

# ICES

## INTERNATIONAL CONVENTION AND EVENT SERVICES

*Dear Honolulu Marathon Expo 2009,*

*It is a great pleasure to have been selected as your Official Service Contractor once again. We will make every effort to make this a successful event for you.*

*Attached is the Exhibitors Service Kit for services you may require for your booth. Should you have any questions regarding services within your booth, please don't hesitate to contact us. Your Account Executive will be Shawntel. You may contact us via the following:*

*Main Office #808-832-2430*

*Office Fax #808-832-2431*

*Email: [ices@iceshawaii.com](mailto:ices@iceshawaii.com)*

*Or*

*Shawntel Pacheco, Account Executive*

*Direct Office #808-832-2215*

*Office Fax #808-832-2431*

*Email: [shawntelp@iceshawaii.com](mailto:shawntelp@iceshawaii.com)*

*We look forward towards servicing you.*

*Sincerely,*

**ICES** *Management*



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**HONOLULU MARATHON EXPO 2009**  
**HAWAII CONVENTION CENTER & DECEMBER 10 - 12, 2009**

**SERVICE CONTRACTOR**

**ICES**

1004 MAKEPONO ST  
HONOLULU, HI 96819  
PHONE (808) 832-2430 \* FAX (808) 832-2431

**SHOW INFORMATION**

Backwall Drape: RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)  
Sidewall Drape: RED OR TEAL (ALTERNATING BY ROWS - 1ST ROW ALL TEAL - 2ND ROW ALL RED)  
Aisle Carpet Color: GRAY

**BOOTH PACKAGE:**

Booth Size: 10' X 10'  
(1) 6' Skirted Table  
(2) Chairs  
(1) Wastebasket w/Liner  
(1) One Line ID Sign (7" x 44") provided automatically

**IMPORTANT DATES:** *(Be sure to check all order forms for additional deadlines)*

Friday	20-Nov	Discount Deadline for orders received with payment	
Thursday	19-Nov	Advance Shipments may begin arriving at ICES Warehouse	
Friday	4-Dec	Last Day for Advance Shipments to arrive at ICES Warehouse without surcharges	
Monday	7-Dec	Direct Shipments may begin arriving at Convention Center from 12:00 Noon to 5:00PM (HST)	
Tuesday	8-Dec	Last day for Direct Shipments to arrive at Convention Center between 9:00 AM - 5:00 PM (HST)	
Monday	7-Dec	Installation	12:00 PM - 6:00 PM &
Tuesday	8-Dec		8:00 AM - 6:00 PM
Wednesday	9-Dec	Show Hours	10:00AM - 6:00 PM
Thursday	10-Dec		9:00 AM - 6:00 PM
Friday	11-Dec		9:00 AM - 7:00 PM
Saturday	12-Dec		9:00 AM - 5:00 PM
Saturday	12-Dec	Dismantle	5:00 PM - 10:00 PM
Sunday	13-Dec		8:00 AM - 4:00 PM
Sunday	13-Dec	Carriers must be checked in by 3:00 PM	
Sunday	13-Dec	All exhibitor materials must be removed by 4:00 PM	

**SHIPPING ADDRESSES:**

Advance Shipments to Warehouse	<b>ICES</b> 1004 Makepono St Honolulu, HI 96819	Shipments should arrive on or before: Friday, December 4 by 3:00 PM (to avoid surcharges)
Direct Shipments to Exhibit Site	c/o <b>ICES</b> Hawaii Convention Center 1801 Kalakaua Avenue Honolulu, HI 96815	Shipments will be accepted beginning: Monday, December 7 between 12:00 PM - 5:00 PM Tuesday, December 8 between 9:00 AM - 5:00 PM

**ICES Service Desk:**

**ICES is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.**

**SHOW INFORMATION**

# ICES

## (International Convention & Event Services)

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**Dear Exhibitor,**

We are pleased Show Management has selected **ICES** as your Official Service Contractor. Our objective is to make your exhibit a success.

### **DISCOUNTED PRICES**

Please take some time and read through the packet carefully. It contains information on rates & services provided by ICES. It is very important you process and place your order before **FRIDAY, NOVEMBER 20, 2009** (top right hand corner of each order form page), to take advantage of the discounted prices. **WE DO NOT ACCEPT PHONE ORDERS.** All orders must be placed by mail or fax. The deadline date for advance prices is as noted on the top of each order form. All late orders are subject to an increase of the advance prices.

### **PAYMENT:**

**ICES require payment in full at the time the services are ordered.** Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers (\$25.00 service fee will be added to your total for each wire transaction), a U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A \$25.00 handling charge will be assessed for any checks returned by your bank due to insufficient funds.

### **TRANSPORATION:**

For those requiring transportation, **ICES** suggests the following companies who will be able to assist you in meeting your needs. Please note: container dimensions are:

**88" width x 88" height x 39-1/2' deep or 88" width x 102" height x 44-1/2' deep**

### **AIR FREIGHT:**

**DB SCHENKER**

**PHONE (808) 836-2311**

### **INLAND TRUCKING:**

**ESTES TRUCKING**

**PHONE (800) 541-1670 X 2561**

### **OCEAN TRANSPORTATION:**

**H2O LOGISTICS LLC**

**PHONE (310) 324-8955**

**ICES** will also have staff members on site at the **ICES** Service Desk during exhibitor set-up and throughout the show to assist you.

