



PACIFIC
BUILDING TRADE
expo

**2018 AIA/CSI Pacific
Building Trade Expo
Exhibitor Information**



EXHIBITOR SET-UP HOURS & GUIDELINES

EXHIBITOR SET-UP HOURS

Tuesday, November 13, 2018

Move-In Hours

7:00 a.m. – 6:00 p.m.

All exhibitors must be out of the ballroom by 6:00 p.m. Security will be securing the premises after this time. Security has the authority to escort people off the premises.

Wednesday, November 14, 2018

6:00 a.m. – 7:30 a.m.

*** hand-carried items only**

EXHIBITOR SET-UP GUIDELINES

- REMINDER...Once you are done off-loading at the loading dock, please move your vehicle to the parking level. If your vehicle cannot access the parking level, you must park off-site. ICS will assist in getting your displays up to the ballroom. ALL vehicles must be moved once they are done off-loading.
- All exhibitors must be completed with set-up by 7:30 a.m. The show opens at 9:00 a.m. but there are seminars that begin at 8:00 a.m.
- In consideration of other exhibitors, it is important that everyone is completely set-up prior to the start of the show. No set-up will be allowed during show hours. Delivery (hand-trucked or hand carried) of display materials will NOT be allowed during show hours.
- Local fire ordinance requires that all aisles remain unobstructed during show hours. Security and committee members will be monitoring this situation.
- Exhibitors are responsible for disposing of all crates, trash and cleaning of their area on set-up and breakdown days.
- Exhibitors with special needs during set-up due to product size should contact ICS Hawaii, 832-2430.
- A "NO SMOKING" law is in effect at all times (in the ballroom). This includes e-cigs.
- If use of a forklift/driver is needed, please be sure to sign up with ICS in advance, 808-832-2430.



DELIVERY REQUIREMENTS

The Hawaii Convention Center HCC has strict policy requirements on what and how material is handled. Please read the following carefully.

There are two locations for delivery and pick up of material.

The Parking Structure:

- All material handled through the parking level must be handled by hand truck.
- Vehicle heights cannot exceed 9'-0".

The Loading Dock:

- All freight delivered and picked up through the loading dock must be handled by an authorized and insured freight handler. ICS is the only designated freight handler for the 2013 Pacific Building Trade Expo.
- All freight handled through the Loading Dock must be scheduled through ICS.
- Freight requiring a forklift and scheduled between 8:00AM and 6:00PM with ICS will be handled without charge.
- Unscheduled deliveries and pick-ups are subject to a handling charge.
- Material that can be handled by hand or hand truck should be delivered through the parking structure. If such material is brought to the loading dock it must be handled by ICS and will be subject to a handling charge.
- Trucks will not be allowed to remain parked at the loading dock after they have been unloaded or loaded.

Avoid freight handling charges

- Hand or hand truck carried material must be delivered through the parking structure and the elevators located at the Diamond Head side of the parking structure. Vehicles entering the parking structure are limited in height to 9' -0".
- Large freight may be scheduled with ICS without charge, 832-2430.

ABSOLUTELY NO DELIVERIES, HANDTRUCKS, ETC. VIA THE MAIN ENTRANCE (STREET LEVEL)!



EXHIBIT GUIDELINES

- All exhibits and personnel shall be contained within the booth area.
- Any height variances in excess of 8' must be requested in writing from and approved by the AIA/CSI Pacific Building Trade Expo Committee.
- Placement of signs, banners or advertising materials shall be subject to the approval of the AIA/CSI Pacific Building Trade Expo Committee.
- Booths shall not be altered to interfere with the flow of traffic, nor shall products or displays of service or other exhibitors interfere with the flow of traffic or safety or violate any fire or safety code.
- Exhibitors shall not hawk, or solicit or distribute handbills, brochures or any other printed promotional material outside of their booth area, nor allow same.
- No photos of exhibitor booths will be allowed without permission of the exhibitor.
- Gasoline, kerosene, acetylene or other flammable or explosive substances, hazardous materials and pollutants will not be permitted in the building due to a city ordinance.
- Dismantling of exhibits or vacating booths prior to the end of the show is prohibited.
- No exhibitor set-up will be allowed once the show opens, including use of handtruck to bring in materials.
- SUBLETTING OR ASSIGNMENT IS PROHIBITED.



EXHIBIT DISPLAY REQUIREMENTS

Exhibitors shall not attach any items to the Hawaii Convention Center (HCC) walls, floors or ceiling surfaces without permission from the facility manager.

Exhibitors shall not display any liquid materials in open containers without prior approval from the HCC facility manager.

Glue, tape and other adhesive materials may not be used to fix or stabilize exhibit material.

Display materials that may stain, scratch, mar, tear or damage the floor and wall finishes within the HCC are prohibited unless approved for use by the facility manager.

Exhibitors shall be responsible for cost of repair for any damage sustained to the HCC facilities by exhibitor negligence.

