



EXHIBITOR REGISTRATION FORM

Hawaii Veterinary Medical Association
71st Annual Conference
Hawaii Convention Center
November 7-10, 2024

Register before September 15, 2024 for Early Bird Rates!
REGISTER ONLINE at www.hawaiiivetmed.org

COMPANY NAME:

PHONE:

ADDRESS:

EMAIL:

WEBSITE:

NAME OF REPRESENTATIVES (2 badges included with each booth):

	Early Bird Rate	After 9/15/2024
<input type="checkbox"/> 1 – 10’ x 10’ booth / 8’ x 2.5’ table	\$1,250.00	\$1,500.00
<input type="checkbox"/> 2 – 10’ x 10’ booths / 8’ x 2.5’ tables	\$2,000.00	\$2,250.00
<input type="checkbox"/> 3 – 10’ x 10’ booths / 8’ x 2.5’ tables	\$2,750.00	\$3,000.00

Exhibit Hall Hours:	Friday November 8	7:30am – 6:00pm
	Saturday November 9	7:30am – 5:00pm
	Sunday November 10	7:30am – 3:30pm

Set Up: The Exhibit Hall will be open for set up 8am to 5pm on Thursday Nov 7, and at 7am daily Friday through Sunday. Registration fees cover booth space only. Please see attached Business Center form to arrange any shipping/receiving of packages directly with Hawaii Convention Center. Limited wi-fi access is available on property.

Electricity Required - *You must bring your own extension cords and power strips to access the electrical outlets.*

Refreshments: Snacks and lunch will be available in the Exhibit Hall during the morning and afternoon to encourage attendee traffic. Official exhibit breaks are daily from 10-10:30am, 11:30am-1:00pm, and 3-3:30pm. Additionally there will be 10 min breaks between each 50-minute lecture session (lectures run from 8:00am to 5:30pm daily).

Sponsorship: Please indicate below if you would like to sponsor any lunches or snack breaks. Sponsoring companies will have priority placement closest to the food OR other preferred location indicated, be acknowledged throughout the conference, and receive tickets for the sponsored event.

- Snack Full Sponsorship \$2,500
- Lunch Full Sponsorship \$5,000
- Social Event Full Sponsorship \$9,000
- Snack Partial Sponsorship \$1,250
- Lunch Partial Sponsorship \$2,500
- Social Event Partial Sponsorship \$3,000

Lunch: Registration does NOT include lunch or social event tickets. Individual tickets may be purchased below. *Please note lunch breaks are usually a period of high activity in the exhibition hall. Exhibitors may wish to have lunch at an alternate time and be available to attendees during the lunch period (11:30am – 1:00pm).*

- Friday lunch ticket \$50.00 x _____ = _____
- Saturday lunch ticket \$50.00 x _____ = _____
- Sunday lunch ticket \$50.00 x _____ = _____
- Social Event ticket (Sat PM) \$80.00 x _____ = _____

Additional Badges: If you need additional badges to accommodate more representatives, please indicate below. Any exhibit hall entrance will require a badge.

- Additional badge \$30.00 x _____ = _____

Total Enclosed \$ _____

Send registration form & check (US dollars only) made payable to:
Hawaii Veterinary Medical Association at P.O. Box 61309, Honolulu, HI 96839-1309
Questions? Contact us at contact@hawaiiivetmed.org

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.				\$
Total Amount Due:					

*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 3rd 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

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