

Hawaii Market EXPO 2025 JANUARY

NBC - EXHIBITION HALL
JANUARY 17 - 19, 2025



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

SHOW INFORMATION

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 Drapes WHITE/TEAL/TEAL/WHITE
3' High Sidewall Drapes 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)*

FRIDAY	3-Jan	Discount Deadline for orders received with payment *SYSTEM DOES NOT ALLOW ONLINE ORDERING AFTER THE ADVANCE DEADLINE HAS PASSED	
THURSDAY	16-Jan	Direct Shipments may begin arriving at Show Site after 8:00 AM	
THURSDAY	16-Jan	Last Day for Direct Shipments to arrive at Show Site by 6:00 PM	
THURSDAY	16-Jan	Exhibitor Set-up	8:00 AM - 6:00 PM
FRIDAY	17-Jan		8:00 AM - 10:00 AM
FRIDAY	17-Jan	Exhibition Hours	10:00 AM - 5:00 PM
SATURDAY	18-Jan		10:00 AM - 5:00 PM
SUNDAY	19-Jan		10:00 AM - 5:00 PM
SUNDAY	19-Jan	Exhibitor Move-out	5:00 PM - 8:00 PM
SUNDAY	19-Jan	Carriers (Truckers) must be checked in by 7:30 PM	
SUNDAY	19-Jan	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 - EXHIBITION HALL Shipments will be accepted beginning:
777 WARD AVENUE THURSDAY JANUARY 16, 2025
HONOLULU, HI 96814 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	16-Jan	Service Desk Hours	7:30 AM - 6:00 PM
FRIDAY	17-Jan		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 JANUARY 3, 2025. 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 FRIDAY, JANUARY 3, 2025 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 (\$60.00 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:

PLEASE CALL (808) 832-2430 OR EMAIL: HELPDESK@ICSHAWAII.NET FOR ASSISTANCE

INLAND TRUCKING & OCEAN:

PLEASE CALL (808) 832-2430 OR EMAIL: HELPDESK@ICSHAWAII.NET FOR ASSISTANCE

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!**

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JANUARY 17 - 19, 2025

Advance Order Deadline: Jan 3, 2025

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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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	



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 \$60.00 service charged to your total amount due.



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YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: The Material Handling Form is signed; Exhibitor's materials are delivered to I.C.S.'s warehouse or to an event site for which I.C.S. is the Official Show Contractor, or an order for labor and/or rental equipment is placed by Exhibitor with I.C.S.

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost of transport of your exhibit materials to and from the event.

BENEFITS OF ADVANCE SHIPPING TO I.C.S. WAREHOUSE

- Storage of materials for up to 14 days prior to your show.
- Delivery of Shipments to your booth before you move-in (schedule permitting)
- Some convention centers and hotels do not have facilities for receiving or storing freight
- Saves valuable set-up times

HOW TO SHIP IN ADVANCE TO THE I.C.S. WAREHOUSE

- Remove all old shipping and empty storage labels
- Fill out and attach enclosed Advance Shipping Labels
- Complete the enclosed Material Handling Order Form.
- Remember to confirm receipt of your shipment prior to leaving for the show.
- All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- Certified weight tickets should accompany all shipments.
- Take the time to ensure that your display and products are packed neatly and securely.

FREIGHT CARRIERS

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment. Should your carrier miss the pickup deadline (outbound shipment(s)), I.C.S. WILL NOT call back out carrier to retrieve your forced freight shipment. Your shipment will be handled by the show carrier at your expense.

TRACKING SHIPMENTS

Confirm your delivery date and time with your carrier, and have all pertinent shipping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

ESTIMATING MATERIAL HANDLING CHARGES

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - I.C.S. cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise I.C.S. will invoice the entire load at the uncrated rate.

- **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.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without prior delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- **Shipment Surcharges** - A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

STORING EMPTY CONTAINERS

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the I.C.S. Service Desk or from your I.C.S. Account Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty".

OUTGOING SHIPMENTS

An Outbound Material Handling Form/Bill of Lading must accompany all outgoing shipments. Shipping Information, outgoing forms and labels will be available at the I.C.S. Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipments of your display and product.

MACHINERY LABOR AND EQUIPMENT

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, re-crating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift & labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we may make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

INSURANCE

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. I.C.S. has published I.C.S. Limits of Liability and Responsibility that are in your service kit. Please read them carefully. It is recommended that your goods be insured.



