



January 15-17, 2016
Advance Order Deadline: 1/8/2016



◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

LOCATION

Exhibits will be set up in the Exhibit Hall.

EXHIBITOR MOVE-IN

Friday, Jan 15 9:00 am - 5:30 pm

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

EXHIBIT HOURS

The exhibits officially open at :

Friday, Jan 15 6:00 pm - 10:00 pm
Saturday, Jan 16 10:30 am - 4:00 pm
Sunday, Jan 17 10:30 am - 4:00 pm

EXHIBITOR MOVE-OUT

Sunday Jan 17 4:00 pm - 8:00 pm

Exhibitors **MUST BE CLEARED** by 8:00 pm on Sunday, Jan 17. All freight must be picked-up by that time.

PROVIDED BOOTH EQUIPMENT

10' x 10' booth will include 8' high white backwall. **3' high side drapery is not included.**

Provided Booth Package will include:

- (1) 7"x 44" Company Identification Sign

CARPET

PLEASE NOTE:

The exhibit booth spaces are not carpeted. The Aisles will be carpeted.

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.

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 rate of \$ 50.00 per CWT. 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 Monday, Jan 11, 2016.
- All shipments received after this date will be subject to a 25% late fee.
- Shipments that arrive at the warehouse Monday, Jan 11, 2016 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: _____
Hawaii Bridal Expo
C/O Attco, Inc.
825 Ilaniwai Street
Honolulu, Hawaii 96813

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 Friday, Jan 8, 2016.
- 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 1-808-836-1191.

We look forward to servicing you.

Aloha.



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Deadline Checklist

- Jan 2, 2016 Advance Freight Warehouse opens

- Jan 8, 2016 Advance Order Price Deadline

- Jan 15, 2016 Show-site Delivery Opens, 9:00 am
Exhibitor Move-in, 9:00 am

- Jan 15, 2016 Show Opens, 6:00 pm

- Jan 17, 2016 Exhibitor Dismantle, 4:00 pm

- Jan 17, 2016 Redirect unclaimed freight to
alternative carrier, 8:00 pm



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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.



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TERMS & CONDITIONS

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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** by advance order deadline date indicated prior to show move-in.
- Floor Prices:** A floor order is any order received after advance order deadline date indicated 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 Dinners, 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



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EXHIBITOR APPOINTED CONTRACTOR

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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 SEVEN DAYS PRIOR TO EVENT;
Jan 11, 2016**

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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ORDER RECAP PAYMENT/CREDIT CARD

825 Ilaniwai Street Honolulu, HI 96813 808-836-1191 Fax: 808-834-1046

ATTCO, INC. requires 100% of amount owed, including applicable tax, be paid in advance. Services are rendered with payment made in full. Payments are to be made in U. S. funds by company or personal check, travelers' checks, Wire Transfer, VISA, MasterCard, American Express, Diners or Discover. Payment for all labor and on site services ordered by the exhibitor, his display house, or other third parties, is the responsibility of the exhibitor. Your showsite representatives should be made aware of this policy and have means of payment or service may be denied.

To qualify for Advance Order Rates the appropriate order forms and full payment must be received by the published deadline date printed on the forms. Rates increase after the Deadline Date. Show name and booth number should be noted on all advance payments so that they will be properly credited. Mail, email or fax your orders to the address shown above with payments made payable to Attco, Inc.

SERVICES & EQUIPMENT ORDER RECAP

- Furniture, Carpet, Accessories
Electrical, Lighting, Electrician Labor
Special Signage & Graphics
Cleaning Services
Audio Visual Equipment
Modular Rental Exhibits
Estimated Installation/Dismantling Labor
Estimated Material Handling (Drayage)
Miscellaneous/Other

WIRE TRANSFER INFORMATION:
ATTCO, Inc.
Request ACCOUNT & ROUTING NUMBER via Email to: information@attcoinc.com
Please reference name of show and booth number so we properly credit your account.
Note: Customers are responsible for any bank processing fees.

SUBTOTAL
4.712% Hawaii State Excise Tax
TOTAL

A credit card authorization (corporate or personal) is required as a guarantee against additional services. Payment of any balances may be made by check upon presentation of statement while at the show. Any outstanding balance as of move out will, for your convenience, be charged to your credit card account. By filling out this form, any orders placed at showsite by your company representatives, will be charged against this credit card. ANY CHANGES TO THE ABOVE TERMS MUST BE AGREED UPON IN WRITING BY ATTCO. Direct Billing is not available.

