

EVENT INFORMATION					
Event Name:			Installation Date:		
Booth Number / Room:			Removal Date:		
CUSTOMER / BILLING INFORMATION					
Name:					
Company name:					
Billing contact name:					
Billing email address:					
Onsite contact name:					
Onsite contact cell phone:					
Onsite contact email:					
PAYMENT INFORMATION					
Credit card payment:		Billing Contact will be emailed payment instructions.			
BILL TO ACCOUNT AUTHORIZATION (FOR ASSOCIATIONS WITH MASTER ACCOUNTS ONLY)					
<i>By signing below, I authorize the Hawai'i Convention Center to charge all services ordered to my master account.</i>					
Print Name:					
Authorized Signature:					
Date:					
<b>ADVANCE ORDERS MUST BE RECEIVED WITH FULL PAYMENT OR CREDIT CARD AUTHORIZATION NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. RATES ARE BASED ON STANDARD DROP LOCATIONS DETERMINED BY HCC.</b>					
QTY	SERVICE	Location (attach floorplan)	ADVANCE <small>order received &gt; 15 days prior to drop date</small>	STANDARD <small>order received &lt; 15 days prior to drop date</small>	Amount due
	Telephone Line only - Local & Continental USA Calls		\$250.00	\$300.00	\$
	Telephone Line only - Local, USA & International Calls		\$350.00	\$400.00	\$
	Single-Line hand-set - One phone number per hand-set		\$45.00	\$55.00	\$
	Multi-Line hand-set - Multiple phone numbers per hand-set		\$140.00	\$150.00	\$
	Polycom Speakerphone - Single microphone		\$175.00	\$200.00	\$
	Polycom Speakerphone - Multiple microphones		\$225.00	\$275.00	\$
	Cable TV Service		Email for rates	N/A	\$
<b>Total Amount Due:</b>					<b>\$</b>

For inquiries and to submit form, please email [HCCBusinessCenter@hccasm.com](mailto:HCCBusinessCenter@hccasm.com)