your space to another Exhibitor if the balance is not paid by July 16, 2024. **I acknowledge that I have read the terms and conditions on the Page 4 of this application and the cover sheet (Page 1 & Page 2) and agree to conditions set forth.**

**Authorized Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR HME USE:** Date Received: \_\_\_\_\_ Sr.Pts: \_\_\_\_\_  
Amt. Rec'd: \_\_\_\_\_ Ck.# \_\_\_\_\_ **Booth/s Assigned** \_\_\_\_\_

# SHOW TERMS AND REGULATIONS - PLEASE READ

Initial: \_\_\_\_\_

HAWAII MARKET EXPO 50 Victoria Avenue Ste. 100, Millbrae, CA 94030 email: info@hawaiimarketexpo.com

## EXHIBIT SPACE

Conditional upon the exhibit space herein applied for being placed at the disposal of Hawaii Market Expo. (hereinafter called "HME"). HME shall seek to make available to the Applicant for the period of the show the exhibit space applied for. HME does not guarantee the Applicant will be assigned the space applied for. In the event the space applied for is not available to Applicant because of seniority of other applicants or for any other reason, HME may assign similar space at other locations to Applicant and if HME does assign such other space to Applicant, Applicant agrees to accept such space, HME agrees to perform the services mentioned at various points throughout the Exhibitor's Information Packet, the terms and conditions of which are incorporated by reference here.

## PAYMENTS

A minimum deposit of \$500.00 is required with this application. Deposits are nonrefundable and non transferable after booth assignment. Applicant agrees to pay on or before their due dates all fees, charges and costs required to be paid by Applicant under the Contract, including but not limited to space rents and special events and/or advertising charges. If Applicant fails to pay such fees, charges or costs on or before their due dates, HME shall be entitled to terminate and remove Applicant from the tradeshow in the manner provided below.

## REFUND POLICY

No refund of show fees or portion thereof will be given unless written notification of cancellation by Applicant is received by HME at least 60 days prior to 1st day of Show. For cancellations received more than 60 days prior to the first day of show, fees paid less deposit may be returned. Applicant acknowledges that HME's retention of the deposit is reasonable to defray HME's administrative costs and its costs to procure another exhibitor to replace Applicant.

## LIABILITY DISCLAIMER

Neither HME nor any of its directors, officers, agents or representatives shall be liable for any damage, loss, harm or injury to any person or any property resulting from theft, fire, accident, natural disaster or any other cause whatsoever. Applicant understands that HME shall not obtain insurance against such damage, loss, harm or injury. Applicant assumes all such risks of damage, loss, harm or injury and shall be solely responsible for obtaining insurance against such risks. Applicant shall indemnify, defend and hold HME harmless against any and all claims, demands, actions, liability, loss, damages, attorney's fees and costs of whatever kind or nature relating to, connected with or arising out of any of Applicant's activities at the trade show or any of the products sold by Applicant at the trade show. At HME's request, Applicant shall designate HME and any lessor designated by HME as additional insured on Applicant's insurance policy.

## NON-LIABILITY FOR UTILITY INTERRUPTION/SHOW CANCELLATION

Under no circumstances shall HME be liable to Applicant in damages or otherwise for any failure to furnish or interruption in service of any water, gas, electricity or air conditioning or stoppage of sewers from any interruption or stoppage shall not abate or relieve Applicant of its obligation to pay the full amounts due hereunder. Should acts of God, strikes, work stoppage or any other cause no within the control of HME make it impossible for the show to be held or the particular exhibit area to be occupied by the Applicant, then HME, its officers and employees are jointly released from any and all claims which may arise in consequence thereof. In no event shall HME be liable for loss of profits, business or any other damage to Applicant through cancellation for such cause.

## RULES AND REGULATIONS

The parties agree that all terms and conditions set forth in all information materials accompanying this application/contract are incorporated by reference herein and made a part hereof.

## SUBLETTING PROHIBITED

Subletting or sharing of space by Applicant, or the use of space assigned Applicant by anyone other than Applicant is prohibited unless HME has given written permission which permission may be granted or withheld in HME's sole and absolute discretion. Exhibitors shall not display signs, issue literature, exhibit or permit to be exhibited in the space allotted to it any merchandise other than that specified in the Exhibitor contract.

## SPECIAL SERVICES

The HME's show Subcontractors may contract and provide special services at published rates. HME disclaims liability for delay in or unavailability of those services.

