



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

## LOCATION

Exhibits will be set up in the Kona and Queens Ballroom.

## EXHIBITOR MOVE-IN

Monday, Oct. 25, 2010	12 noon—8:00 pm
Tuesday, Oct. 26, 2010	6:30 am—7:00 am

Should you require additional set-up time, please check with Show Management.

## EXHIBIT HOURS

The exhibits officially open at :

Tuesday, Oct. 26, 2010	7:00 am—12 noon
Wednesday, Oct. 27, 2010	7:00 am—12 noon
Thursday, Oct. 28, 2010	7:00 am—12 noon

## EXHIBITOR MOVE-OUT

Thursday, Oct. 28, 2010	12 noon—4:00 pm
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Exhibitors **MUST BE CLEARED** by 4:00 pm Thursday, Oct. 28, 2010. All freight must be picked-up by that time.

## PROVIDED BOOTH EQUIPMENT

**8' x 10' booth** will include 8' high green/sea foam/green backwall and 3' green high siderail.

Provided Booth Package will include:

- (1) 5.5" x 17" Company Identification Sign
  - (2) red side chairs
  - 6' black skirted table
  - wastebasket, porter service additional
- Facility requires end of day waste removal from wastebaskets at exhibitor expense.

## CARPET

### PLEASE NOTE:

The exhibit booth spaces and aisles are carpeted in an existing multi-colored hotel carpet.

### PLEASE NOTE:

The Kona Promenade area is uneven slate stone flooring. Exhibitor's in this area will be required to provide their own carpet. No booth or aisle carpet.

## TELECOMMUNICATIONS

Please contact Hilton Waikoloa Village Convention Service department at 808-886.2872.

## SAFETY

Standing on chairs, tables, or other rental furniture while setting up your exhibit is **PROHIBITED**. ATTCO, INC. is not responsible for injuries caused by improper use of the furniture. Facility and best practice require that all exhibitors wear covered shoes during installation or dismantle.

## MATERIAL HANDLING (DRAYAGE)

Materials shipped in **ADVANCE**, should be sent directly to ATTCO, INC. Freight will be received from carriers up to 30 days prior to exhibitor move-in at the specified material handling rate. Freight received before the 30 day grace period will be charged storage in addition to the material handling rate.

- Plan to have your exhibit materials arrive in our warehouse no later than Thursday, October 14, 2010.
- All shipments received after this date will be subject to a 25% late fee.
- Shipments that arrive at the warehouse after Thursday, October 14, 2010 cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight.
- To avoid delay in delivery of your exhibit materials, address all labels as follows:

Exhibitor Name/Company  
Booth Number: \_\_\_\_\_  
WSAUA

c/o Attco, Inc/Conen's  
74-5223A Queen Kaahumanu Hwy.  
Kailua-Kona, Hawaii 96740

**DO NOT ship freight direct to hotel prior to move-in Monday, October 25, 2010. Freight shipped prior to this date may be refused by the facility and will incur a \$75.00 hotel freight receiving surcharge per piece.**

## PAYMENT INFORMATION

The Order Recap/Payment & Credit Card Form **MUST** be sent in with your orders.

- To qualify for the Advance Price rates, full payment must accompany your orders and must be **received** on or before October 14, 2010.
- Purchase orders do not qualify as prepayment.
- Check, Visa, MasterCard, Diners, Discover or American Express cards are welcomed methods of payment.
- Faxed orders are O.K. if accompanied by valid credit card information.**
- We cannot be responsible for mail delays.

If you have questions please contact us at 1-800-845-7942

We look forward to servicing you.

Aloha.





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## IT PAYS TO READ THE MANUAL

### Why?

- ◆ You will save money.
- ◆ You will get what you need, when you need it.
- ◆ Your show experience will be productive.
- ◆ You will reach your show objectives.

### If you don't take the time to read the manual now . . .

- ◆ You may encounter higher costs.
- ◆ You may not be able to obtain the services and supplies that you will need.
- ◆ You may encounter frustrating delays and inconvenience.

### Life is complicated enough!

It takes less than one hour to read the Exhibitor Manual. Take an hour today to read it. Pay particular attention to **dates and deadlines**. For those services and supplies that do not have printed deadlines, the sooner you place your order, the better your chances of getting exactly what you want.

### Share this important information.

Because the Exhibitor Manual contains important information regarding your exhibit, everyone who will be involved in making your show experience a success should take the time to read the Manual.

### Questions?

We at Attco, Inc. are committed to your success. Please contact our offices if you have questions about any of the information that is contained in this Exhibitor Manual.

## MATERIAL HANDLING

(Formerly referred to as Drayage)

Material handling can be a challenging part of your participation in an exposition. With an understanding of the process and some preplanning, it can be painless.

Material handling is the process of receiving your show materials, either at the warehouse in advance of the show, or at the show site during move-in, delivering them to your booth, removing empty containers for storage during the show, returning the empty containers to your booth after the show, delivering your materials back to the dock and loading for outbound shipping. Charges are determined by weight and ease of handling.

- ◆ Check the service manual for deadline dates. Do not pay unnecessary late charges by missing deadlines or target dates.
- ◆ Always obtain a signed Bill of Lading from your carrier and bring it with you to the show site. Also, send a copy to us, your Service Contractor. Bills of Lading are critical if you need to trace missing freight.
- ◆ Check with the Service Contractor to make sure your materials have arrived. The sooner you know there is a problem, the easier it is to solve.
- ◆ Save money by consolidating your shipments. There is a minimum charge of 200 lbs. for each individual shipment.
- ◆ Make sure containers are really empty before applying an EMPTY sticker. It is expensive and sometimes impossible to retrieve an empty container once it has been removed from your booth.
- ◆ When you are repacked and ready to ship, fill out an Outbound Bill of Lading and leave it with the Service Contractor. Never leave it in the booth with your materials. Take a copy of the bill with you.
- ◆ Your exhibit material should be insured from the time it leaves your facility until it returns. Check with your insurance carrier about adding a rider to your existing policy.



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## TERMS & CONDITIONS

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### A. ORDERING SERVICES AND EQUIPMENT:

- Order Forms:** Official order forms are provided for all standard equipment and services. Telephone orders cannot be accepted. Faxed orders will be accepted **if accompanied by** valid credit card information.
- Payment Policy:** All mail orders must include full payment in U. S. funds by cash, check, money order or major credit card. Any outstanding accounts must be settled **prior to** the closing of the show and **prior to** the release of any outbound freight. Orders received **without** full payment will not be processed.
- Advance Prices:** To take advantage of advance order prices you must use the order forms provided and include full payment with your order to have been **received in our offices** at least ten (10) working days prior to show move-in.
- Floor Prices:** A floor order is any order received fewer than ten (10) working days prior to show move-in. Floor prices are 30% greater than Advance Prices and will prevail for these orders.
- Cancelled Orders:** A full refund will be made on orders cancelled in writing at least ten (10) working days prior to show move-in. Cancellations received with less notice but prior to the actual installation will be refunded (or credited) 50% of the original order. Cancellations received **AFTER** ordered equipment has been delivered to the booth will receive no credit nor refund.
- Custom Orders:** Please contact **Attco, Inc.** for any equipment or service not indicated on the forms provided for it is probable that we can direct you to the source for your needs. As EDPA members we can assist you with custom exhibit design, specialty props and decor and other special equipment.
- Exhibit Service Desk:** Attco, Inc. maintains an Exhibit Service Desk at show site where you may secure last-minute equipment and services. All orders placed at the Exhibit Service Desk will be considered Floor Orders and assessed the Floor Order rate. Rates in effect at the time of the show will prevail on all orders placed at the Exhibit Service Desk regardless of prices shown on order forms circulated in advance. Payment at the Exhibit Service Desk may be made by cash, check, VISA, MasterCard, American Express Diners, or Discover.
- Third Party Billing:** You, the exhibitor, are ultimately responsible for Attco, Inc. charges. If an outside display firm or other party is to handle your exhibit decoration, they must comply with Attco, Inc. Exhibitor Rules and Regulations plus:
  - Written authorization must be received from the exhibitor at least thirty (30) days prior to the opening of the show indicating the name and address of the party responsible for payment of Attco, Inc. charges incurred during the decoration of your booth.
  - Written authorization must be received from the outside display firm or third party at least thirty (30) days prior to the opening of the show indicating that responsibility for payment of Attco, Inc. charges incurred during decoration of your booth is accepted.
- Warranty:** All rental items must be returned to Attco, Inc. in the same condition issued. Exhibitor agrees to pay additional charges for any soiled, stained, lost or damaged items that require replacement, repair or cleaning.

