



**EXHIBITOR MANUAL ORDER FORMS
FOR:**

15th Annual Meeting-Asia Oceania Geosciences Society

@

Hawaii Convention Center

June 5-8, 2018

SERVICE CONTRACTOR

INTERNATIONAL CONVENTION SERVICES (I.C.S.)

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

SHOW INFORMATION:

8' High Backwall Drape	Black
3' High Sidewall Drape	Black
Exhibit Hall Carpet Color:	Ballroom Carpet
Aisle Carpet Color:	Ballroom Carpet

BOOTH PACKAGE:

Booth Size: 10' x 10'
(1) 7" x 44" Booth ID Sign
(1) 6' Skirted Table - Black
(2) Gray Padded Chairs
(1) Wastebasket



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

SATURDAY	19-May	Discount Deadline for orders received with payment	
MONDAY	14-May	Advance Shipments may begin arriving at I.C.S. Warehouse	
MONDAY	28-May	Last Day for Advance Shipments to arrive at I.C.S. Warehouse without surcharges	
MONDAY	4-Jun	Direct Shipments may begin arriving at Show Site after 12:00 PM	
MONDAY	4-Jun	Last Day for Direct Shipments to arrive at Show Site by 4:00 PM	
MONDAY	4-Jun	Exhibitor Set-up	3:00 PM - 6:00 PM
TUESDAY	5-Jun	Exhibition Hours	9:30 AM - 6:00 PM
WEDNESDAY	6-Jun		9:30 AM - 6:00 PM
THURSDAY	7-Jun		9:30 AM - 6:00 PM
FRIDAY	8-Jun		9:30 AM - 4:00 PM
FRIDAY	8-Jun	Exhibitor Move-out	4:00 PM - 5:00 PM
FRIDAY	8-Jun	Carriers (Truckers) must be checked in by 4:30 PM	
FRIDAY	8-Jun	All exhibitor materials must be removed by 5:00 PM. If your freight remains on the exhibit floor at this time it will go out via I.C.S. Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the I.C.S. Service Desk during the Service Desk Hours & not during dismantle.	

SHIPPING ADDRESSES:

Advance Shipments to Warehouse	I.C.S. 1004 Makepono St Honolulu, HI 96819	Shipments should arrive on or before: MONDAY MAY 28, 2018 3:00 PM HST
Direct Shipments to Showsite	I.C.S. c/o Hawaii Convention Center 1801 Kalakaua Avenue Honolulu, HI 96815	Shipments will be accepted beginning: MONDAY JUNE 4, 2018 between the hours of 12:00 pm - 4:00 pm

I.C.S. Service Desk:

I.C.S. 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.

Dear Exhibitor,

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

I.C.S. ONLINE ORDERING:

Take advantage of discount pricing by ordering online at <https://icshawaii.boomerecommerce.com> by MAY 19, 2018. Our Internet online ordering service is available for your convenience to order all I.C.S. Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a web address to our I.C.S. Online Store. To place online orders you will be required to enter your unique Login ID and Password. If this is your first time using the I.C.S. Online Store, click on the "Login" link to create a new account. If you need assistance with I.C.S. Online Store please call us at (808) 832-2430 or email us at helpdesk@icshawaii.net.

DISCOUNTED PRICES:

Please take time and read through the packet carefully. It contains information on rates & services provided by I.C.S. It is very important that you process and place your order before the SATURDAY, MAY 19, 2018 ADVANCE ORDER DEADLINE, to take advantage of the discounted prices. WE DO NOT ACCEPT PHONE ORDERS. All orders must be placed by mail, online or fax. The deadline date for advance prices are as noted on the top left hand corner of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

I.C.S. requires 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), 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 each check returned by your bank due to insufficient funds.

TRANSPORTATION:

For those requiring transportation, I.C.S. 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:

TransGroup LAX	PHONE (805) 402-3074
EAX WORLDWIDE	PHONE (619) 668-1560

INLAND TRUCKING & OCEAN:

ESTES TRUCKING	PHONE (800) 541-1670 X 2561
H2O LOGISTICS LLC	PHONE (310) 324-8955

I.C.S. will also have staff members on site at the I.C.S. Service Desk during exhibitor set-up & throughout the show to assist you.

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, email address, contact name, and most importantly, booth number (if available). If you have multiple booth locations, please complete individual order forms for each location (booth, meeting rooms, etc.).
- Ensure that all credit card information is complete and correct including the expiration date & cvv #.
- 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' x 20' carpet for a 10' x 10' 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 I.C.S. You should receive a confirmation of your order within 3 - 5 days of placement.
- Confirm target dates with I.C.S. and communicate them to your carrier. Refer to the Special Handling section on the Material Handling Information Sheet to ensure you do not incur special handling charges.
- 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 upon the size of the show), so coordinate your outbound flight to accommodate this.

**15th Annual Meeting-
Asia Oceania Geosciences Society**

HAWAII CONVENTION CENTER

JUNE 5-8, 2018

Advance Order Deadline: May 19, 2018

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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helpdesk@icshawaii.net

PAYMENT & CALCULATION FORM

Please complete order forms and calculation sheet and return with payment in full. I.C.S. 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 I.C.S., or any charges which I.C.S. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:

Tables & Accessories	\$
Custom Exhibit Rental Order Form	\$
Carpeting	\$
Electrical	\$
Booth Cleaning Service	\$
Installation / Dismantle Labor	\$
Forklift Service	\$
Signs & Graphics	\$
Tripod Banner Frame	\$
Plants & Floral	\$
Audio Visual & Computer Rental Order Form	\$
Freight Handling	\$
TOTAL AMT. DUE:	\$

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			ORDERED BY:	
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	

SHOW REPRESENTATIVE INFORMATION:

COMPANY NAME			ORDERED BY:		BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE	
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 I.C.S.'s control will release I.C.S. 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 I.C.S. Payment Policy and the Limits of Liability & Responsibility.

NO REFUNDS OR CREDITS WILL BE ISSUED ON ANY ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE. I.C.S. WILL NOT ADJUST ANY INVOICES AFTER THE CLOSE OF THE SHOW.

METHOD OF PAYMENT:

Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)
Name of Cardholder:		Signature	

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between I.C.S. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Method of Payment Form is signed; or
- An order for labor, service and/or rental equipment is placed by exhibitor with I.C.S.; or
- Work is performed on behalf of exhibitor by I.C.S.

