

# HAWAI'I AGRICULTURE CONFERENCE

# AG2019

## EXHIBITOR GUIDELINES

<b>Exhibit Hours:</b>	Move-in	Monday, October 14	10:00am-5:00pm
	Day 1 Conference	Tuesday, October 15	7:00am-5:00pm
	Day 2 Conference	Wednesday, October 16	7:00am-4:00pm
	Move-out	Wednesday, October 16	3:30pm-5:00pm

**Location:** Hawai'i Convention Center, Room #313ABC

**Parking / Loading:** \$10 per exit. 20-minute grace period for loading/unloading. All loading/unloading must take place in the garage, row F, elevators 6 & 7. No exhibit unloading or entrance from the front lobby doors and port cochere

**Security:** Protect your own merchandise during exhibit hours. Security not provided.

**Shipping:** Please ship exhibit material to your hotel, or a Honolulu office for retrieval. The Convention Center will not accept shipments

### Exhibit Guidelines:

- INCLUSIONS – one dressed 6'x24" table and 2 chairs in an 8x10' area
- Carts are not available, please provide your own carts to transport from your vehicle to the exhibit location
- Please be respectful of your neighbors, not to overflow into their space
- Pop-up displays permitted as long as they are contained within your space
- No taping or thumbtack of meeting room walls
- Cords shall be taped with non-residue tape to avoid tripping hazard
- Hanging from ceiling or walls are not permitted. Ground supported and properly weighted hanging frames may be permitted (subject to safety inspection).
- No live animals, pets permitted, without prior clearance
- Water displays over 5 gallons, must be cleared for display
- No open flames (candles, sterno)
- Live plants are permitted. Drip trays must be used and be pest free,
- All food & beverage service (sampling) must be cleared with Levy Restaurants
- Packaged (wrapped) samples may be permitted for distribution.
- Electricity, Internet, Poster boards, Easels, other décor frames, materials are available for rent, inquire with the conference coordinator

**Green Exhibits:** Please make every effort to have a green exhibit. Minimize printing collateral, extra packaging, one-time use displays and products. Use eco-friendly or recycled materials. No plastic bags, containers or bottles.

### Questions about Exhibits?

Please contact our Conference Exhibit Coordinator at Tel: (808) 657-7098 or

Email: [expos@pacificrimconcepts.com](mailto:expos@pacificrimconcepts.com)

Mahalo for your support!