INTERNATIONAL CONVENTION SERVICES INC.

EXHIBITOR MANUAL ORDER FORMS FOR:

Hawaii Market Expo Nov 2026

@

NBC - EXHIBITION HALL

November 13-15, 2026

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

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 $45 charge

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

THURSDAY	29-Oct	Discount Deadline for orders received with payment *SYSTEM DOES NOT ALLOW ONLINE ORDERING AFTER THE ADVANCE DEADLINE HAS PASSED	
THURSDAY	22-Oct	Advance Shipments may begin arriving at I.C.S. Warehouse	
MONDAY	9-Nov	Last Day for Advance Shipments to arrive at I.C.S. Warehouse without surcharges	
THURSDAY	12-Nov	Direct Shipments may begin arriving at Show Site after 8:00 AM	
THURSDAY	12-Nov	Last Day for Direct Shipments to arrive at Show Site by 6:00 PM	
THURSDAY	12-Nov	Exhibitor Set-up	8:00 AM - 6:00 PM
FRIDAY	13-Nov		8:00 AM - 10:00 AM
FRIDAY	13-Nov	Exhibition Hours	10:00 AM - 5:00 PM
SATURDAY	14-Nov		10:00 AM - 5:00 PM
SUNDAY	15-Nov		10:00 AM - 5:00 PM
SUNDAY	15-Nov	Exhibitor Move-out	5:00 PM - 8:00 PM
SUNDAY	15-Nov	Carriers (Truckers) must be checked in by 7:30 PM	
SUNDAY	15-Nov	All exhibitor materials must be removed by 8:00 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 Ave Honolulu, HI 96814	Shipments will be accepted beginning: THURSDAY NOVEMBER 12, 2026 between the hours of 8:00 am - 6:00 pm

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	12-Nov	Service Desk Hours	7:30 AM - 6:00 PM
FRIDAY	13-Nov		7:30 AM - 5:00 PM

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

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 OCTOBER 29, 2026. 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, OCTOBER 29, 2026 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, please contact I.C.S. for assistance in in meeting your needs.
Call us at (808) 832-2430 or email us at helpdesk@icshawaii.net.

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

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!**

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

ORDERING TRADE SHOW SERVICES

- Always include your complete customer information on each order form including address with zip code, phone and fax, email address, contact name, and most importantly, booth number (if available). If you have multiple booth locations, please complete individual order forms for each location (booth, meeting rooms, etc.).
- Ensure that all credit card information is complete and correct including the expiration date & cvv #.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of carpet ordered is appropriate for your booth space (e.g.: DO NOT order a 9' x 20' carpet for a 10' x 10' booth).
- Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

INBOUND – MOVE IN

- Confirm your furnishing orders with I.C.S. You should receive a confirmation of your order within 3 - 5 days of placement.
- Confirm target dates with I.C.S. and communicate them to your carrier. Refer to the Special Handling section on the Material Handling Information Sheet to ensure you do not incur special handling charges.
- Keep phone number of your carrier with you, including weekend contacts.
- Have your hotel information available, including phone number, address, etc.
- After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

SHOW SITE

- Put together a trade show survival kit to include in your freight or carry with you, including:
  - Small Tool Kit
  - Staples, Scissors, Tape
  - Pens & Markers for Labels
  - First Aid Kit
  - Bottled Water

OUTBOUND – MOVE OUT

Keep in mind, the return of empty containers can take from 2 to 12 hours (depending upon the size of the show), so coordinate your outbound flight to accommodate this.

Hawaii Market Expo Nov 2026
NBC - EXHIBITION HALL
NOVEMBER 13-15, 2026
Advance Order Deadline: Oct 29, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

ICS INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
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		$
	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		

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

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. expect 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.

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

FREIGHT HANDLING SERVICES

I.C.S. is prepared to receive your shipment either at our warehouse or directly at the exhibit site. You may ship via the carrier of your choice. I.C.S. will accept crates, boxes, skidded materials & fibercases at our warehouse.

Rates are based on the incoming weight of shipments. For rates and arrival information**, see the Freight Handling Order Form. I.C.S. must have payment** before **delivering freight to your booth. Please read the "Limits of Liability & Responsibility" form for important information.**

ADVANCE SHIPMENTS TO WAREHOUSE

Accepting of freight will begin OCTOBER 22 thru NOVEMBER 9, 2026.
Shipments must arrive between the hours of 8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday (HST). Shipments received after this date & time will incur late fees or we may request your trucking company to deliver shipments directly to exhibit site (depending upon the day attempt to delivery is made) at exhibitor's expense.