Definitions:

For purpose of this Contract, I.C.S. means International Convention Services Inc. and its respective employees, directors, agents, assigns, affiliated companies, and related entities including but not limited, to any subcontractors I.C.S. may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS:

- 1) Full payment, including any applicable tax, is due in advance or at show site for all service orders. All payments must be U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will be charged at floor rate.
- 2) All materials and equipment are on a rental basis for the duration of the show or event and remain the property of I.C.S. except where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth.
- 3) Credits or refunds will not be given for services cancelled after the advance order deadline date, installed or not used.
- 4) If the Show or Event is cancelled because of reasons beyond I.C.S. control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.
- 5) I.C.S. will not issue refunds to Exhibitors of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the I.C.S. Service Desk Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event.
- 6) If Exhibitor is exempt from payment of Hawaii Excise Tax, I.C.S. requires a copy of your Tax Exemption Certificate issued by the State.
- 7) For International Exhibitor's, I.C.S. requires 100% pre-payment of advance orders, and any other order or services placed at show site must be paid at the show.
- 8) For any pre-approved unpaid balance after the close of the show, terms will be net due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge 1.5% per month. Future orders will be on a prepaid basis only.
- 9) If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Hawaii. In the event of any dispute between the Exhibitor and I.C.S. relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or partial payment, due to I.C.S. for its services, as an offset against the amount of any alleged loss or damage. Any claims against I.C.S. shall be considered a separate transaction, and shall be resolved on its own merits. I.C.S. reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and its actual charges incurred by Exhibitor, or for any charges that I.C.S. may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, I.C.S. hereby provides notice that it reserves the right, and Exhibitor authorizes I.C.S., to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
- 10) I.C.S. will not be held responsible for any orders not received due to transmittal problems.
- 11) Third Party Billing is available upon request. Please contact our Help Desk for assistance with this service form.
- 12) A \$25.00 handling charge will assessed for returned checks due to insufficient funds.
- 13) If you're submitting payment via Bank Wire, please include a \$25.00 service charged to your total amount due.

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

I.C.S. 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 an I.C.S. 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 Guidelines 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 standards.
- 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 designed to support your standing weight. Please use a ladder or ask I.C.S. personnel for assistance.
- I.C.S. forklifts and carts are to be used by authorized I.C.S. 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, an I.C.S. 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 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 I.C.S. supervisor if you need assistance repairing or removing a damaged cord. Do not overheat 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 I.C.S. representative of any safety issues or concerns.



FIRE & SAFETY REGULATIONS

- 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 FIRESAFETY 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.

FIRE & SAFETY REGULATIONS (CONT'D)

- 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 strictly 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.

1.) DEFINITIONS:

Agents - Subcontractors, carriers and the agent of each

Customer - Exhibitor or other party requesting services from I.C.S.

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

Shipper - party who tenders goods to carrier for transportation

Goods - Exhibits, property and commodities

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 I.C.S. Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.

2.) SCOPE:

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE.

Acceptance of said terms and conditions will be construed when any of the following conditions are met: The Material Handling Form is signed; Exhibitor's materials are delivered to I.C.S.'s warehouse or to an event site for which I.C.S. is the Official Show Contractor, or an order for labor and/or rental equipment is placed by Exhibitor with I.C.S.

3.) CUSTOMER OBLIGATIONS:

Payment for services - Customer shall be liable for all unpaid charges for services performed by I.C.S. or Agents. Customer authorizes I.C.S. to charge its credit card directly for services rendered on its' behalf after departure, by placing an order via fax 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. I.C.S. 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 I.C.S., I.C.S. 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 I.C.S. - Except to the extent of I.C.S.'s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify I.C.S. from and against any claims, lawsuits, demands, liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property relating to or arising from performance under this Agreement.

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

I.C.S. to Customer - To the extent of I.C.S.' own negligence and/or willful misconduct, and subject to the limitation of liability below, I.C.S. shall defend, hold harmless and indemnify Customer 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 person, or damage to property other than Goods. I.C.S. assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors" prior to the start of and after the conclusion of their space lease with Show Management and during hours and days when exhibitors are present in the facility.

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.

continued on next page

6.) I.C.S. Liability for Loss or Damage to Goods.

Negligence standard - I.C.S. shall be liable, submit to the limitation contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of I.C.S.

Condition of Goods - I.C.S. shall not be liable for damage, loss or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. I.C.S. 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 - I.C.S. 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 or condition.

Force Majeure (fawrs ma-zhcer) - I.C.S. 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 or war.

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

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

Unattended Goods - I.C.S. 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 or loss.

Labor - I.C.S. assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of I.C.S. provided labor. If I.C.S. supervises labor for a fee, I.C.S. 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 I.C.S. and Show Management with an indemnity, included defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

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

Forced Freight - I.C.S. 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, I.C.S. 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 I.C.S. 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 I.C.S.' discretion, and at Customer's expense assuming the Goods are labeled for return. I.C.S. 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 - I.C.S. shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - I.C.S. 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 I.C.S. 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 - I.C.S.' 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 I.C.S. 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 I.C.S. Maximum liability for damages resulting from I.C.S. negligence shall

continued on next page

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 I.C.S.' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - I.C.S. 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 I.C.S. 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 I.C.S. 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 I.C.S. 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 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 I.C.S., Customer will not withhold payment of any amount due I.C.S. for services as an offset against the amount of the alleged loss or damage. Customer agrees to pay I.C.S. prior to the close of the show for all such charges and further agrees that any claim Customer may have against I.C.S. shall be pursued independently by Customer as a separate action to be resolved on its merits. I.C.S. retains the right to pursue collection on amounts owed after show close, without regards 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 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, I.C.S. Liability for Customer's Goods: The responsibility of I.C.S. with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. I.C.S. shall be liable only for the loss or damage to Goods caused by I.C.S.' sole negligence. I.C.S.' 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. I.C.S. 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 I.C.S.'s immediate control. I.C.S. is not responsible for the marring, scratching or breakage of glass or other fragile items. I.C.S. is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by I.C.S. In no event shall I.C.S. 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 I.C.S. as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and I.C.S. 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 and Date



AOGS 2018 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 shipping company. Please note, this is only our suggestion. You may use your own carriers to handle your show materials.

