



Exhibitor Information

In order to ensure a smooth experience with your boxes, booth/exhibit table requirements, etc, please complete the following information and send to Conference Service Manager

Name

Company Name:

Address:

Email Address:

Work Phone:

**C e l l
P h o n e
(on site):**

Staying at Hotel: YES NO If no, which hotel: _____

Room Charge: YES NO (Option only available if staying at the Fairmont Orchid.)

Credit Card: YES NO (If yes, a secure pay form will be emailed for security purposes.)

Please indicate in the Quantity Column how many of each item you will need us to supply or boxes being shipped.

Order/Equipment	Quantity	AMOUNT	Total
<p>All box movement from one location to another will incur a box movement fee of: \$1.50 per box; \$5.50 per parcel trunk-size; and \$105.00 per pallet. Exhibitors will be required to establish payment for box movements prior to receiving their boxes.</p>			
Box Movement Fee (Small)		\$1.50 + per box, per move	
Box Movement Fee (Large)		\$5.50 + per box, per move	
Box Movement Fee Pallet		\$105.00 + per pallet	
Upgraded High Speed Internet – 15mb Wireless Access Code will be provided on-site. Up to 4 users. Note: Complimentary 2mb internet provided with room reservation.		\$250.00 one-time set-up fee \$50.00 + Daily Usage Charge Dates:	
<p><i>For any additional Audio Visual needs, please contact of PSAV by phone 808-464-6007</i></p>			
Corkboard with push pins		\$70.00+ each, per day	





White Boards with Markers		\$70.00+ each, per day	
Electrical: 20 amp circuit access (includes power cord)		\$65.00+ each, per day	
Power Strip		\$15.00+ each, per day	
55" TV Monitor		\$500+ each, per day	
Total to be applied to credit card:			

(+) = 4.166% state tax

SHIPPING BOXES TO THE HOTEL

- Packages for exhibits may be delivered to the hotel no more than (5) business days prior to the meeting date.
- Please note that Federal Express, UPS, and other national carriers do not schedule deliveries or pick-ups on The Big Island of Hawai'i after normal business hours, on weekends, and on holidays. **We recommend that you add (1) working day to all quoted delivery times.**
- Hotel Receiving hours are Monday through Friday from 6:00 A.M. to 2:00 P.M. Shipment of materials, literature, products, etc., that are used in conjunction with a particular meeting **MUST** be addressed as follows to ensure proper handling:

Exhibit Contact Name/Booth Name

Conference Service Manager and Contact Phone number

The Fairmont Orchid
 One North Kaniku Drive
 Kamuela, Hawaii 96743

- Boxes will be held in our Receiving Storage Room and moved into the designated exhibit table .
- All box movement from one location to another will incur a box movement fee of \$1.50 per box; \$5.50 per parcel trunk-size; and \$105.00 per pallet.
- For FedEx & UPS shipments, please fill out the following tracking log sheet so, we can better assist with the handling of your boxes. Once complete, please forward with the exhibit form.



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Carrier Service	# of Boxes	Shipped Date	Tracking #	Received By/ Date Storage # (Internal)	Delivered By/ Date & Room (Internal)

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