

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

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

Show dates: **SEPT 26-27 (9 am– 5 pm BOTH DAYS) Move in – SEPT 25**
Show features: General Apparel, Gifts & Accessories
Show Venue: Hilton Waikiki Beach Hotel – 2500 Kuhio Ave.

Application Deadline: **July 1, 2017 (BUT SHOW WILL SELL OUT BEFORE THAT DATE)**

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 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 July 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 August 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. Additional booth space, if needed, will be located on the 4th floor (additional 10 booths). Move in times will be assigned between 3:00 and – 6:00 p.m on SEPT 26. You can submit a move in request time by AUGUST 1. 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 60 booths – we will NOT have room to expand.

- In early August 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 1 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 SEPT 1 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: _____

SEPT 26-27, 2017 TRADESHOW APPLICATION - APPLICATION DEADLINE – JULY 1, 2017

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

Indicate payment method: **Discount for paying by check.**

 Paying by CHECK (please note we will only accept check from YOU (the member) – NO manufacturer's checks)

DISPLAY SPACE comes with one 6' table & 2 chairs: # of booths _____ x \$ 825.00 = _____
 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 \$ 95.00 = _____
 Buyer Browsing Grid - 2'x8' grid in the Browsing Area - \$25 per grid # of grids _____ x \$ 25.00 = _____

TOTAL AMOUNT TO BE PAID BY 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 \$ 850.00 = _____
 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 - \$100 for run of show) # of power pkgs _____ x \$ 100.00 = _____
 Buyer Browsing Grid - 2'x8' grid in the Browsing Area - \$26 per grid # of grids _____ x \$ 26.00 = _____

TOTAL AMOUNT TO BE PAID ONLINE VIA 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 signature indicates agreement to abide by the following Tradeshow Rules.

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

I understand that if my indicated display space preference is NOT available HSRA will assign me to alternate space.

 Member Signature & Date

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

OFFICE USE ONLY

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

Chk# _____ Amt.: _____ Dated: _____