FOR: GROUND TRANSPORTATION ON US MAINLAND & OCEAN

Should you need assistance locating an ocean transportation vendor, feel free to contact the following:

PLEASE CONTACT:

ESTES TRUCKING

Phone # (800) 541-1670 Ext. 2561

OR

H2O LOGISTICS LLC

PHONE (310) 324-8955

FOR: AIR SHIPMENTS

Should you need assistance locating an AIR FREIGHT vendor, feel free to contact the following:

TransGroup LAX

Phone #(805) 402-3074 - Scott Green

Email: scottg.lax@transgroup.com

Website: www.transgroup.com

OR

EAX WORLDWIDE

2530 CATAMARAN WAY

CHULA VISTA, CA 91914

PHONE #(619) 668-1560 - JOSEPH MACRINA, VICE PRESIDENT

EMAIL: jmacrina@eaxww.com

DIRECT TO WAREHOUSE SHIPMENTS

15TH ANNUAL MEETING-ASIA OCEANIA GEOSCIENCES SOCIETY

I.C.S.

1004 MAKEPONO ST

EXHIBITOR'S NAME _____ BOOTH # _____

HONOLULU, HI 96819

All advanced shipments to our HONOLULU Warehouse will be received starting:

MAY 14 thru MAY 28, 2018 @ (HST). Receiving hours are from 8:00 AM-12:00 PM & 1:00 PM-3:00 PM (HST).

Receiving hereafter will result in late fees.

DIRECT TO SHOWSITE SHIPMENTS

I.C.S. - 15TH ANNUAL MEETING-ASIA OCEANIA GEOSCIENCES SOCIETY

I.C.S. C/O HAWAII CONVENTION CENTER

1801 KALAKAUA AVENUE

HONOLULU, HI 96815

For direct to show site, shipments will be received on JUNE 4, 2018 from 12:00 PM - 4:00 PM(HST).

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 helpdesk@icshawaii.net.



FOR CUSTOMS BROKERAGE INFO PLEASE CONTACT THE
FOLLOWING:

American Customs Brokerage Co., Inc.

Custom House Brokers
Foreign Freight Forwarders
F.M.C. Reg. 944
521 Ala Moana Blvd. Pier 2
Honolulu, Hawaii 96813

Mailing Address:

P.O. Box 261
Honolulu, Hawaii 96809
www.acbhi.com

E-mail:

Air Cargo (acbair@acb-hi.com)
Ocean Cargo (acbocean@acb-hi.com)

Tel: [\(808\) 537-6102](tel:(808)537-6102)

Fax: [\(808\) 538-0225](tel:(808)538-0225)



MATERIAL HANDLING SERVICES

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.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground loading, constricted space loading, etc.) Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POV's (personally owned vehicles).

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.*

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

RECEIVING @ I.C.S.' WAREHOUSE IS AS FOLLOWS:

I.C.S. HONOLULU WAREHOUSE

RECEIVING IS FROM MONDAY, MAY 14 THRU MONDAY, MAY 28 @ (HST)

ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT & WILL INCUR AN ADDITIONAL 30% LATE FEE .

	Shipment Type	Price per CWT	Minimum
WAREHOUSE SHIPMENT (HONOLULU)			
8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday	Crated	\$95.00	\$190.00
	Special Handling Shipment	\$118.00	\$236.00
	Uncrated	\$105.00	\$210.00
SHOW SITE SHIPMENT			
@ I.C.S. C/O HAWAII CONVENTION CENTER ON MONDAY, JUN 4 BETWEEN 12:00 pm - 4:00 pm(HST).	Crated	\$105.00	\$210.00
	Special Handling Shipment	\$130.00	\$260.00
	Uncrated	\$117.00	\$234.00
	Shipment Type	Price per Package	Addl Package
SMALL PACKAGE			
Maximum Weight per Shipment is 50 lbs.	Non-Special Handling	\$70.00	\$11.00
	Special Handling Shipment	\$80.00	\$12.00

Carrier	Tracking # or Shipped From	Arrival Date	# Pieces	Est. Wt (CWT)	Rate Per CWT	Total Cost
					X	=
					X	=
					X	=
					X	=
SUB-TOTAL						
4.712% EXCISE TAX						
GRAND TOTAL						

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

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**15th Annual Meeting-
Asia Oceania Geosciences Society**

HAWAII CONVENTION CENTER

JUNE 5-8, 2018

Advance Order Deadline: May 19, 2018

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



I.C.S. will coordinate outbound shipment pickups for those using our show carriers. **Arrangements for pickups by your carrier is your responsibility. I.C.S. is an unknown shipper with other carriers (Ex: UPS, FedEx, DHL, etc...).**

Therefore, your carriers will not pickup any shipments from the I.C.S. HONOLULU warehouse unless you arrange for the pickup & pay for all charges **(including pickup)** in advance. It would be best if your carrier is able to pickup your materials from showsite at the close of this event. **I.C.S. will not be responsible for making any payment to your carriers on your behalf or completing any incomplete forms (including TSA Form).** Please make sure you bring with you your own carrier labels to place on your outbound shipments.

Please make sure you submit all forms including this one to us by the advance order deadline date. This is to ensure you will receive assistance with your drayage service you will require for this event. Please make sure you fill out & return the Straight Bill of Lading Form to us prior to leaving showsite at the conclusion of this event. Should you have any questions or concerns, please don't hesitate to contact our office via the following:

Office Phone #808-832-2430 * Fax #808-832-2431 * Email: helpdesk@icshawaii.net

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

DESCRIPTION	Price per CWT	200# Charge per Shipment*	Price
OUTBOUND SHIPMENTS: FRIDAY, JUNE 8 @ 5:00 PM	To take back to the I.C.S. Honolulu Warehouse for pickup. \$\$ RATE PER 100#S (any pound(s) over 100 is rounded up to the next 100 pound rate. Min. of 200#s per		
SHOW CARRIER: 200# min. per shipment using I.C.S. Show Carrier Show Carriers EAX Worldwide, TransGroup LAX, H2O Logistics or Estes	\$75.00	\$150.00	
(Trucking charges will apply if you decide to use our show carrier after your shipment has been taken back to our Honolulu warehouse).			
EXHIBITOR CARRIER: 200# Min. per shipment using your own carrier	\$90.00	\$180.00	
* If you have outbound shipments going to two or more different locations, each shipment which will charged separately using the rates above.			
			SUB-TOTAL
			4.712% EXCISE TAX
			GRAND TOTAL

METHOD OF PAYMENT:		Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER	
Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)
Name of Cardholder:		Signature	

CARDHOLDER'S BILLING ADDRESS INFORMATION:

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

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MATERIAL HANDLING - OUTBOUND



DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
CARPET (RENTAL ONLY)				
10' x 10' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$162.50	\$232.25		
10' x 20' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$325.00	\$464.25		
10' x 30' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$487.50	\$696.50		
10' x 40' Booth Carpet <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$650.00	\$928.50		
Island Booths / per sq. ft. ** <input type="checkbox"/> Black <input type="checkbox"/> Blue <input type="checkbox"/> Gray <input type="checkbox"/> Red	\$3.95	\$5.75		
Custom Color Booth Carpet Please call for price & availability				
Padding 1/2" / per sq. ft.	\$1.75	\$2.50		
Plastic Covering / per sq. ft. (Add'l charge for taping- Call for pricing)	\$0.95	\$1.35		
				SUB-TOTAL
				4.712% EXCISE TAX
				GRAND TOTAL

CANCELLATION POLICY: No refunds will be issued on any cancellations made after advance order deadline date.

