

EXHIBITOR FORM



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

Name

Booth #

Company Name

Address

Work Phone

Cell Phone (on site)

Staying at Hotel ☐ YES ☐ NO

If No, which hotel: _____

Room Charge ☐ YES ☐ NO

(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	AMOUNT	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	
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 dom.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:			

(+) = + 4.712% State Tax

(++) = + 22% Service Charge + 4.712% State Tax

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- 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:

Fairmont Orchid
One North Kaniku Drive
Kamuela, Hawaii 96743

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