### B. WORKING IN YOUR BOOTH:

- Early Installation:** Written approval from show management is required for exhibitors who wish early access to their booths. Attco, Inc. cannot guarantee that personnel and/or equipment requested early will be available. All services and equipment provided for an early installation will be at the Floor Order rate.
- Labor Services:** Skilled decorators will provide labor service upon order to install and dismantle (I & D) your booth. You must check in at the Exhibit Service Desk to meet your assigned personnel if you are planning to supervise them. Please check in on time as you will be charged for the time personnel must wait at the Exhibit Service Desk
- Outside Display Firms:** Workers participating in the decoration of booths must either be full time employees of the exhibitor or a recognized outside display firm. When such a firm is utilized, the following rules and regulations shall apply:
  - A certificate of insurance for the outside display firm must be furnished at least thirty (30) days prior to the opening of the show. A list of names of all workers and the booths to which they will be assigned must be included. Passes will be issued to each worker at the Exhibit Service Desk. Contact **Attco, Inc.** for the prescribed limits for certificates of insurance.
  - Outside display firms shall remain within the inside perimeter of their assigned booths. They will not be allowed to set up work or dispatch stations in the aisles or other unused areas of the exhibit hall. No solicitation of customers will be allowed on the tradeshow floor.
  - If the outside display firm is to incur **Attco, Inc.** charges on behalf of the exhibitor, both the exhibitor and the outside display firm must comply with item A8a. and b. "Third Party Billing" of these Rules and Regulations.
- Tools:** Our workers are instructed not to lend their tools to exhibitors. If you need technical assistance, please stop by the Exhibit Service Desk to place your order.
- Hanging Materials:** Please do not use tape, staples, glue, pins or other direct fasteners to attach items to booth pipes or drapes. Hooks may be used to hang over the horizontal crossrails. Weight being supported should not exceed five (5) pounds. Any damage sustained to **Attco, Inc.** booth fixtures will be charged to the exhibitor and must be settled prior the closing of the show.
- Safety Precautions:** All display materials must be flameproofed and are subject to inspection by the Fire Department. No flammable fluids or substances may be used or shown in booths. Gasoline-driven vehicles must be drained of gasoline prior to being moved onto the premises and the battery must be sealed. Exhibitors must also refrain from attaching or affixing exhibit materials or items directly to any structure of fixture of the show facility. Obstruction of the aisles with exhibit materials, crates or trash will not be permitted.

### C. FREIGHT SHIPPING AND HANDLING:

- Special Note:** If this convention/trade show is on an island other than Oahu, e.g. Maui, Kauai, Hawaii, refer to the Material Handling Information Sheet in this Service Kit for appropriate shipping instructions.
- Freight Payment Policy:** All freight shipments **INBOUND** to **Attco, Inc.** must be prepaid to our door. Freight shipped in collect will **not be accepted under any circumstances.** Please read and follow all instructions on the freight handling forms provided. **OUTBOUND** shipments from **Attco, Inc.** will be sent on a freight collect basis only. If prepayment is required on an outbound shipment, arrangements must be made directly by the exhibitor. Please consult the Attco, Inc. Freight Handling form for appropriate receiving, storage, transfer and handling rates for this convention/trade show.
- Major Credit Card Policy:** It is required that we have on file from you a valid major credit card (corporate or personal) if you will be shipping materials to us for the show. Services will be withheld until payment or credit card on file is received.





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**EXHIBITOR APPOINTED CONTRACTOR**

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

**THIS FORM MUST BE COMPLETED IN ITS ENTIRETY AND RETURNED TO ATTCO BEFORE ANY OUTSIDE CONTRACTORS WILL BE ALLOWED TO WORK IN YOUR BOOTH SPACE.**

Fill out this form if you intend on hiring an Exhibitor Appointed Contractor (also referred to as an Outside Contractor) to work in your booth area. This work can include, but is not limited to, installation & dismantle labor, modeling or hostess service, sound and lighting companies, production or promotion companies or any person or company providing direct services.

It is the exhibitor's responsibility to inform their Outside Contractor of the rules and regulations for the show. All Outside Contractor's must abide by the rules and regulations outlined in this exhibitor service manual.

## RETURN COMPLETED FORM BY: 10/14/2010

### OUTSIDE CONTRACTOR'S INFORMATION:

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

### NOTE

All Outside Contractor's must provide Attco with a valid certificate of insurance showing General Liability coverage by the due date specified above. The Outside Contractor will not be allowed on the show floor if the certificate of insurance is not received.

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



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## Exhibitor Information

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We are providing this form in an effort to better understand your exhibit needs. This information will enable us in making your show experience a success.

### Inbound Freight Information

Carrier: \_\_\_\_\_ Arrival Date: \_\_\_\_\_  
 Total number of pieces shipping to: Warehouse: \_\_\_\_\_ or Showsite: \_\_\_\_\_  
 Total weight shipped to: Warehouse: \_\_\_\_\_ or Showsite: \_\_\_\_\_  
 Pro or Bill of Lading Number(s): \_\_\_\_\_

### Outbound Freight Information

Exhibitor must make own arrangements for pick-up from showsite.

1st shipment:	2nd shipment if applicable:
Consigned to: _____	Consigned to: _____
Attention: _____	Attention: _____
Address: _____	Address: _____
City: _____ ST: _____ Zip: _____	City: _____ ST: _____ Zip: _____

Carrier Method:

Use House Carrier  Your choice of carrier, name \_\_\_\_\_

Level of Service:  Surface  Air Freight  Overnight  2 Day  Economy (3-5 day)

### Set-up Information for Attco Supervised Installation

Set up instruction/drawings: \_\_\_\_\_  
 In cases  Attached to this order  
 Have you provide drawings showing graphic layout:  Yes  No  
 Special requirements/instructions: \_\_\_\_\_

Electrical under carpet:  Yes  No  
 Electrical floor plan attached:  Yes  No

### Emergency Contact Information

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Telephone #: \_\_\_\_\_ Pager / Cellular #: \_\_\_\_\_  
 Is this contact authorized to make purchase:  Yes  No

### Special Instructions or requests:

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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Furniture

## CHAIRS

QTY	Description	Advance	Regular	Total
___	Side Chair, Padded, Blue	\$ 24.00	31.00	_____
___	Side Chair, Padded, Cranberry	24.00	31.00	_____
___	Arm Chair, Padded, Gray	50.00	65.00	_____
___	Counter Stool, Padded with Back	36.00	47.00	_____
___	Counter Stool, No Back	20.00	26.00	_____
___	Secretarial Chair, Grey/Black, Adj	60.00	78.00	_____
___	Physicians Stool, Rolling, Gas Lift	60.00	78.00	_____

## TABLES, SKIRTED (30" H X 24" W)

___	4' Skirted Table	50.00	65.00	_____
___	6' Skirted Table	58.00	76.00	_____
___	8' Skirted Table	63.00	82.00	_____
___	4th side skirting, Table Size	23.00	30.00	_____

- Draping includes white vinyl top and skirting on 3 sides
- Show color provided, if color is not indicated
- Circle color choice for tables and counters:

Blue	Red	White	Black	Green
Gold	Teal	Burgundy	Gray	

## TABLES, UNSKIRTED (30" H X 24" W)

___	4' Unskirted Table	20.00	26.00	_____
___	6' Unskirted Table	22.00	29.00	_____
___	8' Unskirted Table	24.00	32.00	_____
___	Pedestal Table, 30" Diameter, 24"h	75.00	98.00	_____
___	30" Rnd Adj Height Table 30/36/42"	85.00	110.00	_____

## COUNTERS, SKIRTED (42" H X 24" W)

___	4' Skirted Counter	66.00	85.00	_____
___	6' Skirted Counter	71.00	93.00	_____
___	8' Skirted Counter	78.00	102.00	_____
___	4th side skirting, Counter Size	23.00	30.00	_____

- Draping includes white vinyl top and skirting on 3 sides
- Show color provided, if color is not indicated
- Circle color choice for tables and counters:

Blue	Red	White	Black	Green
Gold	Teal	Burgundy	Gray	

## BOOTH ACCESSORIES

QTY	Description	Advance	Regular	Total
___	Wastebasket with liner bags	\$ 11.00	15.00	_____
___	Once daily cleaning of wastebasket	17.00	22.00	_____
___	Easel, Adj Height Aluminum	28.00	37.00	_____
___	Garment Rack, 5' Chrome Bar	24.00	32.00	_____
___	Literature Rack w/ 5 pockets	50.00	65.00	_____
___	Bag Stand (2 arms)	50.00	65.00	_____
___	60" H x 35"W Book Case	75.00	95.00	_____
___	Prize Drawing Box, 8" sq. Paper	15.00	20.00	_____
___	Tackboard, Velcro 4'x8' Horizontal	88.00	115.00	_____
___	Riser, 4' Long 2-Step (6" & 12")	39.00	51.00	_____
___	Riser, 6' Long 2-Step (6" & 12")	58.00	76.00	_____

## CARPET

___	8' X 10'	120.00	156.00	_____
___	8' X 20'	180.00	234.00	_____
___	8' X 30'	240.00	312.00	_____
___	8' X 40'	300.00	390.00	_____
___	Custom Size Carpeting, per sq. ft.	2.50	3.00	_____
___	Carpet Padding, per sq. ft..	1.50	2.00	_____
___	Poly Covering, per sq. ft..	1.00	1.50	_____

- Includes installation & front edge taping
- Circle color choice for carpet:

Blue	Red	Gray	Black
Berry	Seafoam (Teal)		

## COUNTERS, UNSKIRTED (42" H X 24" W)

___	4' Unskirted Counter	27.00	35.00	_____
___	6' Unskirted Counter	29.00	38.00	_____
___	8' Unskirted Counter	33.00	43.00	_____

Sub-total

4.166% Hawaii State Excise Tax

Estimated Total

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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Side Chair



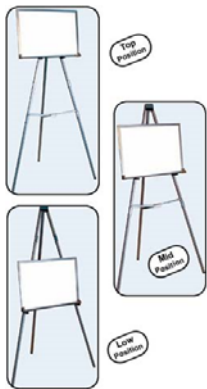
Secretarial Chair



Skirted Table or Counter



30" Rnd Adj Height Table  
30/36/42"



Easel



22"x28" sign holder



4'x8' Posterboard



Bag Stand



5 pocket literature rack



Garment Rack, 5' Chrome



Chrome Stanchion



Wastebasket



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**Electrical**

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

**Rates quoted for electrical connections are for our bringing one connection to the rear of your booth in the most convenient manner.**

- ◆ Rates do not include connecting or special wiring. Electrical labor will be charged on a time and material basis for all outlets over 20 amps or 208 volt.
  - ◆ For 24-Hour service, double the appropriate published rates. Non 24-hour power will be turned off 30 minutes after close of show.
- All booths are checked during the show to determine actual users of power. Exhibitors found using power where no service was ordered are subject to 1-1/2 times the published regular rate. Attco, Inc. is not responsible for voltage fluctuation or power failure due to temporary conditions.

### Equipment Outlet—120 volt

QTY	Description	Advance	Regular	Total
_____	10 Amps/1000 watts	\$ 183.00	\$ 239.00	_____
_____	15 Amps/1500 watts	215.00	279.00	_____
_____	20 Amps/2000 watts	245.00	318.00	_____
_____	30 Amps/3000 watts	285.00	371.00	_____

### Equipment Outlet—208 volt, Single Phase

QTY	Description	Advance	Regular	Total
_____	10 Amps	\$ 238.00	\$ 309.00	_____
_____	20 Amps	312.00	405.00	_____
_____	30 Amps	380.00	495.00	_____
_____	40 Amps	576.00	749.00	_____

### Accessories

_____	150 watt floodlight with 8' stand, labor and outlet	170.00	222.00	_____
_____	Medium Duty Extension Cord(	23.00	30.00	_____
_____	Multi-Outlet Plug Strip	24.00	31.00	_____

### Equipment Outlet— 208 volt, 3 Phase

_____	10 Amps	299.00	388.00	_____
_____	20 Amps	430.00	560.00	_____
_____	30 Amps	479.00	622.00	_____
_____	60 Amps	768.00	998.00	_____
_____	100 Amps	1021.00	1328.00	_____

### Electrical Labor

- Indicate service requested by filling check box:
- Attco Supervised (OK TO Proceed) Distribute power under carpet per exhibitor provided floorplan. A 25% surcharge will be added to electrical labor order.
  - Exhibitor Supervised (Do Not Proceed). Check-in with service desk required.

Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate	ADVANCE PRICE	REGULAR PRICE	
_____	_____	_____	x _____	= _____	@ _____	\$ 75.00	100.00	Per Person/Per Hour
_____	_____	_____	x _____	= _____	@ _____	\$ 112.50	150.00	Per Person/Per Hour
_____	_____	_____	x _____	= _____	@ _____			
_____	_____	_____	x _____	= _____	@ _____			

- **20% surcharge will be added for electrical labor ordered at show site.**
  - There is minimum charge of one (1) hour per worker. Invoice will be based on actual hours worked rounded to the next highest half (1/2) hour.
  - Electrical labor must be ordered for all under-carpet distribution, overhead distribution, motor and equipment hook-ups requiring hard wiring connections.
- If you need assistance in completing your order, please call and ask for an Electrical Service Representative.

Additional Surcharge or 24 hour service \_\_\_\_\_  
 4.166% Hawaii State Excise Tax \_\_\_\_\_  
 Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



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Signs

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

QTY	Description	Advance	Regular	Total
___	7" x 11"	\$ 27.00	34.00	_____
___	7" x 22"	30.00	41.00	_____
___	7" x 44"	38.00	48.00	_____
___	11" x 14"	35.00	46.00	_____
___	14" x 22"	38.00	48.00	_____
___	22" x 28"	47.00	60.00	_____
___	28" x 40"	72.00	94.00	_____
___	10" x 60"	48.00	66.00	_____
___	40" x 60"	108.00	144.00	_____
___	14" x 44"	44.00	60.00	_____
___	ft x 36"h banner/lineal ft.	14.00	18.00	_____
___	4' x 8' Blank Fomecore	18.00	25.00	_____
___	28" x 44" Blank Showcard	9.00	12.00	_____

**INDICATE COPY BELOW OR  
ATTACH SEPARATE SHEET**

- Copy includes 10 words or less. Additional words will be charged at the rate of \$1.00 per word. Cardboard easel backs are \$3.00 ea.
- Colored showcard is available . Quote upon request.
- When a sign is to be done with special care such as paint, glitter, trademarks or logos duplicated, an additional charge will be made. Advance quotations will be provided to you upon request.
- Artwork to be duplicated or scanned is subject to a \$45.00 minimum camera charge.

SPECIFY TEXT COLOR:     BLACK     RED  
                                    BLUE     OTHER

SPECIFY SHAPE:     HORIZONTAL     VERTICAL  
                            OTHER, provide drawing with size and shape

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



**Cleaning**

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

- ◆ Attco, Inc. is the exclusive cleaning contractor for your show and will handle all cleaning services on the exhibit floor. Any order cancelled after Attco move in will be charged a one hour cancellation fee per scheduled worker. **20% surcharge will be added for cleaning ordered at show site.**

**Post show cleanup of the exhibit is the responsibility of those exhibitors who created the rubbish. Attco will provide cleaning services at published rates for those exhibitors who leave excess rubbish.**

## Full Service Cleaning & Vacuuming

Includes: Vacuuming of floor and emptying of waste receptacles.  
Indicate service requested by filling check box:

	# of individual Booths		ADVANCE PRICE	REGULAR PRICE	TOTAL
<input type="checkbox"/> Pre-show-opening cleaning only.	_____	x	@ \$ 17.00	\$ 22.00	_____
<input type="checkbox"/> Once-only cleaning (Date: _____)	_____	x	@ 17.00	22.00	_____
<input type="checkbox"/> Two-day cleaning .	_____	x	@ 33.00	44.00	_____
<input type="checkbox"/> Three-day cleaning.	_____	x	@ 49.00	65.00	_____
<input type="checkbox"/> Four-day cleaning.	_____	x	@ 65.00	86.00	_____
<input type="checkbox"/> Five-day cleaning.	_____	x	@ 81.00	108.00	_____

## Hourly Porter Service

Includes: Floor sweeping/vacuuming, cleaning of table/counter surfaces, general housekeeping, emptying of waste receptacles.  
4-Hour daily Minimum.