***Prices based on up to 7 days of rental. Beyond 7 days, please call for adjusted rates.**

****Island Booth Carpets must be ordered by sq. ft.**

**If you wish to order by piece size, there are no guarantees on same color swatch.
Taping of multiple pieces is an additional cost & required for safety precautions.**



Black



Blue



Gray



Red

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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(PLEASE NOTE: INSTALLATION & DISMANTLE LABOR INCLUDED IN PRICING)

TABLE TOPS	COLOR OPTIONS	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
Perf. Pkg TT #1 w/Velcro Panels	BLACK / BLUE / LT. GRAY		\$942.50	\$1,346.50	

10' BACKWALLS	PANEL OPTIONS	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
Basic Perf. Pkg. 10' #1	WHITE COMATEX		\$937.00	\$1,338.50	
Basic Perf. Pkg. 10' #1, Velcro comp. Panels	BLACK, BLUE OR LT. GRAY		\$1,705.25	\$2,436.00	
Basic Perf. Pkg. 10' #2	WHITE COMATEX		\$937.00	\$1,338.50	
Basic Perf. Pkg. 10' #2, Velcro comp. Panels	BLACK, BLUE OR LT. GRAY		\$1,705.25	\$2,436.00	
Basic Perf. Pkg #3 Curved Backwall	BLACK ONLY		\$1,631.50	\$2,330.75	
Basic Perf. Pkg #4	WHITE COMATEX		\$1,431.50	\$2,045.00	
Basic Perf. Pkg. 10' #5 w/Cabinet, Counter & Lights	BLUE VELCRO		\$1,894.75	\$2,706.75	

20' BACKWALLS	COLOR	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
Perf. Pkg #1 w/Velcro Panels	BLACK, BLUE OR LT. GRAY		\$2,526.50	\$3,609.25	
Perf. Pkg #2 w/Comatex Panels (In-Line Exhibit w/Center vertical support (cannot be removed)	WHITE		\$2,000.00	\$2,857.50	
Perf. Pkg #3 w/Comatex Panels (In-Line Exhibit w/Center vertical support w/Conference Rm w/door)	WHITE		\$2,737.00	\$3,910.00	

GRAPHICS

For Custom Logo Headers or Custom Panels for Hardwall Booths, please email graphics@icshawaii.com & helpdesk@icshawaii.net for a quote, more information or required formats. If any work is required prior to graphics printing the file(s), you may incur computer labor charges.

CUSTOM EXHIBIT ACCESSORIES	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
1/2 Meter x 1/2 Meter	\$150.00	\$214.25		
1 Meter x 1/2 Meter	\$200.00	\$285.75		
1 - Meter Shelf	\$50.00	\$71.50		
Clip-on Lights	\$75.00	\$107.25		
Light Box, 24 x 36	\$350.00	\$500.00		

CANCELLATION POLICY: No refund will be given on any cancellation done after the advance order deadline date. Please call for pricing if ordering after the advance order deadline. No guarantees on availability after advance order deadline.

SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL

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

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**1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net**

	Quantity	Advance Rate	Floor Rate	Total
SKIRTED TABLES & COUNTERS				
	please circle color choice			
4' skirted table 4' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$121.50	\$173.50	
6' skirted table 6' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$140.75	\$201.00	
8' skirted table 8' x 24" x 30" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$159.50	\$228.00	
4' skirted counter 4' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$159.50	\$228.00	
6' skirted counter 6' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$177.75	\$254.00	
8' skirted counter 8' x 24" x 42" high	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$196.50	\$280.75	
4th side skirting on table or counter	<input type="checkbox"/> black <input type="checkbox"/> blue <input type="checkbox"/> white <input type="checkbox"/> red <input type="checkbox"/> gold	\$65.50	\$93.75	

TABLES & COUNTERS (WOOD TOPS, NO SKIRTING)				
4' wood top table 4' x 24" x 30" High		\$84.75	\$121.00	
6' wood top table 6' x 24" x 30" High		\$103.50	\$148.00	
8' wood top table 8' x 24" x 30" High		\$121.50	\$173.50	
4' wood top counter 4' x 24" x 42" High		\$121.50	\$173.50	
6' wood top counter 6' x 24" x 42" High		\$140.75	\$201.00	
8' wood top counter 8' x 24" x 42" High		\$159.50	\$228.00	
30" dia. round adj. ht. table (30"/36"/42" High)		\$210.00	\$300.00	

TABLES W/CHROME LEGS, GRAY				
17"L x 17"D x 17"H, Side Table		\$102.75	\$146.75	
36"L x 18"D x 17"H, Cocktail Table		\$116.00	\$165.75	
36"L x 24"D x 30"H, Rectangle Table		\$116.00	\$165.75	
24"L x 24"D x 30"H, Square Table		\$102.75	\$146.75	
40" D x 30"H, Round Table		\$198.00	\$282.75	

SEATING & MISCELLANEOUS EQUIPMENT				
Chairs, Bucket Style (Plastic) - Black		\$56.00	\$80.00	
Chairs, Padded w/o Arms, Gray		\$95.75	\$136.75	
Chairs, Padded w/Arms, Gray		\$109.50	\$156.50	
Chairs, Secretarial w/wheels, Black or Gray		\$102.75	\$146.75	
Chairs, Executive Leather w/wheels, Black		\$191.00	\$3,273.00	
Counter Stools (high back, cushioned)		\$68.25	\$97.50	

MISCELLANEOUS EQUIPMENT				
Wastebasket, 7 gal. - Please see booth cleaning service for replacement of trash bags during this event.		\$14.75	\$21.00	
Easel, Self-standing		\$43.25	\$61.75	
Literature Rack, Black (5-pocket)		\$50.00	\$71.50	
Posterboard, 4' x 8'		\$215.00	\$307.25	

**CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE
WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS
AND OR CREDITS WILL BE ISSUED.**

SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL

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

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HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

	Advance Rate	Floor Rate	Quantity	Total
FOAMCOR SIGN W/DIGITAL PRINT				
MUST BE IN PRINT-READY FORMAT				
11" x 14"	\$45.50	\$65.00		
14" x 22"	\$49.50	\$70.75		
22" x 28"	\$58.75	\$84.00		
28" x 44"	\$97.50	\$139.25		
Easel Backs Available (3 sizes)	\$12.75	\$18.25		

FOAMCOR SIGN W/VINYL CUTOUT LETTERS				
10 WORDS MAXIMUM				
Available up to sizes of 4' x 10'	call for \$\$	not avail.		