Rates include:

Receiving at Warehouse.
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing and returning empty shipping containers.
Reloading freight onto your designated carriers truck @ showsite

Make out bill of lading and consign as follows:	***November 9, 2026***
{Exhibiting Company Name} Hawaii Market Expo Nov 2026 Booth #_____ I.C.S. 1004 Makepono Street Honolulu, HI 96819	**Last day for shipments to arrive at the Advance warehouse without surcharge. Shipment must be received by 3:00 PM(HST).**

DIRECT SHIPMENTS TO EXHIBIT SITE

Rates include: Unloading freight and delivery to your booth
Picking up, storing and returning empty shipping containers
Reloading freight onto your designated carriers truck @ showsite

Make out bill of lading and consign as follows:	***November 12, 2026***
{Exhibiting Company Name} Hawaii Market Expo Nov 2026 Booth #_____ Neal Blaisdell Center - Exh Hall 777 Ward Ave Honolulu, HI 96814	**Only day for shipments to arrive at exhibit site between the hours of 8:00 am - 6:00 pm**

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

Below is information on preferred carriers whom you may use should you need assistance from a shipping company. Please note, this is only our suggestion. You may use your own carriers to handle your show materials.

FOR: GROUND TRANSPORTATION ON US MAINLAND & OCEAN

Should you need assistance locating an OCEAN TRANSPORTATION vendor, please call us at (808) 832-2430

or email us at helpdesk@icshawaii.net.

DIRECT TO WAREHOUSE SHIPMENTS

HAWAII MARKET EXPO NOV 2026
I.C.S.
1004 MAKEPONO STREET
EXHIBITOR'S NAME_____ BOOTH #_____

HONOLULU, HI 96819

All advanced shipments to our HONOLULU Warehouse will be received:

OCTOBER 22 thru NOVEMBER 9, 2026. Receiving hours are from 8:00 AM-12:00 PM & 1:00 PM-3:00 PM (HST).

Receiving hereafter will result in late fees.

DIRECT TO SHOWSITE SHIPMENTS

HAWAII MARKET EXPO NOV 2026
NEAL BLAISDELL CENTER - EXH HALL
777 WARD AVE
HONOLULU, HI 96814

For direct to show site, shipments will be received on NOVEMBER 12, 2026 from 8:00 AM - 6:00 PM(HST).

For further assistance please don't hesitate to contact us. We may be reached at phone number (808) 832-2430, fax number (808) 832-2431 or email us at helpdesk@icshawaii.net.

Hawaii Market Expo Nov 2026
NBC - EXHIBITION HALL
NOVEMBER 13-15, 2026
Advance Order Deadline: Oct 29, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

ICS INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground loading, constricted space loading, etc.) Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POV's (personally owned vehicles).

UNCRATED: Material that is shipped loose or pad wrapped.

SMALL PACKAGE SHIPMENT: A shipment totaling any number of pieces with a combined weight not to exceed 50# that Is received on the same day, from the same shipper and delivered by the same carrier.

NOTE: ***Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.***

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

RECEIVING @ I.C.S. WAREHOUSE IS AS FOLLOWS:
RECEIVING IS FROM THURSDAY, OCT 22 THRU MONDAY, NOV 9
ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT & WILL INCUR AN ADDITIONAL 30% LATE FEE .

	Shipment Type	Price per CWT	Minimum
WAREHOUSE SHIPMENT			
8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday	Crated	$100.00	$200.00
	Special Handling Shipment	$118.00	$236.00
	Uncrated	$113.00	$226.00
SHOW SITE SHIPMENT			
@ NEAL BLAISDELL CENTER - EXH HALL ON THURSDAY, NOV 12 BETWEEN 8:00 am - 6:00 pm(HST).	Crated	$113.00	$226.00
	Special Handling Shipment	$132.00	$264.00
	Uncrated	$124.00	$248.00

	Shipment Type	Price per Package	Addl Package
SMALL PACKAGE			
Maximum Weight **per Shipment** is 50 lbs.	Non-Special Handling	$73.00	$13.00
	Special Handling Shipment	$84.00	$14.00

Carrier	Tracking # or Shipped From	Arrival Date	# Pieces	Est. Wt (CWT)		Rate Per CWT		Total Cost
					X		=	
					X		=	
					X		=	
					X		=	
							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

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.