	ADVANCE PRICE	REGULAR PRICE	
<b>Straight Time</b> — 8:00am to 4:30pm Monday through Friday .....	\$ 17.00	22.00	Per Person/Per Hour
<b>Overtime</b> — 4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays.....	\$ 20.00	29.00	Per Person/Per Hour

Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate	
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____

If you need assistance in completing your order, please call and ask for an Exhibitor Service Representative.

Additional Surcharge or fee \_\_\_\_\_

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010






◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

## DISPLAY Monitors

	QTY	ADVANCE		Total
		DAILY RATE	Days Used	
32" Flat Panel LCD Display 1280X1024 + Video Capable* 	_____	250.00	_____	_____
42" Plasma Display 1024x768 + Video Capable* 	_____	300.00	_____	_____
50" Plasma Display 1365x768 + Video Capable* 	_____	400.00	_____	_____
61" Plasma Display 1365x768 + Video Capable* 	_____	600.00	_____	_____
103" Plasma Display + Video Capable* 	_____	Call	_____	_____

\*Table stand included. Optional HDTV compatibility

## Accessories

Floor Stand 	_____	75.00	_____	_____
Speakers 	_____	55.00	_____	_____
DVD Player 	_____	50.00	_____	_____

Laptop Computer—Wi-fi, DVD-ROM & CD-R/RW, Microsoft Office 2003 (excludes Access), Windows XP, 40GB Hard Drive, 1 GB RAM, 1.66 GHz Processor

_____	190.00	_____	_____
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Quick Set Up—Our friendly and knowledgeable technicians are highly trained and more than willing to help. For a simple flat fee, we can set-up all of your equipment and test it out so that you can present with confidence. Media required 10 days prior to delivery.

_____	175.00	_____	_____
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Wall Mount	_____	Call	_____	_____
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\* In Most Cases Equipment Requires Installation At An Additional Charge.

- All computer and audio visual orders are required to order electrical via separate electrical order form.
- The equipment is the responsibility of exhibitor from delivery until it is picked up after show closing.
- *If you have a specific request or need additional equipment, please call.*

Equipment total	_____
DELIVERY/PICKUP (per hour)	150.00
4.166% Hawaii State Excise Tax	_____
Estimated Total	_____

Delivery Date: \_\_\_\_\_ Time: \_\_\_\_\_ Pick-up Date: \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

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◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

# Hawaiian Theme



We don't do burgers, fries or drinks; we do theme displays with a Hawaiian punch. While other exhibitors spend time trying to develop a Hawaiian Paradise Theme without a sense of place, let Attco Inc., who has their feet in the Hawaiian soil, assist with your booth theme.

Ever wonder why so many display specialists and organizers don't have pictures of previous events on their website? Check out our website [www.attcoinc.com](http://www.attcoinc.com). At Attco Inc. we have all that is needed to make your display special. We have the props, lighting, backdrops, interactive entertainment and a lot more, all under one roof.

Call or email our design specialist Debbie Urasaki, (808) 620-2162 or [Debbie@attcoinc.com](mailto:Debbie@attcoinc.com).



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

## MODULAR CUSTOM DISPLAYS

Choose one of our standard modular rental units or have one custom designed. At Attco Inc. we have all that is needed to make your display special. We have the props, lighting, backdrops, interactive entertainment and a lot more, all under one roof.

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Rental Exhibits

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

### 10' Modular Exhibit — AMX-1

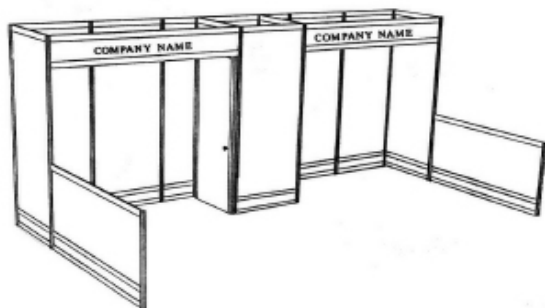


Includes the following:

- Sintra panels
- White header sign with company name.  
Advance : \$1,350.00

Upgrade, Velcro panels, ADD 350.00

### 20' Modular Exhibit — AMX-2



Includes the following:

- Sintra panels
- White header sign with company name.

Advance : 2,500.00

Upgrade, Velcro panels, ADD 450.00

Upgrade, Locking Storage Module in middle of unit, ADD 200.00

Upgrade, Velcro all panels, ADD 550.00

### Accessories

— Clip on lights; order additional electrical on electrical order form 35.00

— Additional Locking Display Counter, 1m x 1/2m 200.00

— Key Deposit, refundable upon key return 24.00

### Color Selection

Choose Sintra Panel Color : Black, Blue, Gray, White

-or-

Velcro Panel Color: Black, Blue, Gray

Company Sign Header; All cap, medium Helvetica

Color—Black if no color selected

Black, Blue,  Teal, Red

Sign Copy: \_\_\_\_\_

- 30% surcharge will be added for orders after Advance order deadline.
- Installation and Dismantle labor included.
- Please call for additional graphics and custom exhibits.

Sub-total \_\_\_\_\_

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

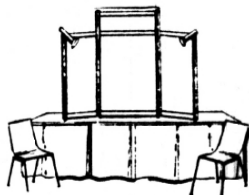
Advance Price Deadline Date: 10/14/2010



## Rental Exhibits

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

### Table Top Display—AMX-3 Header

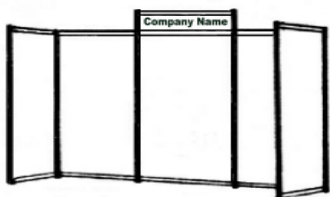


Includes the following:

- Velcro panels
- White header sign with company name.

Advance : \$395.00 \_\_\_\_\_

### 10' Backwall Display— AMX-4

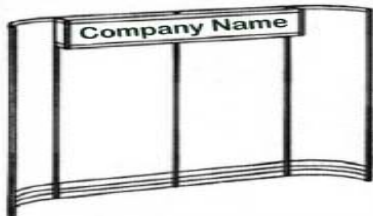


Includes the following:

- Sintra panels
- White header sign with company name.

Advance : 595.00 \_\_\_\_\_

### 10' Curved Backwall Display— AMX-5



Includes the following:

- Sintra panels
- White header sign with company name.

Advance : 750.00 \_\_\_\_\_

### Accessories

<input type="checkbox"/> Upgrade to Velcro Panels, ADD	200.00	<input type="checkbox"/> Locking Display Counter, 1m x 1/2m	200.00
<input type="checkbox"/> Additional Clip on lights; order additional electrical on electrical order form	35.00	<input type="checkbox"/> Key Deposit, refundable upon key return	24.00

### Color Selection

Choose Sintra Panel Color : Black, Blue, Gray, White

-or-

Velcro Panel Color: Black, Blue, Gray

Company Sign Header; All cap, medium Helvetica

Color—Black if no color selected

Black, Blue, Teal, Red

Sign Copy: \_\_\_\_\_

- **30% surcharge will be added for orders after Advance order deadline.**

- Installation and Dismantle labor included.

- Please call for additional graphics and custom exhibits.

Sub-total \_\_\_\_\_

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

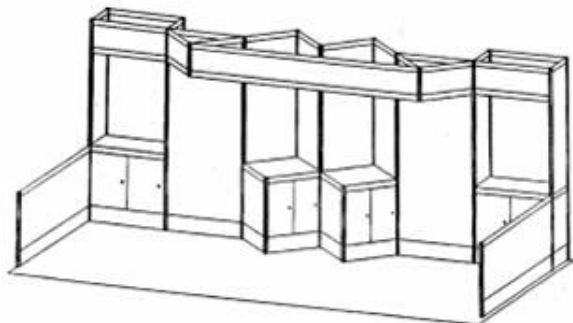
Advance Price Deadline Date: 10/14/2010



## Rental Exhibits

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

### 20' Modular Exhibit — AMX-6

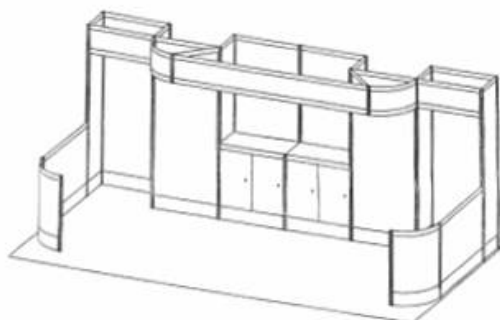


Includes the following:

- Sintra panels
- 2—39" x 36" high storage cabinets
- 2—26" x 36" high storage cabinets
- White header sign with company name.

