



EXHIBITOR MOVE –IN GUIDELINES

The Freight Dock Is Limited To Commercial Vehicles Only, No POV (privately owned vehicles) Are Permitted. POV Vehicles May Load In Through The Parking Garage, Row F.

COMMERICAL VEHICLE LOADING DOCK ACCESS

(If you have a commercial vehicle, please contact your Event Manager to coordinate reserving dock space prior to your event)

- Freight dock entrance is on Kahakai Street, with exiting at Kalakaua Avenue
- Any issues upon arrival please call your Event Manager or to contact the Dockmaster directly call (808) 943-3018.
- (2) Large Freight Elevator Measurements - L 17'5" x W 8' x H10', with 10,000 pound load capacity

POV PARKING GARAGE ACCESS

(Parking is \$10.00 per exit without validation. There is a 30 minute grace period at no charge)

- From Atkinson turn right on Kalakaua Avenue - parking garage entrance is on the RIGHT
- Drive up the helix to our parking garage ROW "F" and park near elevator #6/7 Unload in the loading zone then park anywhere in the Garage. NOTE: loading zone is for loading & unloading ONLY. Please park in a parking stall.
- Small Freight Elevator Measurements – L 9'5" x W 4' x H 8', with 5,000 pound load capacity

ELEVATORS: 6/7 (Mauka) will take you to

Level 1: Exhibit Hall 1 Exhibit Hall 2
Level 3: Meeting Rooms 301 – 313
Level 4: Ballroom

ELEVATORS: 4/5 (Makai) will take you to

Level 1: Exhibit Hall 3
Level 3: Meeting Rooms 314 – 328
Level 4: Rooftop

Move in is not permitted through the main lobby. Although we do allow small hand carried items through the lobby, we do not allow pallet jacks, dollies, hand trucks or the like. Escalators and lobby elevators are restricted for passenger use only. Please use the service entries as described above. Please keep in mind we do not allow affixing of any kind to walls, furniture or the like. If in doubt, please contact us. Special arrangements must be made if you are considering, any open flame, water connection, food sampling etc.

Please contact your Event Manager, Sherry Pokakaa should you have any questions or concerns prior to your event. For your convenience, there is a house phone located in the parking garage near the service elevators. Please dial 470 for issues while moving in through parking garage level

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