We look forward to working with you. **MAHALO!**

# ICES

(International Convention & Event Services)

1004 Makepono Street \* Honolulu, HI 96819 \* Phone (808) 832-2430 Fax (808) 832 2431

## Trade Show Tips

\*HONOLULU MARATHON EXPO 2009 \*

\*HAWAII CONVENTION CENTER / DECEMBER 10 – 12, 2009\*

As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

### Ordering Trade Show Services.

- ✓ Always include your complete customer information on each order form including address with zip code, phone and fax, e-mail address, contact name, and, most *importantly*, booth number. If you have multiple booth locations, please complete individual order forms for each location (booth, meeting room, etc.).
- ✓ Ensure that all credit card information is complete and correct: including the expiration date.
- ✓ When ordering carpet, draped tables or counters remember to select the colors you desire.
- ✓ Please make sure that the size of carpet ordered is appropriate for your booth space (e.g.: DO NOT order a 9'x20' carpet for a 10'X10' booth).
- ✓ Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

### Inbound — Move In

- ✓ Confirm your furnishing orders with ICES. You should receive a confirmation of your order within 3-5 days of placement.
- ✓ Confirm target dates with ICES and communicate them to your carrier. Refer to the Special Handling brochure enclosed to ensure that you do not incur special handling charges. You may want to share this brochure with your carrier.
- ✓ Keep phone number of your carrier with you, including weekend contacts.
- ✓ Have your hotel information available, including phone number, address, etc.
- ✓ After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

### Show Site

- ✓ Put together a trade show survival kit to include in your freight or carry with you, including:
  - Small tool kit
  - Staples, Scissors, Tape
  - Pens & Markers for labels
  - First Aid kit
  - Bottled Water

### Outbound—Move Out

- ✓ Keep in mind, the return of empty containers can take from 2 to 12 hours (depending on the size of the show), so coordinate your outbound flight to accommodate this.

**HONOLULU MARATHON EXPO 2009**

HAWAII CONVENTION CENTER

DECEMBER 10 - 12, 2009

RETURN TO:

**ICES**

1004 MAKEPONO STREET

HONOLULU, HI 96819

PH (808) 832-2430 \* FAX (808) 832-2431

**Advance Order Deadline: NOV. 20, 2009**

Tables & Chairs	\$
Custom Booth Rentals	\$
Carpeting	\$
Electrical	\$
Electrical Labor	\$
Booth Cleaning	\$
Installation / Dismantle	\$
Forklift Service	\$
Signs & Graphics	\$
Tripod Banner Frame	\$
Plants & Floral	\$
Audio Visual	\$
Computer Equipment & Accessories	\$
Freight Handling	\$
<b>TOTAL AMT. DUE:</b>	<b>\$ -</b>

Please complete order forms and calculation sheet and return with payment in full **ICES requires your credit card authorization to be on file with us.** For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all ICES, or any charges which ICES may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

**METHOD OF PAYMENT:**

Check # \_\_\_\_\_ Credit Card: MasterCard / Visa / Discover / AMEX 3 DIGIT ID# \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of cardholder: \_\_\_\_\_ signature: \_\_\_\_\_

**CARDHOLDER'S BILLING ADDRESS INFORMATION:**

COMPANY NAME

STREET ADDRESS

CITY

STATE

ZIP CODE

**SHOW REPRESENTATIVE'S INFORMATION:**

COMPANY NAME

BOOTH NUMBER

STREET ADDRESS

CITY

STATE

ZIP CODE

PHONE NUMBER

EXTENSION

FAX NUMBER

AUTHORIZED CONTACT SIGNATURE

AUTHORIZED CONTACT-PLEASE PRINT

DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.



**PAYMENT & CALCULATION FORM**

## PAYMENT TERMS & CONDITIONS

1.)

Full payment is due with all service orders. Credit Card Pre-authorization for on-site charges, labor and materials is required when placing an order. Acceptable forms of payment are: company check (drawn on a U.S. Bank) payable to **ICES** and accepted credit cards (Visa, Mastercard, Discover & AMEX).

2.)

Service orders will not be processed without payment unless prior arrangements were made with the **ICES** Account Exec. handling this event. All orders must include a valid credit card number event though payment will be made with check.

3.)

Exhibitors with outstanding balances from prior events must submit payments, otherwise services will not be provided.

4.)

Advance rates will be applicable to service orders received by advance order deadline date shown on each order form. Order forms received after the advance order deadline date will be charged at floor rate.

5.)

**ICES** will not be responsible for any orders not received due to transmittal problems.

6.)

Third party billing is available upon request. Please contact **ICES** at (808) 832-2430 or email us at: ices@iceshawaii.com.

7.)

All balances remaining after the close of the show will be charged to the credit card provided on the payment form. Should the credit card provided be invalid, a company check must be sent immediately for total amount due. Interest will be charged & collected on all past due balances.

8.)

A \$25.00 handling charge will be assessed for returned checks due to insufficient funds.

9.)

Credit or refund will not be given for services cancelled after the advance order deadline, installed or not used.

10.)

Claims regarding all services provided by **ICES** will not be considered unless filed by exhibitor prior to close of show.

11.)