Advance : \$ 3,785.00 \_\_\_\_\_

### 20' Curved Exhibit — AMX-7



Includes the following:

- Sintra panels
- 2—39" x 36" high storage cabinets
- White header sign with company name.

Advance : 4,050.00 \_\_\_\_\_

### Accessories

<input type="checkbox"/> Additional Clip on lights; order additional electrical on electrical order form	35.00	<input type="checkbox"/> Locking Display Counter, 1m x 1/2m	200.00
<input type="checkbox"/> Upgrade to Velcro panels, ADD	550.00	<input type="checkbox"/> Key Deposit, refundable upon key return	24.00

### Color Selection

Choose Sintra Panel Color : Black, Blue, Gray, White

-or-

Velcro Panel Color: Black, Blue, Gray

Company Sign Header; All cap, medium Helvetica

Color—Black if no color selected

Black, Blue, Teal, Red

Sign Copy: \_\_\_\_\_

- 30% surcharge will be added for orders after Advance order deadline.
- Installation and Dismantle labor included.
- Please call for additional graphics and custom exhibits.

Sub-total \_\_\_\_\_

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

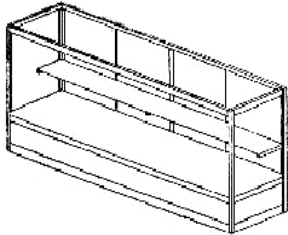
Advance Price Deadline Date: 10/14/2010



## Showcase

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

### AMX-8 6' 6" Long Glass Jewelry/Collectables Lighted Showcase

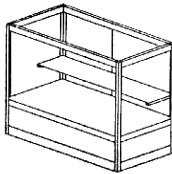


Includes the following:

- ◆ 20" deep x 38" high x 78" long
- ◆ Fully integrated interior showcase lighting
- ◆ 9" deep adjustable shelf spans length of case
- ◆ Sliding doors are fully lockable
- ◆ All-aluminum modular frame

Advance : \$ 325.00

### AMX-9 3' 3" Long Glass Jewelry/Collectables Lighted Showcase

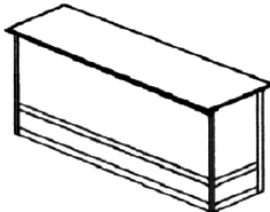


Includes the following:

- ◆ 20" deep x 38" high x 40" long
- ◆ Fully integrated interior showcase lighting
- ◆ 9" deep adjustable shelf spans length of case
- ◆ Sliding doors are fully lockable
- ◆ All-aluminum modular frame

Advance : \$ 200.00

### AMX-10 2 Meter (6' 6") Long Demonstration/Detailing Counter

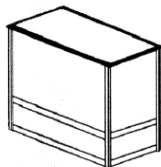


Includes the following:

- ◆ 20" deep x 38" high x 78" long
- ◆ White Formica top
- ◆ Sliding doors are fully lockable
- ◆ All-aluminum modular frame

Advance : \$ 325.00

### AMX-11 1 Meter (3' 3") Long Demonstration/Detailing Counter



Includes the following:

- ◆ 20" deep x 38" high x 40" long
- ◆ White Formica top
- ◆ Sliding doors are fully lockable
- ◆ All-aluminum modular frame

Advance : \$ 200.00

- 30% surcharge will be added for orders after Advance order deadline.
- Installation and Dismantle labor included.
- Please call for additional graphics and custom exhibits.

Sub-total \_\_\_\_\_

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Labor

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

- ◆ Start time guaranteed only at start of work day. Labor is charged in half (1/2) hour increments, one hour minimum call per person.
- ◆ Any order cancelled after Attco move in will be charged a one (1) hour cancellation fee per scheduled worker.
- ◆ Supervisor must check in at Service desk.
- ◆ **20% surcharge will be added for labor ordered at show site.**
- ◆ Although the utmost care will be exercised, Attco, Inc. is subject to limits of liability as described in exhibitor rules and regulations.

### Decorator

	ADVANCE PRICE	REGULAR PRICE	
<b>Straight Time</b> — 8:00am to 4:30pm Monday through Friday .....	\$ 65.00	85.00	Per Person/Per Hour
<b>Overtime</b> — 4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays.....	\$ 97.50	127.50	Per Person/Per Hour

### Installation Labor

Indicate service requested by filling check box:

- Attco to Supervise.** Exhibitor need not be present. Installation per exhibitor provided floor plan and instructions. **A 25% supervisory fee will be added.**
- Exhibitor Supervised (Do Not Proceed).** Check-in with service desk required. Assigned labor will be held one (1) hour at service desk; wait time will be charged to exhibitor. Personnel must be signed IN and signed OUT.  
Name of on-site exhibitor supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate	
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____

### Dismantle Labor

Indicate service requested by filling check box:

- Attco to Supervise.** Exhibitor need not be present. Installation per exhibitor provided floor plan and instructions. **A 25% supervisory fee will be added.**
- Exhibitor Supervised (Do Not Proceed).** Check-in with service desk required. Assigned labor will be held one (1) hour at service desk; wait time will be charged to exhibitor. Personnel must be signed IN and signed OUT.  
Name of on-site exhibitor supervisor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate	
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____

Additional Surcharge or fee \_\_\_\_\_

If you need assistance in completing your order, please call and ask for an Exhibitor Service Representative.

4.166% Hawaii State Excise Tax \_\_\_\_\_

Estimated Total \_\_\_\_\_

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

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# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Forklift Labor

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

- ◆ Booth work only. Forklift with operator is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. DO NOT order forklifts to unload your truck or deliver freight to your booth from loading dock; this service is provide as part of material handling.
- ◆ **Forklifts need to be ordered in advance for more than 5,000 lbs capacity.**
- ◆ **Additional logistical coordination for carpeted facilities may be necessary requiring additional labor to lay plywood protection of facility carpet.**
- ◆ **Cage, crane or long forks are additional.**
- ◆ Start time guaranteed only at start of work day. Labor is charged in half (1/2) hour increments, one hour minimum call per person.
- ◆ Any order cancelled after Attco move in will be charged a one (1) hour cancellation fee per scheduled worker.
- ◆ Supervisor must check in at Service desk.
- ◆ **20% surcharge will be added for labor ordered at show site.**
- ◆ Although the utmost care will be exercised, Attco, Inc. is subject to limits of liability as described in exhibitor rules and regulations.

### Forklift

- It is exhibitors responsibility to supervise the handling and movement of forklift.
- Provide written instructions if work is to be done prior to exhibitor setup.

	ADVANCE PRICE	REGULAR PRICE	
<b>Straight Time</b> — 8:00am to 4:30pm Monday through Friday .....	\$ 90.00	117.00	Per Person/Per Hour
<b>Overtime</b> — 4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays.....	\$135.00	175.50	Per Person/Per Hour

Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate	
_____	_____	_____	x _____ = _____	@ _____ = _____		_____
_____	_____	_____	x _____ = _____	@ _____ = _____		_____

Additional Surcharge or fee \_\_\_\_\_  
 4.166% Hawaii State Excise Tax \_\_\_\_\_  
 Estimated Total \_\_\_\_\_

If you need assistance in completing your order, please call and ask for an Exhibitor Service Representative.

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Material Handling

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

- ◆ Certified Weight Tickets are required for all shipments.
- ◆ **Freight Payment Policy:** All freight shipments INBOUND to **Attco, Inc.** must be prepaid to our door. Freight shipped in collect will **not be accepted under any circumstances.** Please read and follow all instructions on the freight handling forms provided. OUTBOUND shipments from **Attco, Inc.** will be sent on a freight collect basis only. If prepayment is required on an outbound shipment, arrangements must be made directly by the exhibitor
- ◆ **Major Credit Card Policy:** It is mandatory that we have on file from you a valid major credit card (corporate or personal) if you will be shipping materials to us for the show.
- ◆ All weights are rounded up to the next hundred weight (CWT) if in excess of 200 lbs. per shipment.
- ◆ 200 lbs. minimum per shipment. Rates include 30 days advance storage.

### Material Handling

**CRATED:** Material that has certified weights, skidded or wood/cardboard box or fiber case.  
**UNCRATED:** Material that is shipped loose, pad-wrapped, not enclosed or unskidded, and need special handling.  
**SPECIAL HANDLING:** Material that requires additional handling, such as ground unloading, side door unloading, constricted space unloading and stacked shipments. This includes shipments mixed, multiple shipments/delivery areas, and shipments without certified weight delivery receipts, such as Federal Express and UPS.  
**SMALL PACKAGE:** Shipment with maximum weight per shipment of 50 lbs.

