



# HAWAII AGRICULTURE CONFERENCE AG2022

# Exhibitor Guidelines





# AG2022 EXHIBITOR GUIDELINES

- Location:** Hawai'i Convention Center, 1801 Kalakaua Ave, Honolulu, HI 96815, Room #311
- Exhibit Hours:**
- |                  |                               |                |
|------------------|-------------------------------|----------------|
| Move-in          | Monday, September 26, 2022    | 12:00pm-5:00pm |
| Day 1 Conference | Tuesday, September 27, 2022   | 7:00am-7:30pm  |
| Day 2 Conference | Wednesday, September 28, 2022 | 7:00am-4:00pm  |
| Move-out         | Wednesday, September 28, 2022 | 4:00pm-5:30pm  |
- Parking/Loading:** Parking / Loading: \$12 per entry. 30-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 is not provided.
- Shipping:** Please ship exhibit material to your hotel, or a Honolulu office for retrieval. The Convention Center will not accept shipments.
- Staffing:** Exhibit packages include one full registration. Additional booth sitter registrations can be purchased for \$50.00 each. Booth sitters will receive 2 days of meal tickets.
- 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.
- Whova App:** This year's event will include use of the event application, Whova. Exhibitors will be provided a link by August 1st to create an exhibitor account to promote their organization and interact with attendees.

**Exhibit Guidelines:**

- INCLUSIONS - one dressed 6'x30" table and 2 chairs in an 8'x10' area (unless a premium exhibit package was included).
- Carts are not available. Please provide your own carts to transport materials from your vehicle to the exhibit location.
- Please be respectful of your neighbors and do not overflow into their space.
- Pop-up displays are permitted as long as they are contained within your space.
- Do not use tape or thumbtacks on meeting room walls.
- Cords shall be taped with non-residue tape to avoid causing a tripping hazard.
- Hanging items from ceilings or walls is not permitted. Ground supported and properly weighted hanging frames may be permitted (subject to safety inspection).
- No live animals or 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 through the exhibit coordinator.
- Packaged (wrapped) samples may be permitted for distribution.
- Electricity, hard line internet, poster boards, easels, other décor frames, and materials are available for rent. Inquire with the conference coordinator.
- Exhibitors are encouraged to review the [Hawai'i Convention Center website](#) for further information prior to the event.

**Questions about Exhibits?**  
**Please contact our Conference Exhibit Coordinator**  
**Tel: (808) 864-9812 or Email: [registrare@pacificrimconcepts.com](mailto:registrare@pacificrimconcepts.com)**  
**Mahalo for your support!**