DECORATIVE MATERIALS

All decorative materials displayed or installed in the Center must be flameproof in accordance with the Public Safety and Fire Regulations. The Center does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

FIRE PROTECTION / SMOKE REMOVAL

The Center is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets are provided throughout the building. A fire pump provides water for the sprinklers and fire fighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility.

The use of hazers/fog machines, candles, open flame, or pyrotechnics for decorative or production enhancements must be requested in writing to your Event Manager at least sixty (60) days prior to your event. Requests shall include information on the type of material being used, quantity, general program dates, rehearsal times, and duration of use. The Center requires that a Fire Watch be arranged with local Fire Marshal officials and that a Fire Marshal be on-site for the entire duration that the materials and/or equipment are in use.

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FREIGHT ELEVATORS

Freight elevators are available to all four levels of the building. We have two (2) sets of elevator banks, one on each wing of the building consisting of 2 small and 1 large freight elevator at each bank. Please refer to the building floor plans for freight elevator locations.

Large freight elevators (2): Dimensions: 17'5" (length) x 8' (width) x 10' (height)
(Elevators 8 & 9) Load capacity: 10,000 pounds

Small freight elevators (4): Dimensions: 9'5" (length) x 4' (width) x 8' (height)
(Elevators 4, 5, 6 & 7) Load capacity: 5,000 pounds

HELIUM BALLOONS

Helium balloons may not be distributed or sold inside the facility. With the prior approval of your Event Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to the exhibitor responsible at the prevailing rate. Helium balloons distributed outside the facility shall not be permitted inside the building. Additionally, helium balloons may not be released into the outside environment from the premises of the Convention Center.

MOVE-IN INFORMATION

All exhibitors with vehicles under 8' 11" must unload in parking garage in Row F near the freight elevators. This includes passenger vans and pickup trucks. All other vehicles over 8' 11" high including high cubes, or specialty vehicles with extra long wheelbases such as flatbeds are required to use the loading dock for move-in. We ask that you make a reservation with ICS, 832-2430. The freight dock entrance is located on Kahakai Street and exits onto Kalakaua Avenue.

Exhibitor move-in is not permitted through the main lobby with the exception of small hand carried freight only. Escalators and lobby elevators are restricted for passenger use only.

LIQUID MATERIAL POLICY

All liquid material features, or machinery that uses liquid that is exhibited shall have a secondary containment should the primary vessel crack or leak. You must obtain approval of the HCC facility manager prior to setting up any displays with liquid material.



EXHIBITOR PARKING & BREAKDOWN HOURS

Exhibitor Parking

The Hawaii Convention Center has a limited number of parking stalls. To facilitate attendees to visit the show exhibitors are restricted to use of one space within the parking structure the day of the event. We strongly encouraged exhibitors to carpool and/or park off-site to allow for the maximum number of parking stalls for the attendees. Parking is \$10.00. Remember...our goal is to make it as easy as possible for guests to attend the expo.

Exhibitor Breakdown - Wednesday, November 14, 2018

- 6:00 p.m. – 9:00 p.m. **Absolutely NO breakdown prior to 6:00PM!**
- All exhibitors must be out of the ballroom by 9:00 p.m.
- There is absolutely NO STORAGE at the convention center. Arrangements should be made with the show decorator, ICS Hawaii, in advance.
- No security personnel will be available after 9:00 p.m.
- Please do not obstruct the aisles during breakdown.
- Exhibitors are responsible for disposing of all crates, trash and cleaning of their area.



EXHIBITOR ENTRY ON SHOW DAY

- All exhibitors staffing a booth must be wearing an official exhibitor name badge at all times.
- Each exhibitor will be provided with name badges/
- If you pre-ordered your name badges, you can pick them up at the registration desk on Tuesday, November 13, 2018 after 2:00 p.m.
- If you did not pre-order your name badges by the deadline date, we will have registration available on-site after 2:00 p.m. on Tuesday, November 13, 2018 and on show day, Wednesday, November 14, 2018 from 7:00 a.m.
- Please note that if an employee of an exhibiting firm tries to register at the "attendee registration" desk on the day of the show, they will be asked to go to the "exhibitor registration" desk.



EXHIBITOR BADGE ORDER FORM

Badges ordered by the due date (10/12/18) can be picked up at the show site on set-up day, Tuesday, November 13, 2018 after 2:00pm.

Booth Number(s)	Exhibitor Name
1. _____ First Name	_____ Last Name
_____ Company Name	
2. _____ First Name	_____ Last Name
_____ Company Name	
3. _____ First Name	_____ Last Name
_____ Company Name	
4. _____ First Name	_____ Last Name
_____ Company Name	
5. _____ First Name	_____ Last Name
_____ Company Name	

Contact Person _____

Phone # _____

Email _____

**Return this form to:
Barbie Rosario, Fax 808.888.6283 or email: barbier@hawaiiantel.net
by Friday, October 12, 2018.**