## BADGES AND NAME TAGS

Guests, registered Buyers and Exhibitors must have sufficient evidence of proof to enter show, identification Badges and name tags must be worn at all times during the length of the show. This rule will be strictly enforced by security.

## SALES / HAWAII STATE EXCISE LICENSE

Applicant agrees to obtain a Hawaii State General Excise License and that all sales made during the show will be duly reported in accordance with the Hawaii State Excise Tax regulations. Applicant further agrees to obtain and maintain any and all licensing as may be required by the state, county and/or city.

## NO SMOKING POLICY

Applicant agrees to abide by the nonsmoking policy. There will be no smoking on the show floor or in any other areas inside the Blaisdell Exhibition Center at any time.

## EXHIBITOR HOURS AND ACTIVITIES

All booths must be manned during show hours. Early tear down of exhibit is prohibited and violators may not be allowed in future shows.

No demonstrations, solicitations, distribution of printed matter, samples or other articles shall be permitted outside of the Applicant's assigned space and no signs or placards may be displayed on persons or otherwise outside exhibit space. Applicant shall not have or operate any display or exhibit which in the discretion of HME, is the source of objectionable noises or odors or has decorations or other aspects which are considered by HME to be objectionable, including signs, lights and the costuming of exhibit personnel. Cameras and picture-taking by other than the official show photographer or videographer are expressly prohibited. Booth decorations must be confined to the space assigned each exhibitor. Signs that exceed 80 square inches and all sound and visual systems must be approved by HME.

Applicant shall return the space to HME in the same condition as when Applicant received it. Applicant, at its sole cost and expense, shall repair any damage to the facilities, furniture, fixtures and equipment provided by HME caused by Applicant or by Applicant's employees, agents, representatives, invitees or licensees.

Under no circumstance will Applicant overload any floors, walls or structures of the facilities, nor shall Applicant permit the facilities to be used for any unlawful, improper or offensive purpose. Applicant will keep the facilities in a strictly clean, safe, neat and sanitary condition and will observe, perform and comply with all laws, statutes, ordinances, rules and regulations applicable to the facilities. Applicants will place wastebaskets outside of booth to be emptied at close of show each day. All trash must be removed from booth on moveout day.

## RECEIPTS:

Receipts must be given for all merchandise sold listing price paid and full description of item or items.

## UNDERKARATING AND OTHER DECEPTIVE TRADE PRACTICES PROHIBITED

If Applicant intends to exhibit or sell any gold or silver at the trade show, Applicant shall comply with all of the following standards and conditions.

- All gold or silver exhibited or sold at the trade show must have legal trade marks and accurate fineness ratings on all pieces or displayed prominently at point of sale in accordance with Federal & State laws
- Applicant agrees to support and comply with HME's program to prevent underkarating and to maintain high ethical and professional standards in the sale of gold, silver and other fine jewelry.
- Applicant agrees to submit, immediately upon request by HME, any item of its gold or silver displayed or offered for sale at the trade show for testing by the laboratory designated by HME to verify the accuracy of the karat stamped on such gold or silver.

Applicant agrees the HME may, at any time during the course of the tradeshow and without any prior notice to Applicant, inspect, investigate or monitor the tradeshow practices and activities of Applicant to determine that no unfair or deceptive trade practices are being conducted by Applicant.

## COMPLIANCE

If Applicant shall violate any of the forgoing terms or conditions, or if HME shall have reasonable cause to believe that Applicant is in violation of any of the forgoing terms or conditions, HME shall have the right to immediately terminate this agreement and remove Applicant and all of its property from the tradeshow and may exclude Exhibitor from participating in any future tradeshow sponsored by HME. If HME shall terminate this agreement and remove Applicant and its property from the trades show, Applicant shall not be entitled to a refund of its entry fee or any portion thereof and Applicant agrees that HME shall not be liable for any damage whatsoever sustained by Applicant as a result of such termination and removal of Applicant and its property from the trade show.

## MASTER LEASE

The Contract and all terms and conditions of the Contracts are subject to the Master Lease and all terms and conditions of the Master Lease between HME and the owner of the exhibition facility.

## SECURITY

HME will exercise all reasonable diligence in protecting property of Applicant, but HME will not be responsible for articles lost by fire, theft or mysterious disappearance.