Credit Cardholder Name: Signature:
Cardholders Billing Address: City/State/Zip:

American Express MasterCard Visa Discover Diners
For your safety and security, we require that you enter your card's Security Identification Number.

Account Number: Card Security ID Code: Expiration Date

Grid boxes for account number, security ID code, and expiration date.

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

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Furniture

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

CHAIRS **BOOTH ACCESSORIES**

QTY	Description	Advance	Regular	Total
___	Side Chair, Padded, Gray	\$ 24.00	32.00	_____
___	Side Chair, Padded, Cranberry	24.00	32.00	_____
___	Arm Chair, Padded, Gray	55.00	72.00	_____
___	Padded Expo Counter chair with Back	35.00	45.00	_____
___	Counter Stool, No Back	20.00	26.00	_____
___	Secretarial Chair, Grey/Black, Adj	48.00	64.00	_____

QTY	Description	Advance	Regular	Total
___	Wastebasket with liner bags	\$11.00	14.00	_____
___	Easel, Adj Height Aluminum	23.00	30.00	_____
___	Garment Rack, 5' Chrome Bar	24.00	32.00	_____
___	Literature Rack w/ 5 pockets	50.00	65.00	_____
___	Bag Stand (2 arms)	45.00	58.00	_____
___	Telecage, per 10 ft	60.00	78.00	_____
___	3' high white side masking drape	19.00	25.00	_____
___	8' high white masking drape	40.00	52.00	_____
___	Tackboard, Velcro 4'x8' Horizontal	110.00	143.00	_____
___	Riser, 4' Long 2-Step (6" & 12")	35.00	45.00	_____
___	Riser, 6' Long 2-Step (6" & 12")	56.00	73.00	_____

TABLES, SKIRTED (30" H x 24" W)

___	4' Skirted Table	45.00	59.00	_____
___	6' Skirted Table	52.00	68.00	_____
___	8' Skirted Table	56.00	73.00	_____
___	4th side skirting, Table Size	19.00	25.00	_____

- 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
Gold	Teal	Burgundy	Gray

CARPET

___	10' X 10'	120.00	156.00	_____
___	10' X 20'	150.00	195.00	_____
___	10' X 30'	225.00	293.00	_____
___	10' X 40'	300.00	390.00	_____
___	Custom Size Carpeting, per sq. ft.	2.00	3.00	_____
___	Carpet Padding, per sq. ft..	.75	1.00	_____
___	Poly Covering, per sq. ft..	1.25	1.50	_____

- Includes installation & front edge taping
 - Circle color choice for carpet:
- | | | | |
|------|-----|------|-------|
| Blue | Red | Gray | Black |
|------|-----|------|-------|

TABLES, UNSKIRTED (30" H x 24" W)

___	4' Unskirted Table	16.00	21.00	_____
___	6' Unskirted Table	18.00	24.00	_____
___	8' Unskirted Table	20.00	26.00	_____
___	Pedestal Table, 30" Diameter, Fin	60.00	80.00	_____
___	30" Rnd Adj Height Table 30/36/42"	75.00	98.00	_____

COUNTERS, SKIRTED (42" H x 24" W)

___	4' Skirted Counter	58.00	75.00	_____
___	6' Skirted Counter	62.00	80.00	_____
___	8' Skirted Counter	68.00	89.00	_____
___	4th side skirting, Counter Size	19.00	25.00	_____

- 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
Gold	Teal	Burgundy	Gray

COUNTERS, UNSKIRTED (42" H x 24" W)

___	4' Unskirted Counter	22.00	29.00	_____
___	6' Unskirted Counter	23.00	30.00	_____
___	8' Unskirted Counter	27.00	36.00	_____

Sub-total	_____
4.712% 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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Electrical

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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	\$ 102.00	132.00	_____
_____	15 Amps/1500 watts	123.00	160.00	_____
_____	20 Amps/2000 watts	140.00	182.00	_____
_____	30 Amps/3000 watts	171.00	222.00	_____

Equipment Outlet—208 volt, Single Phase

QTY	Description	Advance	Regular	Total
_____	10 Amps	124.00	162.00	_____
_____	20 Amps	164.00	213.00	_____
_____	30 Amps	200.00	260.00	_____
_____	40 Amps	220.00	286.00	_____

Accessories

_____	150 watt floodlight with 8' stand, labor and outlet	85.00	111.00	_____
_____	Medium Duty Extension Cord	15.00	20.00	_____
_____	Multi-Outlet Plug Strip	20.00	25.00	_____

Equipment Outlet— 208 volt, 3 Phase

_____	10 Amps	149.00	194.00	_____
_____	20 Amps	216.00	281.00	_____
_____	30 Amps	240.00	312.00	_____
_____	60 Amps	260.00	338.00	_____
_____	100 Amps	POA	POA	_____

Electrical Labor

- Indicate service requested by filling check box:
- Atco 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.