Refunds of overpayment will be issued by submitting request to **ICES** via fax (808) 832-2431 or email at: ices@iceshawaii.com within thirty (30) days of the close of final invoice.

12.)

For unpaid balances on pre-approved invoices, terms will be net due and payable upon receipt of invoice. Effective after thirty (30) days after invoice date, unpaid balance will bear a finance charge of 1.5% per month.

13.)

International exhibitors are required to pre-pay all services ordered.

14.)

State of Hawaii charges excise tax & **not** sales tax.

**HONOLULU MARATHON EXPO 2009**

HAWAII CONVENTION CENTER  
DECEMBER 10 - 12, 2009

RETURN TO:



1004 MAKEPONO STREET  
HONOLULU, HI 96819

PH (808) 832-2430 \* FAX (808) 832-2431

**Advance Order Deadline: NOV. 20, 2009**

**EXHIBITING FIRM'S INFORMATION:**

COMPANY NAME			BOOTH NUMBER	
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE

You may arrange for a third party to handle your display and be billed for services. ICES will agree to this agreement if the third party has a satisfactory payment record with us **BOTH** firms must complete this form, and the **THIRD PARTY** must complete the credit card charge authorization on the Payment & Calculation Form. Return both forms by the deadline date.

It is understood and agreed that the exhibiting firm is ultimately responsible for payment of charges. If your named third does not pay the invoice before the last day of the show, charges will revert to you, the exhibiting firm. All invoices are due and payment upon receipt.

**THIRD PARTY FIRM'S INFORMATION:**

COMPANY NAME				
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT		DATE

**METHOD OF PAYMENT:**

Check # \_\_\_\_\_ Credit Card: MasterCard / Visa / Discover / AMEX      3 DIGIT ID# \_\_\_\_\_

Card # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name of cardholder: \_\_\_\_\_ signature: \_\_\_\_\_

**CARDHOLDER'S BILLING ADDRESS INFORMATION:**

COMPANY NAME				
STREET ADDRESS		CITY	STATE	ZIP CODE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

**THIRD PARTY BILLING REQUEST FORM**

**Safety is very important for everyone working in the exhibit hall - especially you!**

**ICES** is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of a **ICES** supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

**EXHIBITOR LOSS PREVENTION GUIDESLINES AT SHOW SITE**

- \* Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standard.
- \* Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- \* Standing on chairs, tables and other furniture is **PROHIBITED**. The furniture is not designated to support your standing weight. Please use a ladder or ask an **ICES** personnel for assistance.
- \* **ICES** forklifts and carts are to be used by authorized **ICES** personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, a ICES representative at the Exhibitor Service Desk can provide it to you.
- \* Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a crate of load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- \* Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- \* Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify an ICES supervisor if you need assistance repairing or removing a damaged cord. Do not overhead outlets or plugs.
- \* Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- \* If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- \* Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- \* Keep aisles free and clear of any and all debris.
- \* Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- \* Notify an ICES representative of any safety issues or concerns.

**SAFETY FIRST!**

# ICES (Int'l Convention & Event Services)

1004 Makepono Street \* Honolulu, HI 96819 \* Phone (808) 832-2430 Fax (808) 832-2431

## FIRE & SAFETY REGULATIONS - FOR ALL HAWAII CONVENTION SITES

### HONOLULU MARATHON EXPO 2009

HAWAII CONVENTION CENTER

DECEMBER 10 - 12, 2009

- 1.) ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, which cannot be treated to meet the requirements, may not be used.
- 2.) ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs, easels, chairs or displays may protrude into aisles.
- 3.) DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.
- 4.) ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.
- 5.) VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine start system may be left connected. External chargers are recommended for demonstration purposes.
- 6.) COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.
- 7.) VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.
- 8.) COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRE SAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gases, etal; are subject to prior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.
- 9.) ALL 100 VOLT EXTENSION CORDS SHALL BE THREE-WIRED (GROUNDED), #14 OR LARGER AWG, COPPERWIRE, CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.
- 10.) MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

- 11.) THE OFFICIAL ELECTRICAL CONTRACTOR MUST DO ELECTRICAL WORK UNDER CARPETS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.
- 12.) ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.
- 13.) NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.
- 14.) AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.
- 15.) ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.
- 16.) MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.
- 17.) FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strickly prohibited within the building.
- 18.) ALL FIRE HOSE BOXES MUST BE KEPT COMPLETELY CLEAR. All fire exit signs must be unobstructed.
- 19.) 9'0" wide aisles are the norm, although the state minimum is 5'0". A minimum of 20'0" in front of any exit/entrance door must be kept clear.

### **LABOR GUIDELINES - FOR ALL HAWAII CONVENTION SITES**

- 1.) Hawaii is a right-to-work state and "producer's choice" applies
- 2.) If a producer requests/mandates union labor, it is supplied
- 3.) 90% of the trade shows in Hawaii use non-union labor from the Service Contractor and exhibitors may install/dismantle their own exhibits freely.

