

Hawaii Sales Representatives Association
46-316 Kauhāa Place Kaneohe, HI 96744
PH: (808) 741-4772
HSRA 2017 MID SUMMER SPLASH TRADESHOW!

**APPLICATION CAN BE SUBMITTED VIA
EMAIL TO GINNY AT gwright@hawaiisalesreps.org
OR
MAIL TO ADDRESS ABOVE (PAYMENT MUST BE INCLUDED)**

Show dates: **August 1-2-3, 2017(9 am– 5 pm Tues & Wed/9:00 am – 3:00 pm Thurs.)** Move in – July 31
Show features: General Apparel, Gifts, Swimwear, Beachwear & Beach Accessories
Show Venue: Hilton Waikiki Beach Hotel – 2500 Kuhio Ave.

Application Deadline: **April 1, 2017**

APPLICATION AND PAYMENT PROCEDURE:

- 1) Email completed application to gwright@hawaiisalesreps.org or MAIL TO ADDRESS ABOVE
- 2) HSRA will email invoices to those who indicate that they want to pay by credit card.
- 3) Those wishing to pay with regular check should mail in their payment with a copy of their original application.
- 4) All payments MUST be received by April 1 or your application will be automatically cancelled.
- 5) We are a REP organization. **We only accept personal checks from you (the rep) or a check from YOUR company. We will not accept checks from your manufacturer. In short – YOU pay the fees and get reimbursed from your manufacturer.**
- 6) You will receive show Confirmation via email after May 1. DO NOT MAKE ANY TRAVEL ARRANGEMENTS until you receive confirmation.

SET UP

10 x 10 pipe and drape booths in Main Ballroom (3RD FLOOR) of hotel.

DISPLAY SPACE ASSIGNMENT

Display space will be assigned according to the following:

- 1) Long standing members who submit application & payment by deadline are placed FIRST.
- 2) New members who submit application & payment by deadline will be placed next.
- 3) Applications received after the deadline will be placed LAST according to their preference on a first applied and paid, first assigned basis

SHOW FEATURES & SHOW PROMOTION - Total 45 booths – we will NOT have room to expand.

- In mid June HSRA will mail out invitations to more than 1,500 legitimate retailers in Hawaii, Guam, and Pacific Rim.
- Every show vendor is responsible to promote the show to his/her own customers.
- **DO NOT DEPEND ON WALK UP TRAFFIC!** It is important to call buyers and make appointments NOW. A Pre-registered Buyers List will be emailed to you approximately 2 weeks before the show. Use it to make last minute appointments.

ADDITIONAL EQUIPMENT

- Additional Equipment/Services – extra tables, extra chairs, wastebaskets, and electricity must be ordered *thru HSRA* on the attached application. Any equipment cancellations must be submitted in writing to HSRA by July 1 or you will be charged for the equipment ordered.
- AFTER YOU RECEIVE CONFIRMATION THAT YOU ARE IN THE SHOW, you can contact the Store Fixture Outlet to rent display fixtures - call Derrick at 593-0711

SLEEPING ROOMS – Information about reserving a sleeping room will be available in the Confirmation Packet.

PORTERAGE CHARGE - The hotel will charge a portage fee of \$41. plus tax per booth for round trip in/out movement of your goods (including shipping). The fee includes gratuity. This fee will be charged by hotel when you arrive.

THE SHOW WILL SELL OUT QUICKLY. SUBMIT YOUR APPLICATION & PAYMENT IMMEDIATELY

Your tradeshow application will be cancelled if we do not receive ALL fees (Tradeshow and Membership) by the deadline

AUGUST 1-3, 2017 TRADESHOW APPLICATION - APPLICATION DEADLINE – April 1, 2017



MEMBER NAME _____ PHONE _____ FAX _____
 ADDRESS _____ CITY _____ STATE _____ ZIP _____
 COMPANY NAME _____ E-MAIL ADDRESS _____

Paying by check:

DISPLAY SPACE – (comes with one 6' table & 2 chairs) # of booths _____ x \$ 945.00 = _____
DISPLAY SPACE EQUIPMENT -
 Extra 6 foot table- \$25 per table # of extra 6 foot tables _____ x \$ 25.00 = _____
 Extra 8 foot table - \$25 per table # of extra 8 foot tables _____ x \$ 25.00 = _____
 Extra Chair - \$5.00 per chair # of extra chairs _____ x \$ 5.00 = _____
 Wastebasket - \$10 per wastebasket # of wastebaskets _____ x \$ 10.00 = _____
 Power pkg (extension cord & powerstrip - \$95 for run of show) # of power pkgs _____ x \$ 120.00 = _____
 Buyer Browsing Grid - 2'x8' grid in the Browsing Area - \$25 per grid # of grids _____ x \$ 25.00 = _____

TOTAL to be paid via check to HSRA _____

Paying by CREDIT CARD (we will INVOICE you for online payment via Paypal)

DISPLAY SPACE comes with one 6' table & 2 chairs: # of booths _____ x \$ 990.00 = _____
DISPLAY EQUIPMENT
 Extra 6 foot table- \$26 per table # of extra 6 foot tables _____ x \$ 26.00 = _____
 Extra 8 foot table - \$26 per table # of extra 8 foot tables _____ x \$ 26.00 = _____
 Extra Chair - \$5.25 per chair # of extra chairs _____ x \$ 5.25 = _____
 Wastebasket - \$10.50 per wastebasket # of wastebaskets _____ x \$ 10.50 = _____
 Power pkg (extension cord & powerstrip - \$125 for run of show) # of power pkgs _____ x \$ 125.00 = _____
 Buyer Browsing Grid - 2'x8' grid in the Browsing Area - \$26 per grid # of grids _____ x \$ 26.00 = _____

TOTAL to be invoiced and paid online with credit card _____

Please PRINT all lines being shown in your room and indicate their category by referring to the guide below. ATTACH A SEPARATE SHEET IF NECESSARY

LINE	CATEGORY	LINE	CATEGORY
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

M-Men's W-Women's C-Children's R-Resort L-Lingerie F-Footwear T-T-Shirts S-Sportswear or Goods SW-Swimwear G-Gifts A-Access. H-Home

NAME BADGES – Your name badge is your “pass” into the show. **No more than 4 badges/passes per display space.** Circle the name of any manufacturer.

1. _____ 2. _____ 3. _____ 4. _____

DISPLAY SPACE SIGN –Print the name you would like on your sign. (Max. 25 letters/spaces): _____

My submission of this form indicates agreement to abide by the following Tradeshow Rules.

- I am a commissioned sales rep or manufacturer repping my own lines
- I understand space assignment is at the discretion of HSRA
- Buttonholing is not permitted
- **No refunds within 45 days of the show**
- Member is responsible for any/all damage to exhibit space
- **My space will be open and manned during the entire show.**
- Sharing of exhibit space MUST have prior approval by HSRA
- **\$300 fine for each rule violation**

Signature and Date

OFFICE USE ONLY

Fee: _____ Online (Date: _____) Amt. _____

Chk# _____ Amt.: _____ Dated: _____

Your tradeshow application will be cancelled if we do not receive ALL fees (Tradeshow and Membership) by the deadline