**Straight Time** — 8:00 am to 4:30 pm Monday through Friday.  
**Overtime** — 4:30 pm to 8:00 am Monday through Friday, all day Saturday, Sunday and Holidays.

#### Warehouse Shipments

Price per CWT      Minimum

Rates include receiving, advance warehouse storage, delivery to booth, storage of empties, return empties and reloading exhibitor appointed carrier at facility loading dock.

Crated.....	\$117.00/cwt.	\$ 234.00
Special Handling.....	\$170.00/cwt	\$ 340.00

Shipments received after advance warehouse deadline or reloaded during overtime will be subject to a 25% surcharge.

#### Showsite Shipments

Rates include receiving, delivery to booth, storage of empties, return empties and reloading exhibitor appointed carrier at facility loading dock:

Crated.....	\$ 90.00/cwt.	\$ 180.00
Uncrated.....	\$230.00/cwt	\$ 460.00
Special Handling.....	\$140.00/cwt	\$ 280.00

Shipments received or re-loaded during overtime will be subject to a 25% surcharge each way.

#### Small Package Shipments

Rates include receiving, advance warehouse storage, delivery to booth, storage of empties, return empties and reloading exhibitor appointed carrier at facility loading dock. Total shipment with mixed piece cannot exceed 50 lbs.

First piece.....	\$ 50.00
Additional piece.....	\$ 30.00

#### Return to Warehouse

After close of show to await pickup. 500 lbs minimum.....	\$ 42.50	\$ 212.50
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Please provide estimates of your shipments.

You will be shipping: \_\_\_\_\_ lbs.

Total \_\_\_\_\_ number of pieces to advance warehouse and \_\_\_\_\_ number of pieces to Showsite.

If you need assistance in arranging your shipment, please call and ask for an Exhibitor Service Representative.

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Material Handling Information

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

As the Official Material Handling contract for this show, ATTCO, INC. will schedule the moving in and out of all exhibit materials. Material handling includes the unloading of vehicles, the storage & return of empty shipping containers and the reloading of containers during the move-out of the show. When completing your bill of lading and shipping labels, please include the name of the show, your company name and your booth number.

**Advance Shipments Warehouse Deadline Date:**  
**Thursday, October 14, 2010**

**Direct Shipments Showsite Date:**  
**1st Day to receive - 2pm, Monday, October 25, 2010**

Exhibitor Company Name  
Booth Number: \_\_\_\_\_  
WSAUA

c/o Attco, Inc/Conen's  
74-5223A Queen Kaahumanu Hwy.  
Kailua-Kona, Hawaii 96740

Exhibitor Company Name  
Booth Number: \_\_\_\_\_  
Western Section AUA—Hilton Waikoloa Village  
c/o ATTCO, INC.  
69-425 Waikoloa Beach Drive  
Waikoloa, HI 96738

**Freight received after this date at the warehouse will be subject to a 25% surcharge.**

**Freight shipped prior to this date may be refused by the facility and will incur a \$75.00 hotel freight receiving surcharge per piece.**

### Material Handling includes:

- Receiving and unloading your shipments at our warehouse (includes 30 days storage prior to show date)
- Delivery of shipments to exhibit hall
- Placement of shipment in your booth space
- Removal and storage of empty containers
- Return of empties to booth at close of show
- Removal of all packed and labeled materials from exhibit booth
- Reloading onto outbound carrier for return shipment (based on shipping information provided on your ATTCO, Inc. Show Bill of Lading).

### Foreign Origin Shipments:

Allow 3 to 5 days for shipment to clear custom. U.S. Custom TIB or ATA Carnet shipments should coordinate services with show custom broker:  
GFH Global Hawaii LLC  
521 Ala Moana Blvd., Suite #219  
Honolulu, HI 96813  
(808) 523-0717  
(808) 538-0187 fax  
gfhglobal@aol.com

- Any exhibitor may bring in his own exhibit material providing that they can be hand carried by one person in one trip, without the use of dollies, hand trucks or any other equipment. If you choose to hand carry your exhibit you would not be permitted access to the loading dock area.
- **ACCESS TO EXHIBITS AREA:** Movement of freight into and out of the exhibits area must be handled by **ATTCO, INC.** As official material handling contractor, **ATTCO, INC.** shall have control of all traffic into and out of the facility to minimize congestion at the loading dock, to keep aisles clear and to insure an efficient and orderly operation.
- **EMPTY CONTAINER STORAGE:** No empty containers will be moved to storage unless same are properly labeled with **EMPTY STICKERS** available without charge at the **ATTCO SERVICE CENTER.** Containers not identified with such stickers may possibly be destroyed.
- **SEALED CONTAINERS:** Sealed containers will **NOT** be unloaded unless: A) A third-party witness approved by your company or your company representative is present for verification of contents, or B) A company letter stating your company will accept full responsibility if you want **ATTCO, INC.** to unload said container without a third-party witness, and **ATTCO's** count will be accepted.
- **RETURN SHIPMENTS:** At the close of the show, each exhibitor must provide written return shipping instructions and label their own shipments. Blank bills of lading and shipping labels will be available at the **ATTCO, INC. SERVICE CENTER.** Where an exhibitor indicates choice of a carrier for pickup at exhibit hall, it is the **exhibitor's responsibility** to arrange with such carrier for said pick-up service. **NOTE:** If carriers fail to pick-up or refuse to accept shipment within the time limit set for the removal of exhibitor's materials at the exhibit hall, we reserve the right to re-route such shipments or return materials to the ATTCO warehouse. Exhibitor will be charged accordingly for this service.
- **ABANDONED FREIGHT:** If the shipper, consignee or owner of the property fails to receive or claim it within 30 days after written notice by U.S. certified mail addressed to the address shown on the face of this bill or if shipper fails or refuses to pay lawfully applicable charges in accordance with **ATTCO's** terms and conditions, **ATTCO, INC.** will have the option to dispose of said property. This condition applies to freight abandoned at show site and at **the ATTCO, INC. facilities.**
- **PROTECT YOUR SHIPMENT:** Exhibitors are advised to carry all-risk "FLOATER" insurance covering their materials against loss, damage and all other hazards from the time shipment is made prior to the show and until shipments are received back after the show. Often this can be done at no extra cost by adding a "RIDER" to existing insurance policies.
- **LIMITATIONS OF LIABILITY AND RESPONSIBILITY:** **ATTCO INC.** will **NOT** be responsible for: A) Damage to UNCRATED MATERIALS, materials improperly packed, or concealed damage, B) Loss, theft, or disappearance of exhibitor materials *after* same has been delivered to the exhibitor's booth, C) ANY loss, damage or delay due to fire, acts of God, strikes, accidents, transportation contingencies or for any other cause beyond our control, D) ANY actual, potential, or assumed loss of profits or revenues which may result from ANY loss of profits or revenue on an exhibitor's materials which may make it impossible or impractical to exhibit same, E) **ATTCO, INC's** liability shall be LIMITED TO \$.30 per pound per article, with a MAXIMUM of \$50.00 per item, and a MAXIMUM of \$1,000.00 per TOTAL of shipments while the equipment is being handled or in storage. **ALL CLAIMS MUST BE FILED BY THE EXHIBITOR BEFORE THE CLOSE OF THE SHOW. WE WILL NOT HONOR POST SHOW CLAIMS OF ANY KIND.**
- **DELIVERY DEADLINE:** It is best to schedule your freight to arrive at least two weeks prior to show opening if possible. Confirm shipping timetable with your carrier to insure ample time for delivery. Deliveries are received between 8:30 a.m. and 5:00 p.m. weekdays (not including holidays). **NOTE:** There is a 25% Late Freight additional charge for freight received at the warehouse after the freight deadline date.
- **WEIGHT AND PIECE COUNT:** Material handling service charges are determined by total weight and piece count on each separate delivery received. Example @ 130.00 cwt: Mon. a.m. 5 pcs. 150 lbs.(as 200 lbs) = \$260.00; Mon. p.m. 10 pcs 70 lbs. (as 200 lbs) = \$260.00; Tues a.m. 2 pcs 450 lbs. (as 500 lbs) = \$650.00 Your material handling (drayage) charge would be \$1170.00 + tax. Therefore, pack smaller items together when possible.