Hawaii Market Expo Nov 2026
NBC - EXHIBITION HALL
NOVEMBER 13-15, 2026
Advance Order Deadline: Oct 29, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

CARPET RENTAL ORDER FORM

DESCRIPTION					Advance Rate	Floor Rate	Quantity	Total
CARPET (RENTAL ONLY)								
10' x 10' Booth Carpet	☐Black	☐Blue	☐Gray	☐Red	$118.00	$168.00		
10' x 20' Booth Carpet	☐Black	☐Blue	☐Gray	☐Red	$235.00	$335.00		
10' x 30' Booth Carpet	☐Black	☐Blue	☐Gray	☐Red	$353.00	$501.00		
10' x 40' Booth Carpet	☐Black	☐Blue	☐Gray	☐Red	$471.00	$669.00		
Island Booths / per sq. ft. **	☐Black	☐Blue	☐Gray	☐Red	$3.00	$4.50		
Custom Color Booth Carpet	**Please call for price & availability**							
Padding 1/2" / per sq. ft.					$2.00	$3.00		
Plastic Covering / per sq. ft. (Add'l charge for taping- Call for pricing)					$2.00	$2.50		
							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

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.

Hawaii Market Expo Nov 2026
NBC - EXHIBITION HALL
NOVEMBER 13-15, 2026
Advance Order Deadline: Oct 29, 2026
(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

ICS INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

		Quantity	Advance Rate	Floor Rate	Total
SKIRTED TABLES & COUNTERS					
	please circle color choice				
4' skirted table 4' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$95.00	$135.00	
6' skirted table 6' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$107.00	$152.00	
8' skirted table 8' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$119.00	$169.00	
4' skirted counter 4' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$116.00	$166.00	
6' skirted counter 6' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$123.00	$175.00	
8' skirted counter 8' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$135.00	$193.00	
4th side skirting on table or counter	☐black ☐blue ☐white ☐red ☐gold		$56.00	$80.00	
TABLES & COUNTERS (WOOD TOPS, NO SKIRTING)					
4' wood top table 4' x 24" x 30" High			$47.00	$68.00	
6' wood top table 6' x 24" x 30" High			$56.00	$80.00	
8' wood top table 8' x 24" x 30" High			$65.00	$90.00	
4' wood top counter 4' x 24" x 42" High			$65.00	$90.00	
6' wood top counter 6' x 24" x 42" High			$75.00	$102.00	
8' wood top counter 8' x 24" x 42" High			$85.00	$115.00	
SEATING & MISCELLANEOUS EQUIPMENT					
Chairs, Bucket Style (Plastic) - Black			$32.00	$45.00	
Counter Stools (high back, cushioned)			$55.00	$75.00	
Easel, Self-standing			$30.00	$43.00	
Posterboard, 4' x 8' (~45"x93" usuable area, 1.5" bezel frame)			$125.00	$178.00	
Telecage (weight must be evenly distributed across the bar & **must not** exceed 2 pounds per foot)			$58.00	$81.00	
Wastebasket, 7 gal. - Please see booth cleaning service for replacement of trash bags during this event.			$15.00	$20.00	
RISERS (4', 6', 8' LENGTHS)					
	circle length choice				
Single Tier, 6" High	4' L 6' L 8' L		$30.00	$43.00	
Single Tier, 12" High	4' L 6' L 8' L		$45.00	$64.00	
Double Tier, (1) 6" & (1) 12" High	4' L 6' L 8' L		$70.00	$99.00	

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

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.



Black Bucket Chair



Gray Padded Chair



Gray Padded Stool



Skirted Table/Counter



Posterboard – Vertical or Horizontal



Skirt Colors



Easel



Literature Rack



Adj. Ht. Round Table

Hawaii Market Expo Nov 2026
NBC - EXHIBITION HALL
NOVEMBER 13-15, 2026

Advance Order Deadline: Oct 29, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

ICS INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

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
STANDARD ELECTRICAL SERVICE					
(120 VOLTS - PER SINGLE RECEPTACLE)					
10 Amps (Approx. 1200 watts)	$203.00	$290.00			
15 Amps (Approx. 1800 watts)	$267.00	$382.00			
20 Amps (Approx. 2400 watts)	$307.00	$439.00			
30 Amps (Approx. 3600 watts)	$403.00	$576.00			
MOTOR/MACHINERY & DIST. SVC.					
(208 Volt) - LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.					
10 Amps (Single Phase)	$264.00	$377.00			
20 Amps (Single Phase)	$330.00	$472.00			
30 Amps (Single Phase)	$432.00	$618.00			
10 Amps (Three Phase)	$465.00	$665.00			
20 Amps (Three Phase)	$593.00	$848.00			
30 Amps (Three Phase)	$804.00	$1,150.00			
SERVICE ACCESSORIES					
15' Extension Cord	$43.00	$62.00			
25' Extension Cord	$59.00	$84.00			
50' Extension Cord	$91.00	$130.00			
Power Strip	$41.00	$59.00			
				SUB-TOTAL	
				4.712% EXCISE TAX	
				GRAND TOTAL	

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.

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.