# HONOLULU MARATHON EXPO 2009

HAWAII CONVENTION CENTER  
DECEMBER 10 - 12, 2009

ICES

1004 MAKEPONO ST  
HONOLULU, HI 96819  
PH (808) 832-2430 FAX (808) 832-2431

## 1.) DEFINITIONS:

**Agents** - Subcontractors, carriers and the agent of each

**Customer** - Exhibitor or other party requesting services from ICES

**Carrier** - Motor carrier, air carrier or surface carrier/freight forwarder

**Shipper** - party who tenders goods to carrier for transportation

**Goods** - Exhibits, property and commodity

**Cold Storage** - Holding of Goods in a climate controlled area

**Services** - Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services.

**Show Site** - Venue or place when a conference or event takes place.

**Supervised Labor** - Labor that is provided to a customer to install or dismantle a booth or exhibit space, and is supervised and/or directed.

**Unsupervised Labor** - Labor that is provided to a customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by ICES. Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.

## 2.) SCOPE:

These terms and conditions shall be binding upon Customer, ICES and their respective Agents and representatives, including but not limited to Customer contracted labor such as Customer Appointed Contractors and Installation and Dismantle Companies, and any other party with an interest in Goods. Each shall have the benefit of and be bound by all provisions stated herein, including but not limited to time limits and limitations of liability.

**By acceptance of services of ICES or Agents, Customer and any other party with an interest in the Goods agree to these Terms and Conditions.**

## 3.) CUSTOMER OBLIGATIONS:

**Payment for services.** Customer shall be liable for all unpaid charges for services performed by ICES or Agents. Customer authorizes ICES to charge its; credit card directly for services rendered on its' behalf after departure, by placing an order on-line, via fax, phone or through a work order on site.

**Credit Terms:** All charges are due before services are performed unless other arrangements have been made in advance. ICES has the right to require prepayment or guarantee of the charges at the time of request for services.

A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to ICES, ICES is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1-1/2% per month until paid.

## 4.) MUTUAL OBLIGATIONS:

### **Indemnification:**

**Customer to ICES** - Except to the extent of ICES's own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify ICES from and against any claims, lawsuits, demands liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of persons, or damage to property relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold ICES harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and Installation and Dismantle Companies, any subtenant or other user of its' space or any agents or employees engaged in business on its' behalf of Customer or present at Customers' invitation.

**ICES to Customer** - To the extent of ICES' own negligence and/or willful misconduct, and subject to the limitations of liability below, ICES shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, costs and expenses, including reasonable attorney's fees

and court costs, resulting from any injury to or death of person, or damage to property other than Goods. ICES assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors" and during hours and days when exhibitors are present in the facility, prior to the start of and after the conclusion of their space lease with show management.

**5.) No liability for consequential damages. UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.**

6. ICES Liability for Loss or Damage to Goods.

**Negligence standard:** ICES shall be liable, subject to the limitations contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of ICES.

**Condition of Goods** - ICES shall not be liable for damage, loss, or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. ICES shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes, or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

**Receipts of Goods** - ICES shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count of condition.

**Force Majeure (fawrs ma-zhcer)** - ICES shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism of war.

**Cold Storage** - Goods requiring cold storage are stored at Customer's own risk. ICES assumes no liability or responsibility for Cold Storage.

**Accessible Storage** - ICES assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use for space and are not a form of insurance, or a guarantee of security.

**Unattended Goods** - ICES assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk of loss.

**Labor** - ICES assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of ICES provided labor. If ICES supervises labor for a fee, ICES shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide ICES and show management with an indemnity, including defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

**Empty Storage** - ICES assumes no liability for loss or damage to Goods or crates or the contents therein, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the ICES Service Desk for empty container storage. Damage that is the direct result of ICES' negligence shall be subject to the limitations of liability set forth in this document.

**Forced Freight** - ICES shall not be liable for Goods not picked up by Customers' chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled.

Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, ICES has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases ICES is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services / Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at ICES' discretion, and at Customer's expense assuming the Goods are labeled for return. ICES retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage - ICES shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - ICES shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including, but not limited to, the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to ICES will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage - ICES' liability shall be limited to the lesser of (1) the depreciated value of Goods, (2) repair cost, or (3) the limitation of liability. The limitation of liability shall be \$0.30 (thirty cents) per pound per piece, with a maximum liability of \$50.00 (fifty dollars) per item or \$1000.00 (one thousand dollars) per shipment, whichever is less.

Excess Declared Value - If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show, the Customer may do so by declaring a value in the space provided on the ICES services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by ICES. Maximum liability for damages resulting from ICES negligence shall then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based upon weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed \$100,000, for the purpose of this provision and ICES' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - ICES is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that ICES performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage - In order to have a valid claim notice of loss or damage to Goods must be given to ICES or its agent within 24 hours of occurrence or delivery of Goods, whichever is later.

Filing of Claim - Any claim of loss or damage to Goods must be in writing, containing facts sufficient to identify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below.

Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of claim.

Claims of Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by ICES within sixty (60) days after the close of the show.

Claims of Goods alleged to be lost or damaged during transit must be received

by the responsible party within nine (9) months of date of delivery of Goods.

Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling Form/Bill of Lading. In the event of a dispute with ICES, Customer will not withhold payment of any amount due ICES for Services as an offset against the amount of the alleged loss or damage. Customer agrees to pay ICES prior to the close of the show for all such charges and further agrees that any claim Customer may have against ICES shall be pursued independently by Customer as a separate action to be resolved on its merits. ICES retains the right to pursue collection on amounts owed after show close, without regard to any amount alleged to be owed for damage, or loss.