WHITE VINYL BANNER W/GROMMETS				
ONE-SIDED & PLAIN COPY				
2' x 10'	\$172.75	\$246.75		
3' x 10'	\$259.25	\$370.50		
2' x 15'	\$259.25	\$370.50		
3' x 15'	\$389.00	\$555.75		
2' x 20'	\$345.50	\$493.50		
3' x 20'	\$518.75	\$741.00		
LOGOS (W/CAMERA READY ART)	call for \$\$			

DIGITAL PRINTED SIGNS, BANNERS & PHOTOS				
\$ PER SQ. FT.	Size (in ft.)			
Banners, White Background, 1sided, Full Color w/grommets		\$17.25	\$24.75	
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.		\$19.75	\$28.25	
Photo Enlargements, Laminated on Foamcor		\$19.75	\$28.25	
Signs, Full color, Laminated on Foamcor		\$19.75	\$28.25	
Vinyl Cutout Letters, Numbers, Arrows (not mounted)		call for \$\$	not avail.	
Any required additional computer work (min. 1 hour)		\$74.25	\$106.00	

→ On digital printing or logos, we must have the artwork on disc, CD, Dropbox or e-mailed to us.

→ All graphic work must be in IBM PC format and must be in the EPS file format.

→ All drawings or photograph work must be in TIFF or high JPEG file format.

→ Color matching is not guaranteed. **Currently, we do not accept any Macintosh generated files.**

→ Unit price includes 1 proof (if time permits). Each add'l is based upon \$74.25 per hour (1 hr min.)

SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL

PLEASE INDICATE COPY COLOR: (circle one)

BLACK RED BLUE BROWN GREEN PURPLE YELLOW

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

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**15th Annual Meeting-
Asia Oceania Geosciences Society**

HAWAII CONVENTION CENTER

JUNE 5-8, 2018

Advance Order Deadline: May 19, 2018

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

	Advance Rate	Floor Rate*	Quantity	# of Days	Total
BANNER FRAMES (RENTAL ONLY)					
LARGE TRIPOD - 24" x 70"	\$55.50	\$79.25			
BAMBOO FRAME, 24" X 68"	\$52.75	\$75.50			

PURCHASE OF BANNER (CLIENT TO SUPPLY ARTWORK)

PRICE INCLUDES RENTAL OF BANNER STAND

For Large Stand (Banner size 24" x 68")	\$277.25	\$396.00			
For Bamboo Stand (Banner size 24" x 62")	\$263.25	\$376.00			

* If ordered after advance deadline date but up to 5 working days prior to Exhibitor's move-in. No Guarantees if ordered after this deadline.

PURCHASE OF BANNER (ICS TO CREATE BANNER)**

PRICE INCLUDES RENTAL OF BANNER STAND

For Large Stand (Banner size 24" x 68")	\$388.00				
For Bamboo Stand (Banner size 24" x 62")	\$315.75				

** Client must provide information for banner by advance deadline date. No orders will be accepted after the advance order deadline date.

- On digital printing or logos, we must have the artwork on disc, CD, Dropbox or e-mailed to us.
- All graphic work must be in IBM PC format and must be in the EPS 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 Macintosh generated files.**

SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL

CANCELLATION POLICY: There is no cancellation allowed once your custom banner order has been placed. NO REFUND WILL BE ISSUED ON ANY CUSTOM BANNER ORDER. NO REFUND ISSUED ON ANY RENTAL ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE DATE. Colors on artwork will be matched as close as possible.



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

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PORTABLE BANNER STAND W/ BANNER ORDER FORM



I & D LABOR SUPERVISION SERVICES – Indicate service desired

☐ **I.C.S. SUPERVISED (OK To Proceed)**

I.C.S. to supervise labor:

- ➔ Unpack and install display before exhibitor arrival at show site.
- ➔ Dismantle, pack, and arrange to ship display after show closing.

A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (Do Not Proceed)**

Exhibitor will supervise:

- ➔ Indicate workers needed for installation and dismantling

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the I.C.S. Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker.

If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

DISPLAY LABOR RATES			
(Rates based upon per man per hr)		ADVANCE	ON-SITE
Straight Time	<i>Monday - Friday between 8:00 AM and 4:30 PM</i>	\$79.75	\$88.75
Overtime	<i>All other hours</i>	\$159.50	\$177.50

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

SCHEDULE			# OF HOURS	# OF WORKERS	TOTAL OF HOURS	RATE	TOTAL
DATE(S)	START TIME	END TIME					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
TOTAL SERVICES ORDERED							
ADD 25% (\$50.00 MIN.) FOR I.C.S. SUPERVISION							
4.712% EXCISE TAX							
GRAND TOTAL							

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

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FORKLIFT LABOR RATES

Exhibitors requiring forklifts to assemble displays or when uncrating, unskidding, positioning and re-skidding equipment & machinery will need to estimate their needs below. A forklift is required for moving equipment or materials weighing 200 pounds or more. If you require a forklift, a crew will be assigned consisting of a forklift with an operator.

Hourly Rates	Times	Forklift w/ Operators
Straight Time	8:00AM to 4:30PM	\$163.50
Over Time	Saturday, Sunday, Monday - Friday Before 8:00AM or After 4:30PM	\$245.25
Double Time	Holidays	\$327.00

The minimum charge for labor and equipment is one (1) hour per forklift with operator. Equipment and labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker and forklift. Gratuities in any form including labor hours for work not performed are prohibited and will not be honored by I.C.S. All rates are subject to change if necessitated by increased labor and material costs.

If exhibitor fails to use the laborers and equipment at the time confirmed, a one (1) hour "No Show" charge per laborer and forklift will apply.