					ADVANCE PRICE	REGULAR PRICE		
Straight Time — 8:00am to 4:30pm Monday through Friday					\$ 79.00	103.00	Per Person/Per Hour	
Overtime — 4:30pm to 8:00am Monday through Friday, all day Saturday, Sunday and Holidays					\$ 118.50	154.50	Per Person/Per Hour	
Date	Start Time	No. of People	Hrs. per Person	Total Hours	Hourly Rate			
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____		
_____	_____	_____	x _____ = _____	_____	@ _____ = _____	_____		
_____	_____	_____	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 _____
4.712% 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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Signs

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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. (6220)
- Cardboard easel backs are \$3.00 ea. (6240)
- 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. (6260)

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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January 15-17, 2016
Advance Order Deadline: 1/8/2016



◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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"/> Two-day cleaning .	_____	x	@ 33.00	44.00	_____

Hourly Porter Service

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

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 _____
4.712% 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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Hawaii Bridal Expo

January 15-17, 2016
Advance Order Deadline: 1/8/2016






Audio Visual Rental

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

DISPLAY Monitors

	QTY	ADVANCE SHOW RATE	Total
32" Display 1280X1024 + Video Capable* 	_____	325.00	_____
42" Display 1024x768 + Video Capable* 	_____	390.00	_____
50" Display 1365x768 + Video Capable* 	_____	520.00	_____
61" Display 1365x768 + Video Capable* 	_____	780.00	_____
103" Plasma Display + Video Capable* 	_____	Call	_____
Cable. Select check box.: <input type="checkbox"/> HDMI, <input type="checkbox"/> VGA, <input type="checkbox"/> DVI.	_____	25.00	_____
*Table stand included. Optional HDTV compatibility			

Accessories

Floor Stand 	_____	90.00	_____
Speakers 	_____	70.00	_____
DVD Player 	_____	65.00	_____
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	_____	225.00	_____
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	_____
Wall Mount	_____	Call	_____

* 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

4.712% Hawaii State Excise Tax

Delivery Date: _____ Time: _____ Pick-up Date: _____

Estimated Total

EXHIBITOR NAME _____ BOOTH # _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

ORDERED BY (Print Name) _____ SIGNATURE _____

TELEPHONE _____ FAX _____ E-MAIL _____

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Hawaii Bridal Expo

January 15-17, 2016
Advance Order Deadline: 1/8/2016



Wireless Broadband

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

The internet as it was
meant to be. **Easy.**



Just plug in the wireless modem and surf at broadband speeds
anywhere in the Clearwire coverage area.

	QTY	SHOW RATE		Days Used	Total
		Advanced	On-Site		
Clearwire Premium, Up to 1.5Mbps download modem	_____	\$175.00	Not available	_____	_____
	_____			_____	_____
			Equipment total	_____	_____
			4.712% Hawaii State Excise Tax	_____	_____
			Estimated Total	_____	_____

- All modem orders are required to order electrical via separate electrical order form.
- Equipment ordered will be available for pickup and return at the Attco service desk unless other arrangements have been made. Attco is not responsible for loss or damaged equipment while in the Exhibitors possession.
- Rates listed include a single IP address and does not include computer equipment, NIC card, TCP/IP software or power to the booth. This is an entry level service that is ideal for web surfing and checking web based email. Attco, Inc. does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit(s) connectivity with regards to the Internet and/or Internet backbones services provided by Clearwire. Attco, Inc. does NOT recommend wireless service for mission critical services such as product presentation or demonstrations. For demonstrations or to present products and other mission critical activity, via the Internet, Attco, Inc. highly recommends Customer purchase hardwired services such as Shared Ethernet, Shared Ether-NAT or T-1 service. Exhibitors will be required to abide by the terms set forth by Clearwire; see, <http://www.clearwire.com/company/legal/main.htm>.
- If you have a specific request or need additional equipment, please call.