Filing of suit - Any action at law regarding loss or damage to Goods must be filed within two (2) years of the date of declination of any part of a claim.

**7. Jurisdiction, Choice of Forum** -

This Agreement shall be governed by and construed in accordance with the application laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Hawaii. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's Circuit Court in Honolulu, Hawaii.

**8. Advanced Warehousing/Temporary Storage/Long Term Storage**

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "Storage Agreement" . In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to, ICES Liability for Customer's Goods:

The responsibility of ICES with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. ICES shall be liable only for loss or damage to Goods caused by ICES' sole negligence. ICES' liability is limited to thirty cents per pound (\$0.30) of the actual cash value per item. In case of partial loss or damage, the maximum liability shall be prorated based on weight. ICES is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond ICES' immediate control. ICES is not responsible for the marring, scratching or breakage of glass or other fragile items. ICES is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by ICES. In no event shall ICES be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by ICES as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and ICES recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

I have read & agree to this Limits of Liability:

Signature of Authorized Personnel

Title & Date

**ATTENTION ALL EXHIBITORS**



The operation or use of all motorized lifting equipment for installation of booth structures or signs is not permitted by exhibitors or their appointed contractors.

The operation or use of motorized or mechanical material handling equipment is not permitted by exhibitors or their appointed contractors. This also includes all mechanical scooters and carts.

**ALL LIFTS AND MANPOWER MUST BE PROVIDED BY THE OFFICIAL SERVICE CONTRACTOR**

*Thank you for your complete cooperation.*

**OPERATION OF ALL MECHANICAL LIFTS**

## HONOLULU MARATHON EXPO 2009

HAWAII CONVENTION CENTER

DECEMBER 10 - 12, 2009

ICES

1004 MAKEPONO ST

HONOLULU, HI 96819

PH (808) 832-2430 FAX (808) 832-2431

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

### BENEFITS OF ADVANCE SHIPPING TO ICES WAREHOUSE

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

### HOW TO SHIP IN ADVANCE TO THE ICES WAREHOUSE

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

### HOW TO SHIP TO EXHIBIT SITE

- ☆ Consign all shipments c/o ICES
- ☆ Remove all old shipping and empty storage labels
- ☆ Fill out and attach enclosed Advance Shipping Labels
- ☆ Complete the enclosed Material Handling Order Form.
- ☆ All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
- ☆ Certified weight tickets should accompany all shipments.
- ☆ Take the time to ensure that your display and products are packed neatly and securely.
- ☆ If you are shipping your carpet and/or lighting trusses, make sure it is loaded last so it can be unloaded first.

### FREIGHT CARRIERS

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan for the return shipment.

### TRACKING SHIPMENTS

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

### ESTIMATING MATERIAL HANDLING CHARGES

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

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

MATERIAL HANDLING INFORMATION

**STORING EMPTY CONTAINERS**

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

**OUTGOING SHIPMENTS**

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

**MACHINERY LABOR AND EQUIPMENT**

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

**INSURANCE**

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

MATERIAL HANDLING INFORMATION

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*HONOLULU MARATHON EXPO 2009* will be held at the HAWAII CONVENTION CENTER in HONOLULU, HAWAII. Below is a list of our preferred carriers whom you may use should you need assistance from a carrier.

**FOR: GROUND TRANSPORTATION ON US MAINLAND**

**PLEASE CONTACT:**

**ESTES TRUCKING**  
Phone # (800) 541-1670 Ext. 2561

**FOR: OCEAN SHIPMENTS (to Hawaii only)**

Please feel free to contact the following should you wish to ship your show materials via ocean

**H2O LOGISTICS LLC**  
PHONE (310) 324-8955  
FAX # (310) 324-8966

**FOR: AIR SHIPMENTS**

Please contact: **DB SCHENKER**  
Phone # (800) 225-5229  
Or Phone # (808) 836-2311

To request a quote and set up a pickup, advise DB Schenker the Delivery Deadline date & time. Please refer to Tariff #4782 for Standard Service or Tariff #1446 for Time-Definite Guaranteed Service to receive special high visibility tracking and tracing.

***DIRECT TO WAREHOUSE SHIPMENTS***

**ICES – HONOLULU MARATHON EXPO 2009**

1004 MAKEPONO STREET

EXHIBITOR'S NAME \_\_\_\_\_ BOOTH # \_\_\_\_\_  
HONOLULU, HI 96819

All **advanced shipments** to our **HONOLULU** Warehouse will be received starting **NOVEMBER 19, 2009**. Last day for advance receiving is **DECEMBER 4 @ 3:00 PM (HST)**.

**DIRECT TO SHOWSITE SHIPMENTS**

HAWAII CONVENTION CENTER

1801 KALAKAUA AVENUE

HONOLULU, HI 96815

PHONE # (808) 832-2430

For **direct to show site**, shipments will be received from **12 NOON** until **5:00 PM** on **DECEMBER 7 & FROM 9:00 AM TO 5:00 PM (HST) ON DECEMBER 8, 2009**.

For further assistance please don't hesitate to contact us. We may be reached at phone number (808) 832-2430, fax number (808) 832-2431 or email us at [ices@iceshawaii.com](mailto:ices@iceshawaii.com).