ORDER

Reserve forklifts with operators below by the advance order deadline date. Starting times can be guaranteed only when labor is requested for 8AM. Confirm forklift(s) by 2:30 PM the day before date requested. Please have a representative pick up the crew at the I.C.S. Service Desk & supervise the work to be done. Upon completion, the exhibitor's representative will return

WE WILL NEED:

	Date	Start Time	Heaviest Pc (lbs)	# of Forklifts up to 5000 lbs (w/Operator)	Est. Hrs.	Hourly Rate	Est. Total Cost
<input type="checkbox"/> Installation							
<input type="checkbox"/> Dismantling							

* Allow time for return of empty containers.

Lift Capacity _____ Height Required _____

SUB-TOTAL
4.712% EXCISE TAX
TOTAL PAYMENT ENCLOSED

Describe work to be done:

- ☐ Spotting of Equipment
☐ Installation/Dismantle of Header
☐ Other _____

Please specify other equipment:

- ☐ Straps
☐ Chains
☐ Fork Extensions

Four (4) Stage Forklift Required: Yes ☐ No ☐

COMPANY NAME			ORDERED BY:	BOOTH #:
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PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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- Services includes vacuuming of booth area and emptying wastebasket at time of vacuuming
- Prices are based on total square footage of booth regardless of area to be cleaned.
- Minimum 100 sq. ft. minimum
- Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- Showsite Prices will apply to all cleaning orders placed at showsite.

DESCRIPTION	Advance Rate	Floor Rate	Quantity (sq.ft.)	# of Days	Total
BOOTH VACUUMING					
PER SQ. FT. - 100 SQ. FT. MINIMUM					
Booth Vacuuming - Pre Show (One Time)	\$0.75	\$1.00			
Booth Vacuuming - 2 Days	\$1.50	\$2.00			
Booth Vacuuming - 3 Days	\$2.25	\$3.00			
Booth Vacuuming - 4 Days	\$3.00	\$4.00			
		\$5.00			

PORTER SERVICE (PER DAY)					
* Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.					
Exhibit Area / Under 500 sq. ft.	\$113.95	\$162.75			
Exhibit Area / 501 - 1,500 sq. ft.	\$129.75	\$183.35			
Exhibit Area / 1,501 - 2,500 sq. ft.	\$192.65	\$275.25			
Exhibit Area / Over 2,500 sq. ft.	See Note*				
*Determined by adding the rate for 2500 sq. ft. plus the rate for the difference between 2500 sq. ft. and the total size of booth. (Ex. 4000 sq. ft. booth = 2500 (\$192.75) + 1500 (\$129.75) = Total \$322.40 if ordered by adv. order deadline date).					
					SUB-TOTAL
					4.712% EXCISE TAX
					GRAND TOTAL

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the I.C.S. Service Desk.

I.C.S. will be unable to adjust invoices after the close of the show.

No refunds or credits will be issued on all orders cancelled after the advance order deadline date.

COMPANY NAME			ORDERED BY:	BOOTH #:	
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PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
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ELECTRICAL LABOR SUPERVISION SERVICES – Indicate service desired

☐ **I.C.S. ELECTRICIAN SUPERVISED (OK To Proceed)**

I.C.S. will supervise electrical labor:

- ➔ Install electrical distribution under carpet or in booth structure, install coaxial, fiber optics or data cable per attached floor plan
- ➔ Dismantle all electrical distribution installed prior to event opening.
A 25% (\$50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (Do Not Proceed)**

Exhibitor will supervise:

- ➔ Installation of electrical distribution, coaxial, fiber optics or data cable.
Exhibitor will need workers on (date)_____at (time)_____AM PM for (hours)_____
- ➔ Dismantling of all electrical distribution, coaxial, fiber optics or data cable installed prior to event opening.
Exhibitor will need workers on (date)_____at (time)_____AM PM for (hours)_____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the I.C.S. Service Desk one-half (1/2) hour before time requested. Labor canceled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

ELECT. LABOR RATES

(Rates based upon per man per hr)

		ADVANCE	FLOOR
Straight Time	<i>Monday - Friday between 8:00 AM and 4:30 PM</i>	\$84.50	\$120.75
Overtime	<i>All other hours</i>	\$169.00	\$241.50

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	# of Workers	# of Hour(s) per Worker	Total hrs	Rate	Total
Installation					
Dismantling					
TOTAL SERVICES ORDERED					
ADD 25% (\$50.00 MIN.) FOR I.C.S. SUPERVISION					
4.712% EXCISE TAX					
GRAND TOTAL					

COMPANY NAME			ORDERED BY:		BOOTH #:	
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PHONE NUMBER		EXTENSION	FAX NUMBER		EMAIL ADDRESS	
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IMPORTANT

- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
- IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) RATE WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELOW.
- TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
- PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TO TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THAT ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN THE BACK OF BOOTHS.
- NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
- FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

DESCRIPTION	Advance Rate	Floor Rate	Quantity	24 Hr Power 2X rate	Total
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STANDARD ELECTRICAL SERVICE

(120 VOLTS - PER SINGLE RECEPTABLE)

10 Amps (Approx. 1000 watts)	\$249.00	\$355.75			
15 Amps (Approx. 1500 watts)	\$294.00	\$420.00			
20 Amps (Approx. 2400 watts)	\$325.00	\$464.25			

MOTOR/MACHINERY & DIST. SVC.

(208 Volt) - LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.

10 Amps (Single Phase)	\$338.00	\$483.00			
20 Amps (Single Phase)	\$424.00	\$606.00			
30 Amps (Single Phase)	\$553.00	\$790.00			
40 Amps (Single Phase)	\$618.00	\$883.00			
60 Amps (Single Phase)	\$920.00	\$1,314.25			
10 Amps (Three Phase)	\$596.00	\$851.50			
20 Amps (Three Phase)	\$761.50	\$1,088.00			
30 Amps (Three Phase)	\$1,027.50	\$1,468.00			
60 Amps (Three Phase)	\$1,192.50	\$1,703.50			

SERVICE ACCESSORIES

15' Extension Cord	\$35.00	\$50.00			
25' Extension Cord	\$46.50	\$66.50			
50' Extension Cord	\$73.75	\$105.50			
Power Strip	\$33.25	\$47.50			

ALL ELECTRICAL PLACEMENT OTHER THAN BACK OF IN-LINE BOOTHS OR ANY 208V SERVICES MUST INCLUDE ELECTRICAL LABOR ORDER FORM AND BOOTH LAYOUT. PLEASE

**SUB-TOTAL
4.712% EXCISE TAX
GRAND TOTAL**

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Advance Order Deadline: May 19, 2018

