

CUSTOMER / BILLING INFORMATION	
Name:	
Company name:	
Billing contact name:	
Billing address:	
Onsite contact name:	
Onsite contact cell phone:	
Onsite contact email:	

EVENT INFORMATION	
Event Name:	
Event Date:	
Booth Number / Room:	

ASSOCIATION CUSTOMERS (with master accounts) to complete this section:	
<i>By signing below, I authorize the Hawai'i Convention Center to charge my master account for shipping and handling services</i>	
Signature:	
Name:	
Date:	

EXHIBITORS to complete this section:	
Cardholder name:	
Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> JCB
Credit card number:	
Card expiration date:	<input type="text"/> / <input type="text"/>
<i>By signing below, I authorize the Hawai'i Convention Center to charge my credit card for shipping and handling services</i>	
Cardholder signature:	
Date:	

No. of packages	Incoming/Outgoing Handling Fees (per package)	Carrier	Tracking Number	Total Weight (lbs.)	Amount due
	1 -10 lbs.				\$
	11 - 50 lbs.				\$
	51 – 100 lbs.				\$
	Over 100 lbs.				\$
<b>Total Amount Due:</b>					

<b>All shipments/packages must be labeled with the following information:</b>	
<b>Ship to address:</b> <b>HCC BUSINESS CENTER</b> Hawai'i Convention Center 1801 Kalākaua Avenue Honolulu, Hawai'i 96815	<b>Event Name &amp; Date:</b> _____ <b>Onsite contact:</b> _____ <b>Booth / Room No:</b> _____ <b>Onsite cell ph:</b> _____ <b>Box # _____ of _____</b>

Incoming handling fees include receiving and storage of packages for up to seven (7) days. Packages stored for eight (8) or more days will be assessed an additional 10% per day, per package. Exhibitors must bring outbound packages to the Business Center located on the 3<sup>rd</sup> level. All outbound packages must have a completed carrier airbill affixed to each package. A labor fee of \$100 per hour will apply for any additional services requested by customers. The Business Center will begin accepting packages up to two (2) weeks prior to the event move-in date.

**Please fax completed form to: HCC IT Department - Fax: (808) 943-3599.**  
**For inquiries, please contact us by email at: [HCCBusinessCenter@hccaeg.com](mailto:HCCBusinessCenter@hccaeg.com).**