

# HAWAI'I AGRICULTURE CONFERENCE

# AG2024

## Exhibitor Guidelines

- LOCATION:** Hawai'i Convention Center, 1801 Kalakaua Ave, Honolulu, HI 96815, Room #313ABC
- EXHIBITOR HOURS:**
- |                         |                             |                    |
|-------------------------|-----------------------------|--------------------|
| <b>Move-in</b>          | Wednesday, November 6, 2024 | 12:00 pm - 5:00 pm |
| <b>Day 1 Conference</b> | Thursday, November 7, 2024  | 7:00 am - 5:00 pm  |
| <b>Day 2 Conference</b> | Friday, November 8, 2024    | 7:00 am - 4:00 pm  |
| <b>Move-out</b>         | Friday, November 8, 2024    | 4:00 pm - 5:30 pm  |
- PARKING/LOADING:** \$15 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 other Honolulu location as the Convention Center will not accept shipments.
- STAFFING:** Exhibit packages include 2 Booth Attendant registrations (meal tickets and exhibit hall access only). Additional Booth Attendant registrations can be purchased for \$75.00 each.
- 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.
- DIGITAL APP:** This year's event will include use of the digital application, Whova. Exhibitors will be provided a link to create an exhibitor account to promote their organization and interact with attendees.

- INCLUSIONS – 8' x 10' space, 6' dressed table, 2 chairs (unless an Enhanced Exhibitor Package was purchased).
- 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 plants must be pest free.
- Merchandise sales of most items are permitted with a Hawai'i General Excise Tax license number. Contact us for approval.
- 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 coordinator.
- Exhibitors are encouraged to review the [Hawai'i Convention Center website](#) for further information prior to the event.

Questions? Please contact our Conference Exhibit Coordinator

Tel: (808) 864-9812 or Email: [expos@pacificrimconcepts.com](mailto:expos@pacificrimconcepts.com)

AG2024  
is proudly hosted by the  
Agricultural Leadership  
Foundation of Hawai'i



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