FROM:

**CONVENTION SHIPMENT—DO NOT DELY**

**ADVANCE WAREHOUSE**

Ship

\_\_\_\_\_  
*EXHIBITING COMPANY*

To:

\_\_\_\_\_  
*BOOTH NUMBER(S)*

**WSAUA**

**c/o Attco, Inc/Conen's**

**74-5223A Queen Kaahumanu Hwy.**

**Kailua-Kona, Hawaii 96740**

**MUST ARRIVE ON OR BEFORE 3:00 pm, Thursday, October 14, 2010**

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF PIECES \_\_\_\_\_

FROM:

**CONVENTION SHIPMENT—DO NOT DELY**

**ADVANCE WAREHOUSE**

Ship

\_\_\_\_\_  
*EXHIBITING COMPANY*

To:

\_\_\_\_\_  
*BOOTH NUMBER(S)*

**WSAUA**

**c/o Attco, Inc/Conen's**

**74-5223A Queen Kaahumanu Hwy.**

**Kailua-Kona, Hawaii 96740**

**MUST ARRIVE ON OR BEFORE 3:00 pm, Thursday, October 14, 2010**

CARRIER: \_\_\_\_\_

NUMBER \_\_\_\_\_ OF PIECES \_\_\_\_\_

FROM:

**CONVENTION SHIPMENT—DO NOT DELY**  
**DIRECT SHIPMENT**

Ship

EXHIBITING COMPANY

To:

BOOTH NUMBER(S)

**Western Section AUA—Hilton Waikoloa Village  
c/o ATTCO, INC.  
69-425 Waikoloa Beach Drive  
Waikoloa, HI 96738**

SHIPMENT WILL BE ACCEPTED BEGINNING 2:00 pm, Monday, October 25, 2010

CARRIER:

NUMBER

OF PIECES

FROM:

**CONVENTION SHIPMENT—DO NOT DELY**  
**DIRECT SHIPMENT**

Ship

EXHIBITING COMPANY

To:

BOOTH NUMBER(S)

**Western Section AUA—Hilton Waikoloa Village  
c/o ATTCO, INC.  
69-425 Waikoloa Beach Drive  
Waikoloa, HI 96738**

SHIPMENT WILL BE ACCEPTED BEGINNING 2:00 pm, Monday, October 25, 2010

CARRIER:

NUMBER

OF PIECES



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Accessible Storage

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

- ◆ This service must be ordered on-site.
- ◆ Accessible storage is NOT secured storage.
- ◆ Accessible storage items are not necessarily the first items returned to your booth at the close of show.

### Labor

**Straight Time**— 8:00am to 4:30pm Monday through Friday .....\$ 65.00 Per Hour  
**Overtime**— 4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays.....\$ 97.50 Per Hour

There is a 1/2 hour labor charge (minimum) each time items are placed into or removed from accessible storage. This charge will be applied at the corresponding rate for the time it is accessed.

### Storage

Rates are pre square foot increments or portions thereof per day.

0 - 25 square feet.....	\$ 150.00
26 - 50 square feet.....	\$ 200.00
51 - 100 square feet.....	\$ 250.00
101 - 150 square feet.....	\$ 300.00
151 - 200 square feet.....	\$ 350.00
One time set up charge.....	\$100.00

Accessible storage will be available to you at this show. You must sign up for the service at the Attco, Inc. exhibitor service desk and pickup your accessible service labels. All freight received at the show will be delivered to your booth space first, and when properly labeled will be placed in accessible storage. Allow 1/2 hour delay for delivery of items back to your booth.

Please provide estimates of your shipments.

You will be storing: \_\_\_\_\_ lbs. Total \_\_\_\_\_ number of pieces..

If you need assistance in arranging your shipment, please call and ask for an Exhibitor Service Representative.

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
 MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_  
 ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
 TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



# Western Section AUA

October 23 -29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## POV Labor Order

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

As the Official Material Handling contract for this show, ATTCO, INC. will schedule the moving in and out off all exhibit materials. The use of dollies, hand trucks or wheeled carts, or hotel bellmen to move exhibit material or freight by exhibitors in facility common areas or on the exhibit floor is strictly prohibited.

- ◆ A non-commercial Privately Owned Vehicle (POV) material handling cart service is available at showsite at the rate \$55.00 per cartload / trip inbound and \$55.00 per cartload / trip outbound. The cart load service must be paid in full at the Attco Services Desk before any freight can be handled.
- ◆ Privately owned vehicles (POVs) are defined as a non-commercial, 2 - axiled car, mini van or pick up truck with no company names or logos. All other vehicles will be considered commercial and must report to the Show Loading Dock.
- ◆ All POVs must drive to the Exhibitor POV Freight Loading Area
- ◆ Start time guaranteed only at start of work day. Labor is charged per cart load.
- ◆ Any order cancelled after Attco move in will be charged a one (1) hour cancellation fee per scheduled worker.
- ◆ It is exhibitors responsibility to supervise the handling and movement of carts.
- ◆ **Attco carts are not available for rent or use by individual exhibitors.**
- ◆ Although the utmost care will be exercised, Attco, Inc. is subject to limits of liability as described in exhibitor rules and regulations.

### MOVE-IN PROCEDURES:

- ◆ Drive to the Exhibitor POV Freight Loading Area.
- ◆ Check in with the Attco Service Desk.
- ◆ Sign the POV Labor Form acknowledging the cartload fees.
- ◆ Supervise your freight being loaded on the cart.
- ◆ Once all freight is loaded, park your car and we will finish delivering the freight to your booth space.

### MOVE-OUT PROCEDURES:

- ◆ Obtain an outbound Bill of Lading from the Attco Service Desk.
- ◆ Mark POV in the consigned area and cartload in the pieces area. Fill in the rest of the information as requested.
- ◆ Return the Bill of Lading to the Service Desk when you are ready for your freight to be loaded.
- ◆ One person must return to your booth to supervise the removal of the freight onto the cart. Attco will not be responsible for any freight left in the booth.
- ◆ Once the cart arrives at your booth, one person needs to drive the car to the POV Freight Loading Area.

### POV Labor

Date	Start Time	No. of cartloads		
_____	_____	_____	x \$55.00 @	_____
_____	_____	_____	x \$55.00 @	_____
_____	_____	_____	x \$55.00 @	_____
				Additional Surcharge or fee _____
If you need assistance in completing your order, please call and ask for an Exhibitor Service Representative.				4.166% Hawaii State Excise Tax _____
				Estimated Total _____

EXHIBITOR NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

ORDERED BY (Print Name) \_\_\_\_\_ SIGNATURE \_\_\_\_\_

TELEPHONE \_\_\_\_\_ FAX \_\_\_\_\_ E-MAIL \_\_\_\_\_

In accepting this order, it is understood that in case of fires, strikes, accidents, transportation contingencies, or any other cause whatsoever beyond our control, Attco, Inc. will be released from any legal obligation of performance. This order is accepted subject to these conditions. Signator agrees to pay a finance charge of 1-1/2% per month (18% per annum) which will be added to any balance due not paid with thirty (30) days of invoice date.



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



MOVE-OUT INSTRUCTIONS

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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The following information will help ensure your move-out runs smoothly.

Exhibitor Move-out is scheduled for Thursday, October 28 @ 12:00 pm and must be completed by 4:00 pm.

The empty crates and containers will be delivered to your booth starting on Thursday, October 28 @ 12:00 pm.

If you are shipping any freight from the exhibition hall:

1. The Official show carrier is YRC.
2. See Attco Service Desk to help with any shipping needs.
3. You may use your own carrier. It is your responsibility to call your own carrier and make arrangements for pickup at exhibit hall loading dock. Please provide your carrier with as much information as possible. Include the show name, your booth number, address of the facility, driver check in time, and number of pieces to pick up. Carriers may start checking in and standby for outbound loading: Thursday, October 28 @ 2:00 pm.
4. You are shipping from:  
Hilton Waikoloa Village  
69-425 Waikoloa Beach Drive  
Waikoloa, HI 96738
4. Fill out a **Material Handling Form**, obtainable at the Attco Service Desk.
5. Pack all your boxes / crates.
6. Fill out shipping labels and attach to **EVERY** piece (remove any old labels).
7. Return completed Material Handling Form to the Attco Service Desk when you are ready to leave. Be sure to indicate alternative method of shipping if your carrier fails to pickup your freight.
8. If your carrier fails to check in on Thursday, October 28 by 4:00 pm your freight will be rerouted via the official house carrier. Attco will provide loading assistance to carriers at facility loading dock; carriers will not be allowed to do pickup within exhibit hall.