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)



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TROPICAL POTTED PLANTS (RENTAL ONLY)*			ADVANCE PRICES (each per day)		FLOOR PRICES (each)		
* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY	Size (HT)	QTY	Without Basket	With Basket	Without Basket	With Basket	Total
	4'		PLEASE CALL FOR RATES		NOT AVAILABLE		
	6'		PLEASE CALL FOR RATES		NOT AVAILABLE		
	8'		PLEASE CALL FOR RATES		NOT AVAILABLE		

GREEN & BLOOMING PLANTS (RENTAL)*				
* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY	QTY	ADVANCE PRICES (each per day)	FLOOR PRICES (each)	Total
MUMS		PLEASE CALL FOR RATES	NOT AVAILABLE	
BROMELIADS		PLEASE CALL FOR RATES	NOT AVAILABLE	
FERNS 6" POTS		PLEASE CALL FOR RATES	NOT AVAILABLE	
FERNS 8" POTS		PLEASE CALL FOR RATES	NOT AVAILABLE	

PLEASE NOTE: IF PLANT(S) ARE NOT IN YOUR BOOTH AT THE END OF THE SHOW, ADD'L CHARGES WILL BE INCURRED

CANCELLATION POLICY: No credit or refund will be issued for all above items cancelled after the advance order

FLORAL TABLE ARRANGEMENTS - SPRING			ADVANCE PRICES (each)		FLOOR PRICES (each)		
	Size	QTY	Round	One-sided	Round	One-sided	Total
	SMALL		\$70.25	\$84.50	\$100.50	\$92.25	
	MED		\$105.25	\$82.00	\$150.50	\$117.25	
	LG		\$140.50	\$117.00	\$201.00	\$167.25	

FLORAL TABLE ARRANGEMENTS - TROPICAL			ADVANCE PRICES (each)		FLOOR PRICES (each)		
	Size	QTY	Round	One-sided	Round	One-sided	Total
	SMALL		\$99.50	\$76.25	\$142.25	\$109.00	
	MED		\$114.75	\$91.50	\$164.00	\$130.50	
	LG		\$191.00	\$152.25	\$272.75	\$210.50	

SPECIALTY ARRANGEMENTS - CALL FOR INFO			ADVANCE PRICES (each)		FLOOR PRICES (each)		
	Size	QTY	Round	One-sided	Round	One-sided	Total
	SMALL		TBD	TBD	TBD	TBD	
	MED		TBD	TBD	TBD	TBD	
	LG		TBD	TBD	TBD	TBD	

FLORAL CANCELLATION POLICY:

CANCELLATIONS MADE AFTER THE ADVANCE ORDER DEADLINE FOR ALL FLORAL ORDERS WILL RECEIVE NO REFUNDS.

SUB-TOTAL	\$
4.712% EXCISE TAX	\$
GRAND TOTAL	\$

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
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DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
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ACCESSORIES (Please call for additional equipment, services & rates)				
DVD Player	\$50.00	\$71.35		
Monitor Floor Stand	\$236.25	\$337.50		

DISPLAY MONITORS (Please call for additional equipment, services & rates)				
CABLE. SELECT CHECK BOX: HDMI <input type="checkbox"/> VGA <input type="checkbox"/> DVI <input type="checkbox"/>				
32" Flat Panel Monitor 1280x1024 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$166.75	\$238.25		
42" Flat Panel Monitor 1024x768 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$400.00	\$571.50		
46" HD Multi Touch Screen (20 touch) LCD Screen What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$1,333.50	\$1,714.25		
50" Flat Panel Monitor 1365x768 + Video Capable What is your visual source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ What is your audio source? Computer <input type="checkbox"/> DVD <input type="checkbox"/> Other/Specify _____ How will you mount this display? Tabletop <input type="checkbox"/> Wall <input type="checkbox"/> Other/Specify _____	\$500.00	\$714.25		

AUDIO LABOR				
Labor to setup presentation with rental equipment (\$ per hr)	Call for Rates			
Labor to Plug & Play setup	\$105.50	\$150.75		

COMPUTERS (Please call for additional equipment, services & rates)				
Dell Laptop windows7, office 2010, 4gb ram	\$166.75	\$238.25		

COMPUTER LABOR				
Labor charge to setup computer	\$125.00	\$178.50		
Labor charge to network computer	Call for Rates			

- TECHNICAL SUPPORT AVAILABLE @ ADDITIONAL COST. PLEASE CALL FOR PRICING.
- Delivery/Pickup (REQUIRED) Min. Charge for. Delivery is \$100.00
- Setup (REQUIRED) Min. Charge for setup is \$125.00 (hourly chg)

EQUIPT TOT	\$
PER ORDER DEL.CHG.	\$ 100.00
MIN. SETUP CHG. PER HR	\$ 125.00
SUB-TOTAL	\$
4.712% EXCISE TAX	\$
GRAND TOTAL	\$

CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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Pro-FILED

Confidential Destruction Services

Shred confidential documents, forms, leftover materials after the exhibition.
Truck will be brought onsite to provide this service.

DESCRIPTION OF SERVICE	Adv. Rate	Floor Rate	Total
Destroy up to 200 pounds of paper (manila folders, clips, rubber bands)	\$100.00	\$130.00	
Additional pounds (over 200 lbs) to shred	.20 per lb.	.26 per lb.	

SUB-TOTAL

4.712% TAX

GRAND TOTAL

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE
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Exhibit Digital Signage Boards

Simple, Scalable, Cost Effective

Bring life to your booth and event's presence with dynamic, content rich, and effective signage. Choice Technologies solutions powered by 212 Communications offer a simple and turnkey signage solution to assist you in relaying messages and promotional objectives to you respective audiences. Simply choose a board option, a pre-designed template, upload graphics and videos, and watch your content come to life. Use our signage solution for events and agendas, sponsorship and branding, trade show signage, wayfinding, products and services catalogs, and others.