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# ICES

# SHIPPING INFORMATION

## FREIGHT HANDLING SERVICES

ICES is prepared to receive your shipment either at our Honolulu warehouse or directly at the exhibit site. You may ship via the carrier of your choice. ICES will accept crates, boxes, skidded materials & fibercases at our warehouse.

Rates are based on the incoming weight of shipments. For rates and arrival information, **see the Freight Handling Order Form**. ICES must have payment before delivering freight to your booth. Please read the "Limits of Liability & Responsibility" form for important information.

## ADVANCE SHIPMENTS TO HONOLULU WAREHOUSE

Accepting of freight will begin **NOVEMBER 19** thru **DECEMBER 4, 2009**. Shipments must arrive between the of 8:00 a.m. - 3:00 p.m. Monday thru Friday (HST). Shipments received after this date & time will incur late fees or we may request your trucking company to deliver shipments directly to exhibit site (depending upon the day attempt to deliver is made) at exhibitor's expense.

**Rates include:** Receiving at HONOLULU Warehouse  
Reloading onto trucks and delivery to the exhibit site.  
Unloading freight and delivery to your booth.  
Picking up, storing and returning empty shipping containers.  
Reloading freight onto your designated carriers truck @ showsite

### **Make out the bill of lading and consign as follows:**

Exhibiting Company Name  
HONOLULU MARATHON EXPO 2009  
Booth # \_\_\_\_\_  
**ICES**  
1004 MAKEPONO ST  
HONOLULU, HI 96819

**DECEMBER 4, 2009** AT 3:00 PM (HST)

**Last day for shipments to arrive at the Advance warehouse without surcharge.**

## DIRECT SHIPMENTS TO EXHIBIT SITE

**Rates include:** Unloading freight and delivery to your booth  
Picking up, storing and returning empty shipping containers  
Reloading freight onto your designated carriers truck @ showsite

### **Make out the bill of lading and consign as follows:**

Exhibiting Company Name  
HONOLULU MARATHON EXPO 2009  
Booth # \_\_\_\_\_  
C/o **ICES**  
HAWAII CONVENTION CENTER  
1801 KALAKAUA AVENUE  
HONOLULU, HI 96815

**DECEMBER 7 & 8 (Hours below)**

**Receiving of shipments on showsite between the hours of 12:00 PM to 5:00 PM (HST) on Dec. 7 & 9:00 AM to 5:00 PM (HST) on Dec. 8.**

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1004 MAKEPONO STREET \* HONOLULU, HI 96819 \* (808) 832-2430 FAX (808) 832-2431

**METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER**

**ICES**

1004 MAKEPONO STREET  
 HONOLULU, HI 96819  
 PH (808) 832-2430 FAX (808) 832-2431

Name of Show: **HONOLULU MARATHON EXPO 2009**  
 \* DECEMBER 10 - 12, 2009 \* HAWAII CONVENTION CENTER \* HONOLULU, HI

COMPANY NAME: BOOTH #  
 CONTACT NAME: PHONE #

**MATERIAL HANDLING SERVICES**

CRATED: Material that is skidded or in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground unloading, constricted space unloading, etc.) FedEx, UPS, Airborne/DHL are included in this category due to their delivery procedures.

UNCRATED: Material that is shipped loose or pad wrapped.

**NOTE:** *Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.*

RECEIVING @ ICES' WAREHOUSE IS AS FOLLOWS:  
 HONOLULU WAREHOUSE RECEIVING IS FROM THURSDAY, NOV. 19 THRU FRIDAY, DEC. 4 AT 3:00 PM (HST)  
**ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT.**

DESCRIPTION	Price per CWT	Minimum
Warehouse Shipment (Honolulu) 8:00 a.m. - 3:00 p.m. Monday thru Friday		
Crated Shipment.....	\$70.00	\$140.00
Special Handling Shipment.....	\$75.00	\$150.00
Uncrated Shipment.....	\$80.00	\$160.00
Show Site Shipment <b>AT HAWAII CONVENTION CENTER ON DEC. 7 12PM TO 5PM &amp; DEC. 8 9AM TO 5PM</b>		
Crated Shipment.....	\$80.00	\$160.00
Special Handling Shipment.....	\$85.00	\$170.00
Uncrated Shipment.....	\$90.00	\$180.00

DESCRIPTION	Price per Package	Additional Package
Small Package - Maximum Weight <b>per Shipment</b> is 50 lbs.		
Non-special Handling Shipment.....	\$50.00	\$5.00
Special Handling Shipment.....	\$65.00	\$6.50

DESCRIPTION	Weight	CWT	Unit Price	Est. Total Cost
SAMPLE (Honolulu Warehouse Crated)	1000 ÷ 100 =	10	\$70.00	\$700.00
	÷ 100 =			
	÷ 100 =			
	÷ 100 =			
	÷ 100 =			
			Sub-Total	\$
			4.712% Excise Tax	\$
			Total	\$