## ISSUES NOT COVERED HEREIN

The parties agree that in the event any dispute, question or problem arises during the show (including setup and move out) which pertains to issues not specifically set forth in this agreement or in the show rules, HME shall rule upon any such matters or issues and any such rulings, when made, shall be binding upon both Applicant and HME.

**HAWAII MARKET EXPO**  
**September 13 - 15, 2024**  
**BUYERS' GUIDE LISTING**

50 Victoria Avenue Ste. 100, Millbrae, CA 94030

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**DEADLINE TO RECEIVE THIS FORM  
WITH APPLICATION**

**BUYERS' ONLINE GUIDE LISTING - included with show fees**

The Buyers' Online Listing will contain your company's listing as submitted online. The Buyers' Directory Guide will be available via the online app.

To ensure your listing, this or online form must be filled out and submitted by the deadline above. Be sure that all items are COMPLETELY and CORRECTLY filled-in, using spaces, commas and periods where necessary.

**PLEASE PRINT LEGIBLY!**

**COMPANY NAME (As you wish it to appear in the online Buyers' Directory):**

\_\_\_\_\_

**CONTACT PERSONS:**

**NAME:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:** \_\_\_\_\_

**PHONE:** (    ) \_\_\_\_\_ **CEL:** (    ) \_\_\_\_\_

**Email :** \_\_\_\_\_

**Website:** \_\_\_\_\_

**In 80 spaces or less, describe your lines:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## DEADLINE FOR BUYERS' GUIDE WITH APPLICATION

### BUYERS' GUIDE CLASSIFIED INDEX

CLASSIFIED INDEX FOR BUYERS' ONLINE GUIDE - INCLUDED WITH SHOW FEES.

To ensure proper listing in the Online Buyers' Guide and Directory, this form must be completely filled out and received by the deadline date above.

Check ONLY 8 listings. If more than 8 are selected, we will delete the extra.

### CATEGORIES

- |                             |                                   |                             |  |
|-----------------------------|-----------------------------------|-----------------------------|--|
| <input type="checkbox"/> 1  | Amber                             | <input type="checkbox"/> 26 | Gems, Precious & Mounted                 |
| <input type="checkbox"/> 2  | Antiques, Estate Jewelry          | <input type="checkbox"/> 27 | Gift Items                               |
| <input type="checkbox"/> 3  | Apparel                           | <input type="checkbox"/> 28 | Gold Jewelry                             |
| <input type="checkbox"/> 4  | Artware, Vases & Bowls            | <input type="checkbox"/> 29 | Handbags                                 |
| <input type="checkbox"/> 5  | Bangles                           | <input type="checkbox"/> 30 | Ivory                                    |
| <input type="checkbox"/> 6  | Beads                             | <input type="checkbox"/> 31 | Jade                                     |
| <input type="checkbox"/> 7  | Boxes - Jewelry                   | <input type="checkbox"/> 32 | Jewelry, Costume                         |
| <input type="checkbox"/> 8  | Bracelets                         | <input type="checkbox"/> 33 | Jewelry, Findings                        |
| <input type="checkbox"/> 9  | Brooches, Cameos & Pins           | <input type="checkbox"/> 34 | Jewelry, Fine                            |
| <input type="checkbox"/> 10 | Chains                            | <input type="checkbox"/> 35 | Ladies Wear                              |
| <input type="checkbox"/> 11 | Charms                            | <input type="checkbox"/> 36 | Luggage/Leather Goods                    |
| <input type="checkbox"/> 12 | Children's Jewelry                | <input type="checkbox"/> 37 | Made In Hawaii Products                  |
| <input type="checkbox"/> 13 | Clocks                            | <input type="checkbox"/> 38 | Men's Wear                               |
| <input type="checkbox"/> 14 | Cloisonne, Enamelware             | <input type="checkbox"/> 39 | Mountings                                |
| <input type="checkbox"/> 15 | Coin Mounting & Jewelry           | <input type="checkbox"/> 40 | Necklaces & Pendants                     |
| <input type="checkbox"/> 16 | Collectibles                      | <input type="checkbox"/> 41 | Opals & Opal Jewelry                     |
| <input type="checkbox"/> 17 | Coral & Coral Jewelry             | <input type="checkbox"/> 42 | Pearls                                   |
| <input type="checkbox"/> 18 | Crystal                           | <input type="checkbox"/> 43 | Religious Jewelry                        |
| <input type="checkbox"/> 19 | Cubic Zirconia                    | <input type="checkbox"/> 44 | Rings                                    |
| <input type="checkbox"/> 20 | Diamonds & Diamond Jewelry        | <input type="checkbox"/> 45 | Silks                                    |
| <input type="checkbox"/> 21 | Earrings, Earring Jackets         | <input type="checkbox"/> 46 | Silver Jewelry                           |
| <input type="checkbox"/> 22 | Fashion Accessories               | <input type="checkbox"/> 47 | Sportswear                               |
| <input type="checkbox"/> 23 | Figurines, Miniatures, Sculptures | <input type="checkbox"/> 48 | Supplies, Tools, Instruments & Equipment |
| <input type="checkbox"/> 24 | Food Items                        | <input type="checkbox"/> 49 | T-Shirts                                 |
| <input type="checkbox"/> 25 | Gems, Precious & Loose            | <input type="checkbox"/> 50 | Watches                                  |
|                             |                                   | <input type="checkbox"/> 51 | Other _____                              |
|                             |                                   |                             | Other _____                              |

