



EXHIBITOR INFORMATION

ALOHA & WELCOME to Hawai'i Energy's **3rd** annual Innovation Symposium!

The Innovation Symposium has attracted over **200** attendees every year, including facility managers, maintenance staff, resident managers, architects and engineers, as well as other contractors, equipment manufacturers and energy efficiency professionals.

As an Exhibitor, you will have access to valuable sessions that focus on the latest topics, trends and success stories in energy efficiency. You will also have the opportunity to showcase your organization to potential customers looking to complete projects in their facilities. We want to help you connect with clients in need of your services and expertise and also network with other Clean Energy Ally partners.

Reserve your spot and sign up today and get ready to connect with Hawai'i Energy and our Symposium attendees!

EVENT DETAILS

April 29, 2020
7:30AM - 5:00PM
Sheraton Waikīkī Resort
Honolulu, Hawai'i

Featuring:

- Exhibits featuring our Clean Energy Ally companies
- Award presentations to outstanding energy-efficient businesses and Clean Energy Allies
- Pau Hana networking at the Sheraton Waikīkī



DON'T MISS THE LATEST NEWS!

Follow us on social media @myhawaiienergy and use #HEIS20 to promote your involvement!



EXHIBIT BOOTH RATES

Each exhibit fee includes the following:

- 10 ft. x 10 ft. booth space
- One (1) 6 ft. skirted table and two (2) chairs
- Two (2) complimentary registrations to sessions & meals
- Event marketing inclusion (website, social media, emails, day-of, etc.)
- Inclusion on Exhibitor BINGO card
- List of conference attendees

ENERGY INSIDERS RATE **\$700**

EARLY BIRD RATE (before Feb. 14) **\$785**

STANDARD RATE (after Feb. 14) **\$980**

Booth placements are awarded on a first-come, first-served basis.

ELECTRICITY & INTERNET SERVICE are not included with booth fees, but are available at an additional cost.

PAYMENT

Payments and booth signups should be made directly with our Exhibit Coordinator, Pacific Rim Concepts. Application must accompany payment to be considered. Credit card transactions are preferred, but checks are accepted. Please make checks out to Pacific Rim Concepts, LLC.

CANCELLATION / REFUND POLICY:

On or before April 1, 2020	less 50%
After April 1, 2020	no refund

SCHEDULE

*times subject to change

SET UP*: Tuesday, April 28 5:30 – 8:00PM

BREAK DOWN: Wednesday, April 29 4:00 – 6:00PM

**Please inform Exhibit Coordinator prior to set up date if unable to set up or break down during designated times.*

The Exhibitor area will be open throughout the Innovation Symposium for attendees to visit at any time.

DATES TO REMEMBER

FEBRUARY 14

Early Bird deadline

APRIL 15

Registration closes

APRIL 28

Exhibitor move-in

LOGO

Please submit a high-res (≥ 300 dpi) .JPEG, .PNG. or .EPS file of your company's logo to: Christina.Kelley@leidos.com to be included in our event marketing before and during the event. Company recognition will be given as logos are received by Hawai'i Energy.

QUESTIONS?

Pacific Rim Concepts
Exhibits Coordinator
45-520 Kamooalii Street
Kaneohe, HI 96744
Phone: 808-864-9812
Fax: 1-866-211-3427
Email: registrar@
pacificrimconcepts.com

Sheraton Waikīkī
2255 Kalākaua Avenue
Honolulu, HI 96815
Phone: 808-922-4422
Fax: 808-931-8883

GENERAL INFORMATION

1. **BOOTH:** Each exhibitor will receive one (1) 6-foot table with skirt and two (2) chairs. Booth placement is determined on a first come-first served basis. Any changes in location of booth must be agreed upon by both exhibitor and Hawai'i Energy (via Pacific Rim Concepts) before a change can occur.
2. **BADGES:** Exhibitors are required to wear exhibitor ID badges during all hours of exhibit move-in, Symposium hours and dismantling. Badges must be picked up by the individual whose name appears on the badge. Badges will be available for pickup during move-in hours on Tuesday, April 28, 2020 or during general registration on Wednesday, April 29, 2020.
3. **INSURANCE & LIABILITY:** Exhibitor is responsible for any state and local permits and insurance required for their display, including the cost of moving in and out. Exhibitors are liable for any damage caused to the exhibit space in connection with the exhibit.
4. **SHIPMENTS / DELIVERIES:** Exhibitors will be responsible for any freight transportation to and from the conference. Please address all shipments to:

Sheraton Waikīkī Hotel ATTN: Lani Cobb, Catering
c/o: Hawai'i Energy Innovation Symposium, 4/29/2020
2255 Kalākaua Avenue, Honolulu, HI 96815

Please note, Sheraton Waikīkī cannot store anything longer than three (3) days. A handling and storage fee of \$100.00 per box/item (plus all applicable dates) will be assessed. The mandatory handling and storage fee is retained by the Hotel and is not a tip, gratuity, or service charge for employees providing the handling services. Hotel will not be responsible for any loss or damage to materials set to Hotel prior to April 28, 2020. Exhibitors will be responsible for removing all materials from ballroom and taking any large trash to the dumpster after the event closes on April 29, 2020. Exhibitors will be responsible for making prior arrangements for outbound shipment pick-up, including providing all necessary packing materials. Sheraton Waikīkī can assist with transporting items to loading dock for pick-up.