Please DO NOT turn in your Material Handling Form until you have finished packing. Please do not leave freight in booth without filling out Material Handling form.

If you are using FedEx or UPS shipping any freight from the exhibition hall:

1. Facility Business Center will be assisting with outbound service. Please coordinate your service need prior to dismantle by visiting there office at entrance side of exhibit hall or calling via house phone.
2. It will not be necessary for you to complete our Material Handling form if you are using Business Center.
3. It is not necessary for you to contact carrier for pickup if you are using Business Center.

**ATTCO will redirect freight to another carrier or back to warehouse any freight not picked up by Thursday, October 28 @ 4:00 pm**



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Recycle

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046



## Please Help Keep Hawaii Beautiful

Hawaii Environmental laws and best industry practice require we recycle.

Rubbish, post show cleaning and waste removal is the responsibility of individual exhibitors; exhibitors are subject to cleaning charges for booth area not cleaned at end of show.

Look for Recycle containers located within exhibit hall at close of show.

### CARDBOARD

**Yes, you can recycle:**

- Corrugated cardboard
- Boxboard (cereal boxes, packing boxes)
- Cardboard egg cartons
- Paper bags - all colors and sizes
- Cardboard cores from paper towels and toilet tissue

**Cardboard recycling is easy:**

- Remove plastic or foil liners from cereal boxes.
- Remove food or product residue.
- "Step on it" to flatten boxes.
- Remove string, wire or plastic banding used to store flattened boxes before depositing in bins.

**What happens to the cardboard?**

• Cardboard is hauled to recycler where it is baled and sent to a dealer who sells the material on the international market. Recycled cardboard is used in building materials, boxboard and packaging materials.

**No, you can't recycle:**

- Juice boxes with foil and plastic lining
- Waxed milk and juice cartons
- Wax-coated cardboard
- Unflattened anything

### PAPER

**Yes, you can recycle:**

- Mixed paper
- High-grade white office paper
- Newspaper

**Paper recycling is easy:**

• Recycling of mixed office paper, high-grade white office paper, and newspaper

**What happens to paper?**

• All paper products are taken recycle company where they are bundled and shipped off island to a paper broker.

**No, you can't recycle:**

- Shredded paper
- Carbon paper
- Metal or spiral binders
- Photographs
- Thermal fax paper

◆ Gift wrapping paper

Attco's exhibit service department for assistance in recycling at show site. We will assist you in packing and loading any item donated. Sorry we can not provide storage after event.

### Web Resources

These organizations provide contact information at the following web sites:

#### Earth 911

[www.earth911.org](http://www.earth911.org) The site features a recycling search tool, where you type in what you want to recycle and a zip code. In return, you receive information on local places that recycle your item.

#### The Recyclingcenter

<http://www.recyclingcenters.org/Hawaii> The site features a recycling search tool, where you type in a zip code and you receive listing of local centers that recycle.

### Pick Up Services

These organizations will pick up used items. Items must be in good working condition. Items may include, but are not limited to: clothing, small appliances, bedding, small furnishings (end tables, chairs, lamps), toys, kitchen and household goods. Call the phone numbers listed to schedule a pickup for your reusable items.

#### Catholic Charities

808-536-1794

Accepts clothing, bedding and other small household goods.

#### Helping Hands Hawaii

808-536-7234

Also picks up large appliances, beds and home and office furniture and equipment.

#### Kidney Clothes (National Kidney Foundation of Hawaii)

808-596-7575

Picks up clothing, bedding, and other small household goods.

#### Hawaii Open Source Education Foundation (HOSEF)

808-689-6518

Accepts donated computer equipment for placement in local schools.

#### Base Yard Hawaii

808-842-0770

Accepts donated construction material and products for disadvantage building homes and businesses.

#### Hawaii Foodbank

808-36-3600

Collects, warehouse, and distributes mass quantities of both perishable and non-perishable food to member agencies as well as food banks on the Big Island, Maui, and Kauai.



# Western Section AUA

October 23 –29, 2010

Hilton Waikoloa Village Resort & Spa

Advance Price Deadline Date: 10/14/2010



## Service Evaluation

◆ 2855 Koapaka Street ◆ Honolulu, HI 96819 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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## Please Help Us Improve Our Service

### Pre-show

*Did you receive information on time?* \_\_\_\_\_

*Did we offer you equipment and services you expected?* \_\_\_\_\_

*Did you have any difficulty placing your order?* \_\_\_\_\_

*Did you have difficulty with shipping?* \_\_\_\_\_

*Were our rates competitive and expected?* \_\_\_\_\_

*What do we need to improve on?* \_\_\_\_\_

### Show

*Did we meet your expectations for service, quality and quantity of equipment?* \_\_\_\_\_

*How was your experience with our staff?* \_\_\_\_\_

*How did we help you resolve any problems?* \_\_\_\_\_

*Did you have any problems with facility?* \_\_\_\_\_

*Did your show site freight deliveries meet your expectation?* \_\_\_\_\_

### Post-Show

*Did we provide you with acceptable accounting of our financial transactions?* \_\_\_\_\_

*If we were hired to provide labor for dismantle, did we properly repack your exhibit?* \_\_\_\_\_

*Did we have any problems handling your outbound material?* \_\_\_\_\_

*Closing comments:*

*Indicate your name and contact information if you would like a personal follow-up.  
Mahalo, Thank you for your cooperation and assistance.*

**EXHIBIT SERVICES**



*We Get Your  
Show On The Road.  
Or In The Air.  
Your Choice.*



# Yellow Exhibit Services

**We get your show on the road. Or in the air. Your choice.**

## Single Source Provider

It's our job to make your job easier and to make sure your Trade Show is a success. Wherever your Trade Show materials need to be and whenever they need to be there, Yellow offers a wide range of services to satisfy all your shipping needs, including air and ground, expedited and guaranteed.

## On-Site Managers

Yellow Exhibit Services Managers are on-site and available at most major shows to certify that your special shipping needs are handled efficiently.

## Award Winning Customer Service Center And Web Site – Keeping You On Track

We understand that Trade Show management isn't a Monday through Friday job – you work on the weekends and we do too. Both our Customer Service Center and Yellow web site have been recognized for their leading edge technology. They provide you the flexibility to track your Trade Show shipments – both ground and air – from pickup to delivery, 24 hours a day, 7 days a week. Simply call Yellow Customer Service at **1-800-610-6500** or log on to [www.myyellow.com](http://www.myyellow.com) to schedule pickups, get rate quotes and proof of delivery, and to get answers to your Trade Show transportation questions.

## Everywhere You Need To Be

The Yellow network of terminal locations throughout the U.S., Canada, and Mexico provides prioritized handling of your valuable Trade Show shipments. Anywhere and Any Time – Yellow Exhibit Services delivers for you.

## Caravan Service

We can transport your Trade Show materials directly from Show to Show. Whether it's two Shows or twenty, Yellow Exhibit Services can manage your Show on the road or in the air.

## Specializing In Expedited Solutions

### Exact Express™

Our **Expedited** and **Day-Specific Delivery** service for your critical shipments throughout the U.S. and Canada – to, from, and between Trade Shows. Yellow Exact Express provides you with the peace of mind knowing that your Trade Show shipments will arrive exactly when you need them – Next Day, Second Day, Any Day Service, even on Saturday and Sunday.

- **100% Satisfaction Guarantee**  
Yellow Exact Express is backed up with our industry-leading 100% Customer Satisfaction Guarantee.
- **Proactive Notification**  
If there is a chance your Yellow Exact Express shipment won't make your requested delivery time, our Exact Express Service Coordinators will contact you immediately and offer options to satisfy your needs.

### Definite Delivery™

Guaranteed delivery of your Trade Show shipments on or before our standard transit day. Yellow also provides 24/7 tracking and proactive notification.

### Standard Ground™

Our Standard Ground service sets the standard for quality, reliability, and speed by offering the fastest, most reliable service of all national carriers. And now with **Standard Ground Regional Advantage**, Yellow provides 2 and 3 day service to targeted metropolitan areas. You can trust Yellow Exhibit Services for on-time deliveries.

### Any Size Shipment

Yellow can handle any size shipment you may have – small to full truckloads. Anywhere, Any Time, Any Size – Yellow Exhibit Services says Yes We Can.

Proud to be members of:



[www.myyellow.com](http://www.myyellow.com)