Start Date: _____ Time: _____ Return Date: _____

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

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January 15—17, 2016
Advance Order Deadline: 1/8/2016



Wireless Broadband

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

The internet as it was
meant to be. **Easy.**

Why is Clearwire better?

+ **Simple** — *Plug and play technology*

- Easier setup than DSL or cable
- No technicians, no software, no waiting
- No phone lines, cable service, or software are required
- Just plug the modem into a wall outlet, and start surfing

+ **Portable** — *Internet that you can take with you*

- Go online at home or anywhere in our coverage area
- Clearwire's advanced technology has greater range than Wi-Fi
- Transmits signal through the air — not through wires
- No need for a phone line or cable connection

+ **Fast** — *Up to 25x faster than dial-up*

- Download pictures, music and videos

+ **Reliable** — *Always on, always secure*

- No waiting for connections
- It's our network — we own it, we operate it

+ **Affordable** — *Only the internet speed is high, not the price*

Hawaii Bridal Expo

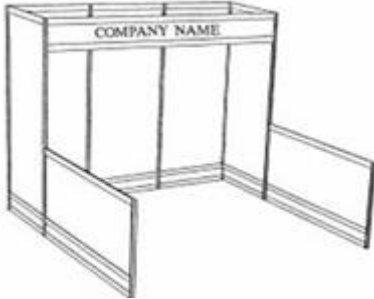
January 15-17, 2016
Advance Order Deadline: 1/8/2016



Rental Exhibits

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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

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 _____

4.712% Hawaii State Excise Tax _____

Estimated Total _____

EXHIBITOR NAME _____ BOOTH # _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

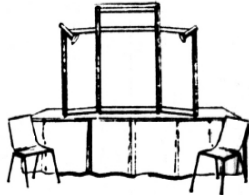
ORDERED BY (Print Name) _____ SIGNATURE _____

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.

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

Table Top Display—AMX-3 Header

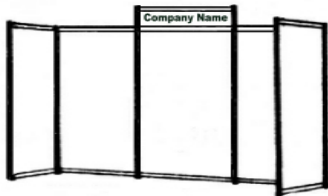


Includes the following:

- Velcro panels
- White header sign with company name.

Advance : \$395.00 _____

10' Backwall Display— AMX-4

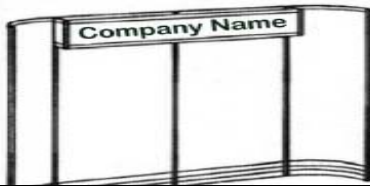


Includes the following:

- 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		

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 _____

4.712% Hawaii State Excise Tax _____

Estimated Total _____

EXHIBITOR NAME _____ BOOTH # _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

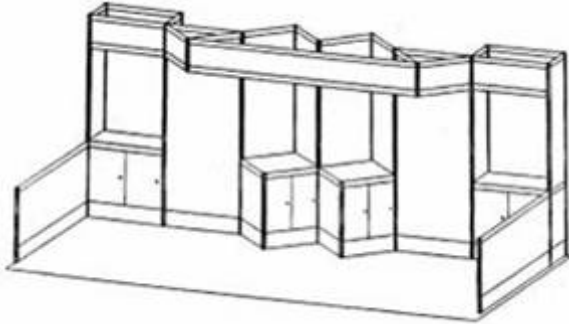
ORDERED BY (Print Name) _____ SIGNATURE _____

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, Attko, 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.

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

20' Modular Exhibit — AMX-6

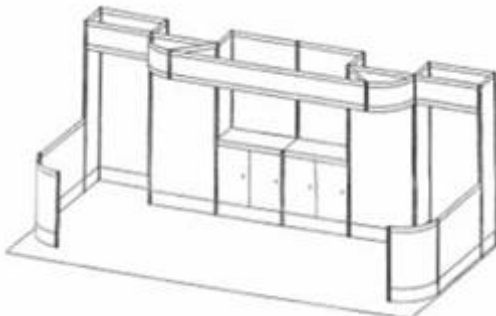


Includes the following:

- 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		

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 _____

4.712% Hawaii State Excise Tax _____

Estimated Total _____

EXHIBITOR NAME _____ BOOTH # _____

MAILING ADDRESS _____ CITY/STATE/ZIP _____

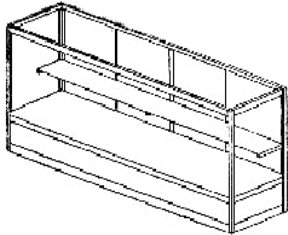
ORDERED BY (Print Name) _____ SIGNATURE _____

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.

