

Hawaii Sales Representatives Association
46-316 Kauhāa Place Kaneohe, HI 96744
PH: (808) 741-4772
HSRA 2018 SUMMER SIZZLE TRADESHOW!

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

Show dates: **MAY 8-9, 2018 (9 am– 5 pm BOTH DAYS) Move in – MAY 7**
Show features: General Apparel, Gifts & Accessories
Show Venue: Hilton Waikiki Beach Hotel – 2500 Kuhio Ave.

Application Deadline: **FEBRUARY 1, 2018 (BUT SHOW WILL SELL OUT BEFORE THAT DATE)**

APPLICATION AND PAYMENT PROCEDURE:

- 1) Email completed application to GWr1069167@aol.com or MAIL TO ADDRESS ABOVE
- 2) HSRA will email invoices to those who indicate that they want to pay by credit card via Paypal
- 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 FEBRUARY 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 are the member, YOU pay the fees and get reimbursed from your manufacturer.**
- 6) You will receive show Confirmation via email after MARCH 1. DO NOT MAKE ANY TRAVEL ARRANGEMENTS until you receive confirmation.

SET UP

The show will in the 3rd floor ballroom of the hotel and will be typical 10'x10' pipe and drape booths. Move in times may be requested between 3:00 and – 6:00 p.m on . You can submit a move in request time by MARCH 15 . We will try to accommodate your request BUT cannot guarantee a specific move in time for anyone. If you do not request a specific time, we will assign one to you.

DISPLAY SPACE ASSIGNMENT

Display space will be assigned according to the following:

- 1) Long standing members who submit application & payment by deadline are placed 1st on a first applied/paid, first assigned basis.
- 2) New members who submit application & payment by deadline will be placed 2nd on a first applied/paid, first assigned basis.
- 3) Applications received after the deadline will be placed LAST on a first applied and paid, first assigned basis

SHOW FEATURES & SHOW PROMOTION - Total 51 booths – we will NOT have room to expand.

- HSRA will mail out invitations to more than 1,200 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 ONE WEEK 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 MARCH 15 or you will be charged for the equipment ordered.
- Display Fixtures may be rented from the Store Fixture Outlet) – 593-0711

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

PORTERAGE/SHIPPING/HOLDING FEE

THE HOTEL CHARGES A FLAT ROUND TRIP HANDLING FEE OF \$40.00 PLUS TAX PER BOOTH TO ANYONE REQUIRING PORTER OR BELL ASSISTANCE AS WELL AS THOSE WHO SHIP BOXES. THIS FEE INCLUDES PORTER GRATUITY. THE ONLY BOOTHS THAT DO NOT HAVE TO PAY THIS FEE ARE THOSE MOVING IN FROM HOTEL ROOM WITHOUT ASSISTANCE AND THOSE WHO MOVE IN WITH ROLLING SUITCASES ONLY (NO ROLLING RACKS). THE HOTEL STAFF CHARGES THIS AT YOUR MOVE IN AND WILL PRESENT YOU WITH A CREDIT CARD CHARGE FORM AT THAT TIME.

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

OFFICE USE ONLY

Booth: _____ Room/Area: _____

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

Chk# _____ Amt.: _____ Dated: _____