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

**MATERIAL HANDLING**

**RUSH!!**

**ADVANCE SHIPMENT TO WAREHOUSE:**

**ICES – HONOLULU MARATHON EXPO 2009**  
**1004 MAKEPONO ST**  
**HONOLULU, HI 96819**

**EXHIBITOR'S NAME:** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

**PIECE COUNT: # \_\_\_\_\_ OF # \_\_\_\_\_**  
**(PLS DELIVER BETWEEN NOV. 19 & DEC. 4 BY 3PM (HST))**

**RUSH!!**

**ADVANCE SHIPMENT TO WAREHOUSE:**

**ICES – HONOLULU MARATHON EXPO 2009**  
**1004 MAKEPONO ST**  
**HONOLULU, HI 96819**

**EXHIBITOR'S NAME:** \_\_\_\_\_

**BOOTH #** \_\_\_\_\_

**PIECE COUNT: # \_\_\_\_\_ OF # \_\_\_\_\_**  
**(PLS DELIVER BETWEEN NOV. 19 & DEC. 4 BY 3PM (HST))**

**DIRECT TO SHOWSITE SHIPMENT:**

**ICES – HONOLULU MARATHON EXPO 2009  
HAWAII CONVENTION CENTER  
1801 KALAKAUA AVENUE  
HONOLULU, HI 96815**

**EXHIBITOR'S NAME: \_\_\_\_\_**

**BOOTH # \_\_\_\_\_**

**PIECE COUNT: # \_\_\_\_\_ OF # \_\_\_\_\_**

**(PLS. DELIVER ON DEC. 7 BETWEEN 12P – 5P OR DEC. 8  
BETWEEN 9A – 5P)**

**DIRECT TO SHOWSITE SHIPMENT:**

**ICES – HONOLULU MARATHON EXPO 2009  
HAWAII CONVENTION CENTER  
1801 KALAKAUA AVENUE  
HONOLULU, HI 96815**

**EXHIBITOR'S NAME: \_\_\_\_\_**

**BOOTH # \_\_\_\_\_**

**PIECE COUNT: # \_\_\_\_\_ OF # \_\_\_\_\_**

**(PLS. DELIVER ON DEC. 7 BETWEEN 12P – 5P OR DEC. 8  
BETWEEN 9A – 5P)**

**HONOLULU MARATHON EXPO 2009**

HAWAII CONVENTION CENTER  
DECEMBER 10 - 12, 2009

RETURN TO **ICES**

1004 MAKEPONO STREET  
HONOLULU, HI 96819

PH (808) 832-2430 \* FAX (808) 832-2431

Advance Order Deadline: **NOVEMBER 20, 2009**

Qty	Description	circle color choice	Advance price	Floor price	Price
	9' x 10' Booth Carpet	black    blue    gray red	\$89.50	\$127.85	
	9' x 20' Booth Carpet	black    blue    gray red	\$178.75	\$255.50	
	9' x 30' Booth Carpet	black    blue    gray red	\$268.25	\$383.25	
	9' x 40' Booth Carpet	black    blue    gray red	\$357.50	\$510.75	
	Island Booths / per sq. ft. **	black    blue    gray red	\$2.85	\$4.10	
	Padding 1/2 " / per sq. ft.		\$0.95	\$1.35	
	Plastic Covering / per sq. ft.*		\$0.50	\$0.75	

\* Additional charge for taping (Call for pricing)

**\*\* Island Booths must order carpet by sq. ft. If you wish to order by piece size, there's no guarantees on same color swatch. Taping pieces together is at add'l cost & a must for safety precautions.**

CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.	Subtotal:	
	4.712% Excise Tax:	
	<b>TOTAL:</b>	

COMPANY NAME		ORDERED BY:			BOOTH NUMBER
STREET ADDRESS		CITY	STATE	ZIP CODE	COUNTRY
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT			DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

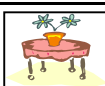
**CARPET RENTAL ORDER FORM**



**HONOLULU MARATHON EXPO 2009**

HAWAII CONVENTION CENTER  
DECEMBER 10 - 12, 2009

RETURN TO: **ICES**  
1004 MAKEPONO STREET  
HONOLULU, HI 96819  
PH (808) 832-2430 \* FAX (808) 832-2431  
Advance Order Deadline: NOV. 20, 2009



Qty	Skirted Tables & Counters	circle color choice	Advance price	Floor price	Price
	4' skirted table 4' x 24" x 30" high	black blue gold white red	\$68.50	\$89.00	
	6' skirted table 6' x 24" x 30" high	black blue gold white red	\$79.00	\$102.75	
	8' skirted table 8' x 24" x 30" high	black blue gold white red	\$89.50	\$116.50	
	4' skirted counter 4' x 24" x 42" high	black blue gold white red	\$89.50	\$128.00	
	6' skirted counter 6' x 24" x 42" high	black blue gold white red	\$100.00	\$143.00	
	8' skirted counter 8' x 24" x 42" high	black blue gold white red	\$110.50	\$143.75	
	4th side skirting on table or counter	black blue gold white red	\$37.00	\$48.00	

Qty	Tables & Counters (wood tops, no skirting)	Advance price	Floor price	Price
	4' wood top table 4' x 24" x 30" high	\$47.50	\$68.00	
	6' wood top table 6' x 24" x 30" high	\$58.00	\$83.00	
	8' wood top table 8' x 24" x 30" high	\$68.50	\$98.00	
	4' wood top counter 4' x 24" x 42" high	\$68.50	\$98.00	
	6' wood top counter 6' x 24" x 42" high	\$79.00	\$113.00	
	8' wood top counter 8' x 24" x 42" high	\$89.50	\$128.00	

