



BUSINESS CENTER SHIPPING ORDER FORM

Fax or Email to:
 HCC IT Department
 Fax: (808) 943-3599
 Email: lokumura@hccaeg.com

Only non-perishable Shipments Accepted (In & Out)

NAME OF EVENT			DATE
COMPANY NAME	BILLING CONTACT	ROOM / BOOTH NUMBER(S)	
BILLING ADDRESS	CITY	STATE	ZIP
ON SITE SHOW CONTACT	CELLULAR TELEPHONE NO.	FAX NO.	

Association Customers to complete this section: <input type="checkbox"/> BILL TO ACCOUNT		
By signing below, I authorize the purchase amount listed below to be charged to my master account.		
CUSTOMER NAME (Please print)	SIGNATURE	DATE

Exhibitors to complete this section:		
PAYMENT BY CREDIT CARD MUST ACCOMPANY THIS ORDER.		
CREDIT CARD & TYPE:* <input type="checkbox"/> VISA <input checked="" type="checkbox"/> MASTERCARD <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> DINERS CLUB <input type="checkbox"/> JCB		
*Credit card payments will be subject to a 4% administrative fee.		
CREDIT CARD NUMBER	EXP. DATE	SECURITY CODE (3 or 4 digit)
I hereby authorize the purchase amount listed below to be charged to my credit card plus a 4% administrative fee.		
CARDHOLDER NAME (Please print)	CARDHOLDER SIGNATURE	DATE

All boxes must be labeled with Event Name, Booth/Room number, Point of Contact and Cellular phone number

INCOMING SHIPMENT			
Send Incoming Shipments to:		Hawaii Convention Center - Business Center 1801 Kalakaua Avenue Honolulu, HI 96815	
<input type="checkbox"/> Number of Packages	Carrier	UPS/FedEx Tracking Number	Weight-Lbs
			Minimum = \$37.50
Price includes the following services: Warehouse receiving and delivery to Exhibitor booth/Meeting room Incoming Shipment Fee: \$0.75 per lb., Minimum 50 lbs.			

OUTGOING SHIPMENT			
Exhibitors must bring shipments to Business Center located on 3rd Level. Shipping cost to be determined by weight. Handling Fee is \$5.00 for pre-printed Fed-Ex, DHS & UPS boxes, letter envelope & tubes, PLUS			
All boxes under 30 lbs.	\$10.00 each		
Items 31 lbs. - 50 lbs.	\$20.00 each		
Items 51 lbs. - 70 lbs.	\$30.00 each		
Oversized Packages	\$50.00 each - Over 71 lbs and/or 60" in length		
<input type="checkbox"/> Number of Packages	Carrier	UPS/FedEx Tracking Number	Weight-Lbs
<input type="checkbox"/> Number of Packages			AMOUNT
<input type="checkbox"/> Number of Packages			
			TOTAL DUE:

Ship To / From Address: _____

Address	City	State	Zip
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Revised: 11/15