

The Hawai'i Convention Center ("HCC") requires all Licensees of sporting/athletic events and events with 500 or more attendees to order First Aid services from HCC's exclusive provider, Straub Medical Center. Straub has provided First Aid services at HCC since 2001 and has a team of highly qualified Registered Nurses (RN's) who are trained to respond to all types of medical emergencies and situations. First Aid staffing will be arranged by your HCC Event Manager and will be billed to your master account.

All sporting/athletic events held at HCC require First Aid staff to be present **regardless of attendee count**. Examples of sporting/athletic events include but are not limited to: basketball tournaments, volleyball tournaments, futsal and indoor soccer tournaments, martial arts tournaments, tennis tournaments, dance and cheer competitions, gymnastic competitions, weightlifting competitions and dance workshops.

First Aid staffing guidelines

HCC requires First Aid staff to be present when there are 500 or more attendees onsite. This includes during move-in and move-out periods. If exhibitors and production staff will be working onsite during move-in and move-out, we recommend that Licensees provide First Aid services during these periods of activity.

Sporting/athletic events are required to have First Aid staff present **at all times** including warm-ups, practices and rehearsals. Straub's First Aid staff will not be responsible for the taping of athletes or participants. It is highly recommended that Licensees of sporting/athletic events provide their own athletic trainer to handle all taping needs.

Licensees are required to provide a schedule of their First Aid staffing needs to their Event Manager at least 30 days prior to move-in.

The amount of First Aid staff required is determined by your anticipated attendance:

Number of attendees	Staffing requirement
0 – 10,000	1 RN
10,001 – 20,000	2 RNs
20,001 – 30,000	3 RNs

Add one (1) RN for every additional 10,000 attendees

First Aid services at the Hawai'i Convention Center include:

- Licensed RN(s) who will respond to emergency calls anywhere within HCC
- Emergency life-support measures including defibrillation, CPR and airway management
- Basic wound care services
- Basic First Aid supplies
- Dispensing of limited over-the-counter medication
- Use of First Aid office, located on the 3rd Floor meeting-room level, where guests can receive treatment and wait for transport to a medical facility, if needed
- Referrals to Straub Medical Center, Straub Doctors On Call 24-hour clinic in Waikīkī or other medical facilities, as needed

Cost / Billing

The hourly rate for First Aid / RN services is \$60.00 per hour (tax included). The hourly rate for a medical translator is \$35.00 per hour (tax included). These charges will be applied to your HCC master account and must be pre-paid with your estimated event charges fourteen (14) days prior to your first move-in date. To arrange First Aid services for your event, please contact your Event Manager.