

# BUSINESS CENTER SHIPPING/RECEIVING ORDER FORM

| CUSTOMER / BILLING INFORMATION       |
|--------------------------------------|
| Name:                                |
| Company:                             |
| Billing contact Email:               |
| Billing address:                     |
| Onsite contact name:                 |
| Onsite contact cell phone and Email: |

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

| No. of packages          | Incoming/Outgoing Handling Fees (per package) | Carrier | Tracking Number | Total Weight (lbs.) | Amount due |
|--------------------------|---|---------|-----------------|---------------------|------------|
|                          | Below 100 lbs.      \$50.00                   |         |                 |                     | \$         |
|                          | Over 100 lbs.      \$1.00 per lb.             |         |                 |                     | \$         |
| <b>Total Amount Due:</b> |   |         |                 |                     |            |

\*Payment link will be emailed to billing contact email.

**All shipments/packages must be addressed and labeled with the following information:**

**Ship to address: HCC BUSINESS CENTER  
1801 Kalākaua Avenue  
Honolulu, Hawai'i 96815  
Company Name, Event Name and Onsite Contact Name**

**The Business Center does not handle shipments for events that has a designated service contractor/decorator. Please check with your event for instructions on shipping to the service contractor/decorator. A \$50 surcharge will be added to handling fees for shipments that arrive without advanced notice to the Business Center.**

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

The Hawai'i Convention Center (HCC) and Business Center, including its employees and agents, will not be responsible for any injury, loss or damage to shipments that are received and stored at our facility. HCC reserves the right to refuse shipments.

Please submit completed form to: [HCCBusinessCenter@hccasm.com](mailto:HCCBusinessCenter@hccasm.com)

Form must be submitted prior to the arrival of shipments.

A \$50 surcharge will be added to handling fees for shipments that arrive without advanced notice to the Business Center.

For inquiries, please contact us by email at: [HCCBusinessCenter@hccasm.com](mailto:HCCBusinessCenter@hccasm.com)