



2008 Hawaii Agriculture Conference: *Growing with Intention* Exhibitor Move-In, Shipping & Food Sampling Information

Shipping

The Hawaii Convention Center will not receive any shipments or deliveries. Items sent to the HCC will be returned. Contact Yvonne to discuss special arrangements for shipping and freight handling. (808) 956-8240 or Email: yvonne@hawaii.edu

Move-In: Thursday Sept. 4, 2008; 6:00 am – 8:00 am, 306AB Mauka Concourse

The freight dock is limited to commercial vehicles only, no POV (privately owned vehicles) are permitted. POV vehicles (standard passenger vehicles, minivans, sport utility trucks) may load in the Parking garage, Row F.

Directions on how to access the parking garage:

- From Atkinson turn right on Kalakaua Avenue. Our parking garage entrance is on the RIGHT (refer to signage).
- Drive up the helix to our parking garage ROW "F" and park near elevator #6/7 Unload in the loading zone then park anywhere in the Garage.
- NOTE: loading zone is for loading & unloading ONLY. Please park in a parking stall.
- Parking is \$5.00 per exit. There is a 30-minute grace period at no charge.
- Take Service Elevators 6/7 to Level 3. 306AB is on the mauka concourse.
- NOTE: we have (2) sets of freight elevators – do not take elevators 4/5.
- Flatbed cart is provided for the event. Other requests for carts will require a charge.

Freight elevators are available to all four levels of the building. The two large freight elevators measure: length – 17'5", width – 8', and height – 10', with 10,000 pound load capacity. The four smaller freight elevators measure: length – 9'5", width – 4', and height – 8', with 5,000 pound load capacity.

If you have a commercial vehicle, please contact our dock master directly to coordinate dock access, tel: (808) 943-3018. Freight dock entrance is on Kahakai Street, with exiting at Kalakaua Avenue.

Move in is not permitted through the main lobby. Although we do allow small hand carried items through the lobby, we do not allow pallet jacks, dollies, hand trucks or the like. Escalators and lobby elevators are restricted for passenger use only. Please use the service entries as described above.

Please keep in mind we do not allow affixing of any kind to walls, furniture or the like. There will be no pipe and drape to hang banners or signage on. If in doubt, please contact us. If you have reserved a space with access to electricity, please bring extension cords and power strips Remember special advance arrangements must be made if you are considering, any open flame, water connection, electricity, food sampling, internet access, freight handling etc.

Food Sampling

Only exhibitors with booths on the trade show floor may give away sample portions of a product they manufacture, produce or distribute and must be show related. Sample sizes must be limited to reasonable amounts of food (2 – 4 oz) and non-alcoholic beverage (5 – 8 oz). No food and beverage may be sampled or given away outside of the designated exhibit area. Please let Yvonne know if you will be food sampling.

Plan with Intention too!

We challenge you to plan your tradeshow booth in a way that reduces waste and conserves valuable resources. For example, only provide handouts that are absolutely necessary, print double sided, or use recycled paper. For service items such as plates, cutlery etc., there are many bio-compostable, recyclable and reusable options available – check with your local vendors. Thanks for your kokua!

Should you have any questions or concerns once you are on site you may contact Pono Paahao, Event Manager, at (808) 943-3572 or by dialing 434 from the house phone. For your convenience, a house phone is located in the parking garage near the service elevators.