5. **ELECTRICITY / INTERNET:** Available for a fee. To order, please contact Pacific Rim Concepts.
6. **PARKING:** Available for a charge in the Sheraton Waikīkī parking garage, typically \$10 per car or \$15 per car for valet. Parking rates are applicable for 12 hours. Hawai'i Energy is not responsible for any loss or damages associated with parking your vehicle in this or any other area.
7. **SECURITY:** Standard hotel security will be in effect and is provided as a deterrent only. Hawai'i Energy does NOT assume responsibility for losses due to fire, theft, damage or vandalism. Neither Hawai'i Energy or Sheraton Waikīkī can ensure the security of items left unattended in function rooms. Exhibitors wanting this protection should secure their own insurance through their own preferred insurance carriers or make special arrangements with the hotel for securing a limited number of valuable items. If Exhibitor requires additional security with respect to such items or for any other reason, the Hotel will assist in making these arrangements. All security personnel to be utilized during the Event are subject to Hotel approval.
8. **TRASH:** You are responsible for removing trash left over after the setup of your booths and at the close of the Symposium.
9. **ATTENDEE AGE LIMIT:** No one under the age of 16 will be admitted to the Symposium unless given an explicit exception by Hawai'i Energy.

TERMS & CONDITIONS

1. Payment for Exhibit Space – Exhibitor shall pay all of the total charges when submitting application. Payment for exhibit space does NOT include cost of any booth equipment, furnishings, special utilities or services ordered by the Exhibitor. All such optional costs shall be the Exhibitor's responsibility. Payment includes amenities as outlined in the Exhibitor Information document.
2. Exhibitor agrees all displays shall be fully set up by 7:00am on April 29, 2020. No cases or packing materials of any nature may be brought in or out of the exhibition hall during show hours.
3. Exhibitor agrees to arrange displays and any and all other materials in such a manner that does not disturb the aisle or exhibits in adjacent booths, either physically or visually.
4. Exhibitor agrees exhibit will be open, in accordance with state law, and staffed with their personnel during show hours.
5. Exhibitor agrees that no flammable decorations, coverings or materials will be used and shall conform to the local fire department regulations.
6. Exhibitor agrees not to sublet the exhibit space contracted for and shall not exhibit or permit any merchandise other than that specified in show contract.
7. Exhibitor agrees all exhibits, merchandise and belongings must be removed from the exhibition hall by the Exhibitor by 6:00pm on April 29, 2020. Anything not removed from the exhibition hall by the time specified shall be transported out of the hotel and disposed of at the Exhibitor's expense per order of the Management.
8. Exhibitor agrees that no refund will be made if Exhibitor fails to occupy exhibit space as contracted and provided.
9. Exhibitor agrees that a violation of Terms and Conditions as set forth may result in the forfeiture of Sponsorship or exhibiting space. Refunding of fees shall be at the sole discretion of the Management.
10. Exhibitor agrees Management reserves the right to reject or restrict any exhibit that may be objectionable or not in keeping with the high caliber of the conference.
11. Exhibitor agrees that in the event of war, fire, strike, government regulation, public catastrophe, act of God or the public enemy, or other cause, the show or any part thereof is prevented from being held or is canceled, the Management, in its sole discretion, shall determine and refund to the applicant its proportionate share of unused funds.
12. Exhibitor further agrees that this Contract may be terminated by Hawai'i Energy and its administrator Leidos, Inc. or Pacific Rim Concepts, LLC as appropriate any time for good cause, including without limitation, withdrawal of event support, in which instance such termination shall not be or otherwise constitute a default, and Hawai'i Energy and its administrator Leidos, Inc. or Pacific Rim Concepts, LLC shall have no further obligations to Exhibitor whatsoever.
13. Exhibitor agrees not to make undue noise, order or obstruct aisles, use bright or hazardous lights, cause damage to the building or booth equipment, or act in any manner deemed inappropriate by Management.
14. Exhibitor assumes all responsibility for loss, theft or destruction of goods, or for personal injuries to itself, its employees, agents representatives or visitors, and agrees to hold harmless Hawai'i Energy and its administrator Leidos, Inc. or Pacific Rim Concepts, LLC from any and all claims and/or liability from, and due to acts of Exhibitor's agents and employees, howsoever designated, and/or for any and all loss and/or injury to people and/or property of any nature.
15. Exhibitor agrees Management reserves the right to close any exhibit that does not conform to the show safety regulations.
16. Exhibitor agrees that Management reserves the right to alter floor plan and/or assign space based on special exhibitor requirements in the best interest of the Conference.
17. Conference Management reserves the right to rule on all matters pertaining to the Hawai'i Energy Innovation Symposium.