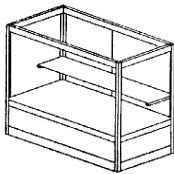
◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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



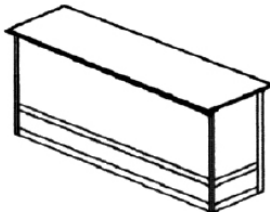
- Includes the following:
- ◆ 20" deep x 38" high x 78" long
 - ◆ Fully integrated interior showcase lighting
 - ◆ 9" deep adjustable shelf spans length of case
 - ◆ Sliding doors are fully lockable
 - ◆ All-aluminum modular frame
- Advance : \$ 325.00 _____

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



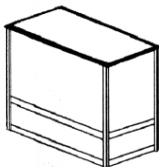
- Includes the following:
- ◆ 20" deep x 38" high x 40" long
 - ◆ Fully integrated interior showcase lighting
 - ◆ 9" deep adjustable shelf spans length of case
 - ◆ Sliding doors are fully lockable
 - ◆ All-aluminum modular frame
- Advance : \$ 200.00 _____

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 _____
4.712% 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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January 15-17, 2016
Advance Order Deadline: 1/8/2016



Labor

825 Ilaniwai Street Honolulu, HI 96813 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 (1) 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

Table with columns: Service Type, Advance Price, Regular Price, and Rate. Rows include Straight Time (8:00am to 4:30pm) and Overtime (4:30pm to 8:00am).

Installation Labor

Indicate service requested by filling check box:
[] Attco to Supervise. Exhibitor need not be present. Installation per exhibitor provided floorplan 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 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:

Table for Installation Labor with columns: Date, Start Time, No. of People, Hrs. per Person, Total Hours, Hourly Rate. Includes calculation rows.

Dismantle Labor

Indicate service requested by filling check box:
[] Attco to Supervise. Exhibitor need not be present. Installation per exhibitor provided floorplan 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:

Table for Dismantle Labor with columns: Date, Start Time, No. of People, Hrs. per Person, Total Hours, Hourly Rate. Includes calculation rows.

Forklift or Rigging

- Installation per exhibitor provided floorplan and instructions. Engineered plans and hanging hardware required for all overhead rigging.
Provide written instructions if work is to be done prior to exhibitor setup.

Table with columns: Service Type, Advance Price, Regular Price, and Rate. Rows include Straight Time (8:00am to 4:30pm) and Overtime (4:30pm to 8:00am).

Table for Forklift or Rigging with columns: Date, Start Time, No. of People, Hrs. per Person, Total Hours, Hourly Rate. Includes calculation rows.

If you need assistance in completing your order, please call and ask for an Exhibitor Service Representative.
Additional Surcharge or fee
4.712% 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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January 15-17, 2016
Advance Order Deadline: 1/8/2016



Material Handling

825 Ilaniwai Street Honolulu, HI 96813 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.
Major Credit Card Policy: It is mandatory that we have on file from you a valid major credit card
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.
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 table with columns: Price per CWT, Minimum. Includes rows for Crated, Uncrated, and Special Handling.

Showsite Shipments table with columns: Price per CWT, Minimum. Includes rows for Crated, Uncrated, and Special Handling.

Small Package Shipments table with columns: Price per CWT, Minimum. Includes rows for First piece and Additional piece.

Return to Warehouse table with columns: Price per CWT, Minimum. Includes row for After close of show to await pickup.

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.



January 15-17, 2016
Advance Order Deadline: 1/8/2016



Material Handling Information

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 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:
Monday, Jan 11, 2016

Direct Shipments Showsite Date:
1st Day to receive - Friday, Jan 15, 2016

Exhibitor Company Name _____
Booth Number: _____
Hawaii Bridal Expo
c/o Attco, Inc.
825 Ilaniwai Street
Honolulu, Hawaii 96813

Exhibitor Company Name _____
Booth Number: _____
Hawaii Bridal Expo
Neal Blaisdell Center
c/o ATTCO, INC.
777 Ward Avenue
Honolulu, HI 96814

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

Freight shipped prior to this date will be refused by the facility.

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.



January 15-17, 2016
Advance Order Deadline: 1/8/2016



Service Evaluation

◆ 825 Ilaniwai Street ◆ Honolulu, HI 96813 ◆ 808-836-1191 ◆ Fax: 808-834-1046

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.*