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 **DECEMBER 26** thru **JANUARY 9, 2025**. **Warehouse will be closed on Jan. 01, 2025**
 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:

{Exhibiting Company Name}
 Hawaii Market EXPO 2025 JANUARY
 Booth # _____
 I.C.S.
 1004 MAKEPONO STREET
 HONOLULU, HI 96819

January 9, 2025

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:

{Exhibiting Company Name}
 Hawaii Market EXPO 2025 JANUARY
 Booth # _____
 NEAL BLAISDELL CENTER - EXHIBITION HALL
 777 WARD AVENUE
 HONOLULU, HI 96814

January 16, 2025

Only day for shipments to arrive at exhibit site between the hours of 8:00 am - 6:00 pm



Below is a list of our 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, feel free to contact the following:

PLEASE CALL (808) 832-2430 OR EMAIL: HELPDESK@ICSHAWAII.NET FOR ASSISTANCE

FOR: AIR SHIPMENTS

Should you need assistance locating an AIR FREIGHT vendor, feel free to contact the following:

PLEASE CALL (808) 832-2430 FOR ASSISTANCE

DIRECT TO WAREHOUSE SHIPMENTS

HAWAII MARKET EXPO 2025 JANUARY
I.C.S.

1004 MAKEPONO STREET

EXHIBITOR'S NAME _____ BOOTH # _____

HONOLULU, HI 96819

All advanced shipments to our HONOLULU Warehouse will be received:

DECEMBER 26 thru JANUARY 9, 2025. 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 2025 JANUARY
NEAL BLAISDELL CENTER - EXHIBITION HALL
777 WARD AVENUE
HONOLULU, HI 96814

For direct to show site, shipments will be received on JANUARY 16, 2025 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.

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(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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MATERIAL HANDLING

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.

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:

I.C.S. HONOLULU WAREHOUSE

RECEIVING IS FROM THURSDAY, DEC 26 THRU THURSDAY, JAN 9 **(Warehouse will be closed on Jan. 01, 2025)**

ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT & WILL INCUR AN ADDITIONAL 30% LATE FEE .

	Shipment Type	Price per CWT	Minimum
WAREHOUSE SHIPMENT (HONOLULU)			
8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday	Crated	\$98.00	\$196.00
	Special Handling Shipment	\$114.50	\$229.00
	Uncrated	\$109.50	\$219.00
SHOW SITE SHIPMENT			
@ NEAL BLAISDELL CENTER - EXHIBITION HALL ON THURSDAY, JAN 16 BETWEEN 8:00 am - 6:00 pm(HST).	Crated	\$109.50	\$219.00
	Special Handling Shipment	\$128.00	\$256.00
	Uncrated	\$120.50	\$241.00

	Shipment Type	Price per Package	Addl Package
SMALL PACKAGE			
Maximum Weight per Shipment is 50 lbs.	Non-Special Handling	\$70.50	\$12.00
	Special Handling Shipment	\$81.50	\$13.50

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.

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I.C.S. OUTBOUND SHIPPING

EVERY OUTBOUND SHIPMENT WILL REQUIRE A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM WITH A METHOD OF PAYMENT FOR THIS SERVICE. OUTBOUND SHIPPING LABELS MUST BE PLACED ON EACH PIECE OF FREIGHT PROPERLY LABELED. I.C.S. WILL NOT BE RESPONSIBLE FOR ANY MISLABELED OR UNLABELED FREIGHT. SHOULD YOU NEED ASSISTANCE WITH LABELS, PLEASE REQUEST THEM PRIOR TO MOVE-IN AT SHOWSITE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE & RETURN THIS FORM BY THE ADVANCE ORDER DEADLINE DATE ABOVE.

SHIPPING INFORMATION

FROM:
 SHIPPER/EXHIBITOR NAME: _____
 BILLING ADDRESS: _____
 CITY STATE ZIP

SHIP TO:
 COMPANY NAME: _____
 DELIVERY ADDRESS: _____
 CITY STATE ZIP
 PHONE #: _____ ATTENTION: _____
 SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

I.C.S. CARRIER TRANSPORTATION SERVICE:

- 1 Day: Delivery next business day
- 2 Day: Delivery by 3:00 PM second business day
- Expedited
- Deferred: Delivery approx. 21 business days
- Standard Ground
- Specialized: Pad Wrapped, uncrated, or truckload
- Other Common Carriers
- Other Van Lines
- Other Air Freight
 - Next Day
 - 2nd Day
 - Deferred

Carrier Ph # _____

Once your shipment is packed & ready to be picked up, please return the Material Handling Authorization Form to the I.C.S. Service Desk.

Verify the piece count, weight and that a signature is on the Material Handling Authorization Form prior to shipping.

SHIPMENTS WITHOUT PAPERWORK TURNED IN OR INCOMPLETE PAPERWORK WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE. I.C.S. WILL THEN HAVE THE AUTHORITY TO REROUTE YOUR SHIPMENT USING ICS CARRIER OF CHOICE AT EXHIBITOR'S EXPENSE.

I.C.S. will coordinate outbound shipment for those using our show carriers. Arrangements for pick-ups by other carriers is the responsibility of the exhibitor.