We offer options of touchscreen and non touchscreen solutions. There is not a need to ship or move signage equipment, our turnkey solution includes two options:

Exhibit Portable Digital Signage Board

- 42- inch display
- Windows OS media player
- 1080x1920 (portrait) or 1920x1080 (landscape)
- Digital Signage Templates and Application
- Support for content set up and loading
- Images, video, text, animations, ticker messages, & others
- Choice from 2 pre-designed templates
- Choice of portrait or landscape layout
- Portable & movable stand
- Internet connected



Model

Templates

Price: \$750/first day; Additional days \$550 / day

Exhibit Floor Standing Digital Signage Board

- 42-inch touchscreen floor standing
- Kiosk and interactive applications
- 1080x1920 (portrait)
- Integrated Windows OS media player
- Digital Signage Templates and Application
- Support for content setup and loading
- Images, video, text, animations, ticker messages, Interactivity, & others.
- 3-page depth per tile
- Internet connected



Model

Templates

Price: \$1280/ first day; Additional days \$1025 / day

(Price applies to standard templates only, check with us for custom design)

PLEASE SUBMIT ORDERS 30 DAYS PRIOR TO MOVE-IN DATE to lee-ann@pacificrimconcepts.com
or fax 1-866-211-3427 or mail to Pacific Rim Concepts LLC (Digital), 45-520 Kamooalii Street, Kaneohe, HI 96744

Exhibit Digital Signage Boards Order Form

Exhibit Portable Digital Signage Board

Price: \$750/first day; Additional days \$550

Exhibit Floor Standing Digital Signage Board

Price: \$1280/ first day; Additional days \$1025 / day

(Price applies to standard templates only, check with us for custom design)

Select your Set up

OPTION		Toucchscreen (Floor Standing)	
	Exhibit Portable Digital Signage Board		Touchscreen
	Exhibit Floor Standing Digital Signage Board		No Touchscreen
Layout		Templates	
	Portrait		Template #1
	Landscape (not available for Floor Model)		Template #2

Day In		Event Days		Day Out		No. of Days	
First Day Price \$		Additional Day Price \$		X No. Days		= Sub-Total \$	
Contact Name		Email		Phone			
Address		City		State		Zip	
Organization						Booth No.	
PAYMENT METHODS – Please circle payment method: <input type="checkbox"/> Credit Card <input type="checkbox"/> Check Checks payable to: Pacific Rim Concepts LLC							
Credit Card No.				Type: MC VISA		Expiration Date	
Authorized Signature:				Amount to be charged: \$		CCV # (3 digits @ back of card)	

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 or fax 1-866-211-3427 or mail to Pacific Rim Concepts LLC (Digital), 45-520 Kamooalii Street, Kaneohe, HI 96744

Floor Standing Touchscreen

Digital Signage is increasingly used in almost every industry. Places from small retail stores to five stars luxury resorts are using digital signage to promote products and services, guide and engage patrons, and enhance customer experience. Touchscreen technology at conferences and expos are bringing many benefits including:

- Creating appealing spaces
- Drawing attention with dynamic content
- Product demonstrations
- Interactivity
- Networked and centralized management
- Ability to make instant updates

Our floor model touchscreen package solution offers:

- Packaged all in one floor standing 42-inch touchscreen *(larger sizes available with advance notice)*
- Integrated media player with i5 or i7 Intel processor
- Windows based OS
- Our media digital signage application to add more content components
- Flexibility to design different layout and content

The standard 42 inch touchscreen solution brings life to your content and captivate event attendees; it also allows you to display your content or create revenue opportunities.



Price: \$1280/first day; Additional days \$1025/day

(Price applies to standard templates only, check with us for custom design)

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or fax 1-866-211-3427 or mail to Pacific Rim Concepts LLC (Digital), 45-520 Kamooalii Street, Kaneohe, HI 96744

Floor Standing Touchscreen Order Form

Price: \$1280/first day; Additional days \$1025/day

(Price applies to standard templates only, check with us for custom design)

Select your Set up

Select your Board, Features and Layout Template									
	42-inch All in One Touchscreen, Media Player, Media signage software, Media content design Package								
	42-inch All in One without Touchscreen, Media Player, Media signage software, Media content design Package								
Templates									
	Template #1								
	Template #2								
	Template #3 (without touchscreen technology)								
	Custom design Template								

Day In	Event Days	Day Out	No. of Days
First Day Price \$	Additional Day Price \$	X No. Days	= Sub-Total \$
		X 1.04712 HI GE Tax \$	
Contact Name	Email		Phone
Address		City	State Zip
Organization			Booth No.
PAYMENT METHODS – <u>Please circle payment method:</u> <input type="checkbox"/> Credit Card <input type="checkbox"/> Check Checks payable to: Pacific Rim Concepts LLC			
Credit Card No.		Type: MC VISA	Expiration Date
Authorized Signature:		Amount to be charged: \$	CCV # (3 digits @ back of card)

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Video wall



Supersize your displays and see the big picture with our video wall solution. Whether you wish to display a content using vivid and captivating large screens, or promote sponsor content, products and services, our video wall can help you relay your messages. Our video wall solution for tradeshow, conferences, and events can help you promote your content in a full screen or separate content across the screens.

Our video wall solution offers the flexibility to:

- Standard 2x2 46-inch with combined dimensions of 80.6 x 49.2 inches
- Bring your own content stream, all you need is an HDMI connection
- Use our media player
- Use our digital signage application to add more content components
- Let us design content for you



Our standard 2x2 46-inch 4K displays bring life to your content and captivate event attendees. With narrow bezel, ultra bright displays, anti-reflective glass, slim depth, our video wall is perfect for content which needs large displays. Larger configurations, 3x3 or 4x4, and optional mounting solutions available; contact us.

*Narrow bezel
Ultra brightness
Anti-reflective*

Video Wall Package

- ☐ 2x2 46-inch Video wall, Media Player, Signage software, Content design, Standard Floor Stand
\$6,650 / first day; Additional days \$5,000 / day; 3 – day Special \$15,000; Inquire for rate beyond 3 days

Ala Carte

- ☐ 2x2 46-inch Video wall, Standard Floor Stand \$4,900 / first day; Additional days \$3,600 / day; 3 – day Special \$10,250
☐ Media Player \$ 375 / first day; Additional days \$360 / day; 3 – day Special \$1,000
☐ Digital Signage Design / template \$1,770 one-time cost for standard design / template. Inquire for custom design fees

Day In		Event Days		Day Out		No. of Days	
First Day Price \$		Additional Day Price \$		X No. Days		= Sub-Total \$	
Contact Name		Email				Phone	
Address		City		State		Zip	
Organization						Booth No.	
PAYMENT METHODS – <u>Please circle payment method:</u> <input type="checkbox"/> Credit Card <input type="checkbox"/> Check Checks payable to: Pacific Rim Concepts LLC							
Credit Card No.				Type: MC VISA		Expiration Date	
Authorized Signature:				Amount to be charged: \$		CCV # (3 digits @ back of card)	

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