## **EXHIBITOR FORM**

Name



Booth #

In order to ensure a smooth experience with your boxes, booth/exhibit table requirements, etc, please complete the following information and send to <a href="mailto:peyton.dow@fairmont.com">peyton.dow@fairmont.com</a>, no later than **February 23**, **2026**.

Company Name						
Address						
Work Phone	Cell Phone (on site)	Cell Phone (on site)				
Staying at Hotel YES N	NO If No, which hotel:	If No, which hotel:				
Room Charge YES N	NO (Option only available if staying at the	(Option only available if staying at the Fairmont Orchid)				
Credit Card   YES NO (If yes, a secure form will be emailed for security purposes)  Please indicate in the Quantity Column how many of each item you will need us to supply or boxes being shipped.						
Order/Equipment (	Quantity <u>AMOUNT</u>	Total				
All box movement from one location to another will incur a box movement fee of: \$1.50 per box; \$5.50 per parcel trunk-size; and \$105.00 per pallet.  Exhibitors will be required to establish payment for box movements prior to receiving their boxes.						
Box Movement Fee (Small)	\$1.50 + per box, per move	mig their boxes.				
Box Movement Fee (Large)	\$5.50 + per box, per move					
Box Movement Fee Pallet	\$105.00 + per pallet					
For any additional Audio Visual	needs, please contact of ENCORE by email don	n.acorda@encoreglobal.com				
Simple Wireless WIFI Connection (Basic 3mpbs)	\$93.00 ++ (advance) / \$150.00 (onsite) show rate					
Easels	\$10.00+ each, per day or \$50.00+ each, per 7 days					
Post it Flipchart Package	\$120.00++ each, per day					
Electrical: 120V Single 20A Standard access	\$360.00++ each, show rate					
Power Strip/extension cord	\$39.00++ each, show rate					
55" HD Monitor & Floor Stand with set-up/strike	\$945.00++ each, per day					
Total to be applied to credit card or room charge:						

<sup>(+) = + 4.712%</sup> State Tax

<sup>(++) = + 22%</sup> Service Charge + 4.712% State Tax

## **EXHIBITOR FORM**



## SHIPPING BOXES TO THE HOTEL

- ➤ Packages for exhibits may be delivered to the hotel no more than (5) business days prior to the meeting date.
- ➤ Please note that Federal Express, UPS, and other national carriers do not schedule deliveries or pickups on the Big Island of Hawai'i after normal business hours, on weekends, and on holidays. We recommend that you add (1) working day to all quoted delivery times.
- ➤ Hotel Receiving hours are Monday through Friday from 6:00 A.M. to 2:00 P.M. Shipment of materials, literature, products, etc., that are used in conjunction with a particular meeting **MUST** be addressed as follows to ensure proper handling:

## Exhibit Contact Name -Booth #

GTSC2026 / Peyton Dow (808-887-7340) Fairmont Orchid One North Kaniku Drive Kamuela, Hawaii 96743

- Boxes will be held in our Receiving Storage Room and moved into the designated exhibit table.
- ➤ All box movement from one location to another will incur a box movement fee of \$1.50 per box; \$5.50 per parcel trunk-size; and \$105.00 per pallet.
- For FedEx & UPS shipments, please fill out the following tracking log sheet so, we can better assist with the handling of your boxes. Once complete, please forward with the exhibit form.
- Outgoing shipments will be handled by the hotel's business center on-site. Additional fees apply.

COMPLETED BY EXHIBITOR			D BY EXHIBITOR	COMPLETED BY HOTEL	
Carrier Service	# of Boxes	Shipped Date	Tracking #	Received By/Date Storage # (Internal)	Delivered By/Date & Room (Internal)
				(mtornar)	(mesman)