IF EXHIBITOR'S CARRIER DOES NOT CHECK-IN FOR EXHIBITOR'S SHIPMENT AT SHOWSITE, PLEASE SELECT ONE OF THE RE-ROUTE OPTIONS:

Re-route via I.C.S.'s choice **OR** **Return to warehouse at Exhibitor's Expense**

If re-routed, via this option, I.C.S. will bill the credit card on file & I.C.S. Terms & Conditions apply. May be subject to delay.

I.C.S. is not liable to any loss or damage incurred Transport, Material Handling & Storage charges will apply. May be subject to delay.

Signature _____ Print Name _____ DATE _____

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

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JANUARY 17 - 19, 2025

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(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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

MATERIAL HANDLING - OUTBOUND

I.C.S. will coordinate outbound shipment pickups for those using our show carriers. **Arrangements for pickups by your carrier is your responsibility. I.C.S. is an unknown shipper with other carriers (Ex: UPS, FedEx, DHL, etc...).**

Therefore, your carriers will not pickup any shipments from the I.C.S. HONOLULU warehouse unless you arrange for the pickup & pay for all charges **(including pickup)** in advance. It would be best if your carrier is able to pickup your materials from showsite at the close of this event. **I.C.S. will not be responsible for making any payment to your carriers on your behalf or completing any incomplete forms (including TSA Form).** Please make sure you bring with you your own carrier labels to place on your outbound shipments.

Please make sure you submit all forms including this one to us by the advance order deadline date. This is to ensure you will receive assistance with your drayage service you will require for this event. Please make sure you fill out & return the Straight Bill of Lading Form to us prior to leaving showsite at the conclusion of this event. Should you have any questions or concerns, please don't hesitate to contact our office via the following:

Office Phone #808-832-2430 * Fax #808-832-2431 * Email: helpdesk@icshawaii.net

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

DESCRIPTION	Price per CWT	200# Charge per Shipment*	Price
OUTBOUND SHIPMENTS: SUNDAY, JANUARY 19 @ 8:00 PM	To take back to the I.C.S. Honolulu Warehouse for pickup. \$\$ RATE PER 100#S (any pound(s) over 100 is rounded up to the next 100 pound rate. Min. of 200#s per		
SHOW CARRIER: 200# min. per shipment using I.C.S. Show Carrier Show Carriers PLEASE CALL (808) 832-2430 FOR ASSISTANCE	\$77.50	\$155.00	
		(Trucking charges will apply if you decide to use our show carrier after your shipment has been taken back to our Honolulu warehouse).	
EXHIBITOR CARRIER: 200# Min. per shipment using your own carrier	\$93.00	\$186.00	
			SUB-TOTAL
			4.712% EXCISE TAX
			GRAND TOTAL

* If you have outbound shipments going to two or more different locations, each shipment which will charged separately using the rates above.

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

CARDHOLDER'S BILLING ADDRESS 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.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



RUSH TO:

I.C.S.

**1004 MAKEPONO STREET
HONOLULU, HI 96819**

**Hawaii Market EXPO 2025
JANUARY**

EXHIBITOR

BOOTH #

OF

OF PIECES

Receiving shipments between Dec. 26 - Jan. 9

Freight received after this date will incur an additional late fee:

Honolulu Warehouse Hours: 8AM-12PM & 1PM-3PM (MON - FRI)

AFTER 3PM ON JAN. 9, 2025

ADVANCE WAREHOUSE

EXHIBIT MATERIAL



RUSH TO:

I.C.S.

**1004 MAKEPONO STREET
HONOLULU, HI 96819**

**Hawaii Market EXPO 2025
JANUARY**

EXHIBITOR

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OF

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Receiving shipments between Dec. 26 - Jan. 9

Freight received after this date will incur an additional late fee:

Honolulu Warehouse Hours: 8AM-12PM & 1PM-3PM (MON - FRI)

AFTER 3PM ON JAN. 9, 2025

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
Please make additional copies of these labels are needed

Important note: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse without advance notification & I.C.S. management approval

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



RUSH TO:

**NEAL BLAISDELL CENTER - EXHIBITION HALL
777 WARD AVENUE
HONOLULU, HI 96814**

**Hawaii Market EXPO 2025
JANUARY**

EXHIBITOR

BOOTH #

OF

OF PIECES

RECEIVING HOURS FOR DIRECT SHIPMENTS:

JAN. 16 BETWEEN 8:00 am - 6:00 pm

DO NOT DELIVER PRIOR TO:

JAN 16 BEFORE 8:00 AM

DIRECT TO SHOW SITE

EXHIBIT MATERIAL



RUSH TO:

**NEAL BLAISDELL CENTER - EXHIBITION HALL
777 WARD AVENUE
HONOLULU, HI 96814**

**Hawaii Market EXPO 2025
JANUARY**

EXHIBITOR

BOOTH #

OF

OF PIECES

RECEIVING HOURS FOR DIRECT SHIPMENTS:

JAN. 16 BETWEEN 8:00 am - 6:00 pm

DO NOT DELIVER PRIOR TO:

JAN 16 BEFORE 8:00 AM

These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
Please cut along dashed lines and affix one to each piece of your shipment direct to the show site
Please make additional copies of these labels are needed

Important note: Hazardous materials will not be accepted at show site without advance notification & approval by I.C.S. Management

Hawaii Market EXPO 2025 JANUARY

NBC - EXHIBITION HALL
 JANUARY 17 - 19, 2025

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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	\$94.00	\$134.00	
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	\$105.00	\$150.00	
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	\$115.50	\$165.50	
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	\$115.50	\$165.50	
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	\$121.50	\$173.50	
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	\$133.00	\$190.50	
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	\$55.00	\$78.50	

TABLES & COUNTERS (WOOD TOPS, NO SKIRTING)				
4' wood top table 4' x 24" x 30" High		\$46.00	\$65.50	
6' wood top table 6' x 24" x 30" High		\$54.00	\$77.50	
8' wood top table 8' x 24" x 30" High		\$62.00	\$88.50	
4' wood top counter 4' x 24" x 42" High		\$62.00	\$88.50	
6' wood top counter 6' x 24" x 42" High		\$70.50	\$100.00	
8' wood top counter 8' x 24" x 42" High		\$78.00	\$111.00	

SEATING & MISCELLANEOUS EQUIPMENT				
Chairs, Bucket Style (Plastic) - Black		\$30.50	\$43.00	
Counter Stools (high back, cushioned)		\$51.00	\$72.50	
Easel, Self-standing		\$29.00	\$41.00	
Posterboard, 4' x 8' (~45"x93" usable area, 1.5" bezel frame)		\$123.50	\$176.00	
Telecage (weight must be evenly distributed across the bar & must not exceed 2 pounds per foot)		\$55.50	\$79.50	
Wastebasket, 7 gal. - Please see booth cleaning service for replacement of trash bags during this event.		\$12.00	\$17.00	

RISERS (4', 6', 8' LENGTHS)				
	circle length choice			
Single Tier, 6" High	4' L	6' L	8' L	
Single Tier, 12" High	4' L	6' L	8' L	
Double Tier, (1) 6" & (1) 12" High	4' L	6' L	8' L	

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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INTERNATIONAL CONVENTION SERVICES INC.

CARPET RENTAL ORDER FORM

DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
CARPET (RENTAL ONLY)				
10' x 10' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$115.00	\$164.00		
10' x 20' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$229.00	\$327.50		
10' x 30' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$343.00	\$490.00		
10' x 40' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$457.50	\$653.00		
Island Booths / per sq. ft. ** <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$2.50	\$4.00		
Custom Color Booth Carpet Please call for price & availability				
Padding 1/2" / per sq. ft.	\$1.60	\$2.50		
Plastic Covering / per sq. ft. (Add'l charge for taping- Call for pricing)	\$1.50	\$2.00		
CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.				
SUB-TOTAL				
4.712% EXCISE TAX				
GRAND TOTAL				

***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	
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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

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)	\$200.50	\$286.00			
15 Amps (Approx. 1800 watts)	\$263.50	\$376.50			
20 Amps (Approx. 2400 watts)	\$302.50	\$432.50			
30 Amps (Approx. 3600 watts)	\$397.50	\$567.50			
40 Amps (Approx. 4800 watts)	\$454.50	\$650.00			
50 Amps (Approx. 6000 watts)	\$537.50	\$767.50			
60 Amps (Approx. 7200 watts)	\$734.50	\$1,049.00			

MOTOR/MACHINERY & DIST. SVC.

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

10 Amps (Single Phase)	\$260.00	\$371.50			
20 Amps (Single Phase)	\$326.00	\$466.50			
30 Amps (Single Phase)	\$426.00	\$607.50			
40 Amps (Single Phase)	\$476.00	\$680.00			
60 Amps (Single Phase)	\$525.50	\$750.50			
10 Amps (Three Phase)	\$459.00	\$656.50			
20 Amps (Three Phase)	\$584.50	\$835.00			
30 Amps (Three Phase)	\$792.50	\$1,132.00			
60 Amps (Three Phase)	\$917.50	\$1,310.50			

SERVICE ACCESSORIES

15' Extension Cord	\$42.00	\$60.00			
25' Extension Cord	\$57.50	\$82.00			
50' Extension Cord	\$89.00	\$126.00			
Power Strip	\$40.00	\$57.00			

<p>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.</p>	SUB-TOTAL
	4.712% EXCISE TAX
	GRAND TOTAL

COMPANY NAME			ORDERED BY:	BOOTH #:
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