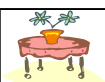
Qty	Tables w/Chrome Legs, Gray	Advance price	Floor price	Price
	17"L x 17"D x 19"H, Side Table	\$55.00	\$78.50	
	36"L x 18"D x 19"H, Cocktail Table	\$65.00	\$93.00	
	36"L x 24"D x 30"H, Rectangle Table	\$65.00	\$93.00	
	24"L x 24"D x 30"H, Square Table	\$55.00	\$78.50	
	40"D x 30"H Round Table	\$125.00	\$178.50	

Qty	Seating & Miscellaneous Equipment	Advance price	Floor price	Price
	Chairs, Bucket Style - Black	\$31.50	\$41.00	
	Chairs, Padded w/o Arms, Gray	\$50.00	\$71.50	
	Chairs, Padded w/Arms, Gray	\$60.00	\$85.75	
	Chairs, Secretarial w/wheels, Black or Gray	\$60.00	\$85.75	
	Chairs, Executive Leather w/wheels, Black	\$125.00	\$178.50	
	Stool, Directors, Green or Blue	\$75.00	\$107.25	
	Counter Stools (high back, cushioned)	\$42.25	\$60.50	
	Stools, Wooden w/o Back	\$35.00	\$50.00	

<b>CANCELLATION POLICY:</b> No refunds or credits will be issued on items cancelled after the advance order deadline date.		<b>Subtotal:</b>	
		<b>4.712% Excise Tax:</b>	
		<b>TOTAL:</b>	
COMPANY NAME		ORDERED BY:	BOOTH #
STREET ADDRESS		CITY	STATE COUNTRY
PHONE NUMBER	EXT #	FAX NUMBER	EMAIL ADDRESS
AUTHORIZED CONTACT SIGNATURE		AUTHORIZED CONTACT-PLEASE PRINT	DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of ICES's control will release ICES from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by ICES Payment Policy and the Limits of Liability & Responsibility.

**TABLES & CHAIRS**



**HONOLULU MARATHON EXPO 2009**

HAWAII CONVENTION CENTER

DECEMBER 10 - 12, 2009

RETURN TO: **ICES**  
 1004 MAKEPONO STREET  
 HONOLULU, HI 96819  
 PH (808) 832-2430 \* FAX (808) 832-2431  
**Advance Order Deadline: NOV. 20, 2009**

Cardstock Sign w/Vinyl Cutout Letters (10 Words Maximum)	Advance \$	Floor \$	Qty	Price \$
11" x 14"	\$39.00	\$55.75		
14" x 22"	\$42.25	\$60.50		
22" x 28"	\$50.00	\$71.50		
28" x 44"	\$83.25	\$119.00		
Easel Backs Available (3 sizes)	\$11.00	\$15.85		

Foamcor Sign w/Vinyl Cutout Letters (10 Words Maximum)	Advance \$	Floor \$	Qty	Price \$
Available up to size of 4' x 10'	call for \$\$	not avail.		

White Vinyl Banner w/grommets (one-sided & plain copy)	Advance \$	Floor \$	Qty	Price \$
2' x 10'	\$155.50	\$222.25		
3' x 10'	\$233.25	\$333.25		
2' x 15'	\$233.25	\$333.25		
3' x 15'	\$350.00	\$500.00		
2' x 20'	\$311.00	\$444.25		
3' x 20'	\$466.75	\$666.75		
LOGOS (W/CAMERA READY ART)	PLEASE CALL FOR \$\$			

Digital Printed Signs, Banners & Photos (\$ per sq. ft.)	Advance \$	Floor \$	Qty	Size (in ft.)	Price \$
Banners, White Background, 1-sided, Full Color w/grommets	\$15.50	\$22.25			
Banners, Colored vinyl w/vinyl copy avail. Please specify color of banner material (Must be ordered 30 days in advance).	call for \$\$	not avail.			
Banners, Vinyl w/Logo, complexed, multicolored or shaded will need to be applied onto banner.	\$17.75	\$25.50			
Photo Enlargements, Laminated on Foamcor	\$17.75	\$25.50			
Signs, Full color, Laminated on Foamcor	\$17.75	\$25.50			
Vinyl Cutout Letters, Numbers, Arrows (not mounted)	call for \$\$	not avail.			
Any required additional computer work (min. 1 hour)	\$66.75	\$95.35			

- On digital printing or logos, we must have the artwork on disc, CD, Zip or e-mailed to us.
- All graphic work must be in IBM PC format and must be in the ESP file format.
- All drawing or photograph work must be in TIFF or high JPEG file format.
- Color matching is not guaranteed. **Currently, we do not accept any Mac files.**
- Unit price includes 1 proof (if time permits). Each add'l is based upon \$70.00 per hour (1 hr min.)

<b>Sub-Total</b>	
<b>4.712% Excise Tax</b>	
<b>Total</b>	

PLEASE INDICATE COPY COLOR: (circle one)

**BLACK    RED    BLUE    BROWN    GREEN    PURPLE    YELLOW**

COMPANY NAME		ORDERED BY		BOOTH NUMBER	
STREET ADDRESS		CITY		STATE	ZIPCODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZE CONTACT-PLEASE PRINT		DATE

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**SIGNS & GRAPHICS ORDER FORM**











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