COMPANY NAME: \_\_\_\_\_

**HAWAII MARKET EXPO**  
**September 13 - 15, 2024**  
**EXHIBITOR NAME BADGES**

**DEADLINE TO RECEIVE THIS FORM  
WITH APPLICATION**

**EXHIBITOR BADGES:**

Each Exhibitor may receive up to 4 badges for booth workers (Maximum 8 workers badges for multiple booths) and 10 badges for Exhibitor Guests. Please cooperate in limiting non-buying personnel and guests; they crowd the aisles and interrupt Buyers. All badges will be available for pickup when you check-in during set-up on Thursday.

**CHILDREN UNDER 16 WILL NOT BE ADMITTED!**

**Firm Name** (to be used on badges): \_\_\_\_\_

**BOOTH WORKER BADGES**

Badges must be worn at all times and are non-transferable. Make badges for the following who will be working for your company during the show: **(4 badges per booth, and 8 Badges for multiple booths)**. These badges are for booth workers only, they are not to be given to your guests.

**PLEASE PRINT OR TYPE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_

**EXHIBITOR GUEST BADGES**

Each booth will be issued 10 guest badges per 10' of booth space. Remember to give these badges to your Special Guests. (picture ID will be needed for admittance). If you need additional, please contact show mgmt. Please do not give Exhibitor badges to guests!

Buyers who are not pre-registered may register on site with proper credentials.

**Exhibitors are responsible for the conduct of their guests. Guests must be over 16 years of age**

**PLEASE PRINT OR TYPE:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

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### EXHIBITOR ORDER FORM

Company / ID Sign \_\_\_\_\_ Booth # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip Code \_\_\_\_\_ Email \_\_\_\_\_

Contact Name \_\_\_\_\_ Mobile \_\_\_\_\_

**The above information will be used for the Show Directory and booth sign.**

Important: You must pick appropriate package to receive the Free Standard Equipment for each booth. **NO EQUIPMENT** will be placed in your booth and you will be charged by ICS for any equipment ordered or changed after deadline. All booth comes with 2 chairs, Wastebasket, & Sign. Extra orders not include in package will be charged by ICS.

Package 1	4'	6'	8'	10'
1 Draped Table				
1 Telecage Upright/Telerods		OR	1 - Dress Rack 5'	

Package 2	4'	6'	8'	10'
3 Undraped Table				
3 Risers				

Package 3	4'	6'	8'	10'
2 Undraped Table				
1 Telecage Upright/Telerods	X	X	X	

LED SHOWCASE RENTAL	\$295.00 each tax included	
5' Halfview	QTY	
5' Fullview	QTY	

- \* No Substitute for Inner Glass Shelves
- \* After Deadline \$350.00 each tax included

### SHOW SUBCONTRACTORS:

Additional equipment and services: **NOT included in show fees**, Extra tables, table draping, electrical wiring, wattages, booth Carpet and other equipment, armored car/vault services are available from the show subcontractors for a fee. Order forms & prices for these services will be emailed to all exhibitors after Booth assignments. The official subcontractors are I.C.S. (show Decorator) and Brinks.

### SHOWCASE LAYOUT BACK OF BOOTH


FRONT OF BOOTH AISLE

SIGNED: \_\_\_\_\_

DATE: \_\_\_\_\_