

SERVICE CONTRACTOR CONTACT:	LEVY EXPOSITION SERVICES INC. 14900 Interurban Avenue S., Suite 271 Seattle, WA 98168 T: 253 437 0031 F: 253 437 0032 E: operations@levyexpo.com	
LOCATION:	Hawai'i Convention Center 1801 Kalakaua Avenue Honolulu, HI 96815	
EXHIBITOR MOVE-IN:	Thursday, March 24, 2022	8:30 am – 4:30 pm
EXHIBITION DATES:	Friday, March 25, 2022	8:30 am – 4:30 pm
	Saturday, March 26, 2022	8:30 am – 4:30 pm
	Sunday, March 27, 2022	8:30 am – 12:00 noon
EXHIBITOR MOVE-OUT:	Sunday, March 27, 2022	12:00 noon – 3:00 pm
	**Please note that all exhibit materials must be removed from the exhibit hall / Hawai'i Convention Center by 5:00 pm on Sunday, March 27, 2022.	
BOOTH EQUIPMENT:	Each 10' x 10' booth space includes the following: <ul style="list-style-type: none"> • 8' high drapery backwall – blue and white • 3' high drapery sidewall – blue • (1) 6' x 2' skirted table – blue • (2) Side chairs • (1) Wastebasket • (1) 7" x 44" booth identification sign <p>If you require additional furnishings or services please complete and return the appropriate enclosed order form(s).</p>	
AISLE CARPET:	The aisles will NOT be carpeted.	
CEILING HEIGHT:	The ceiling height in the exhibit hall is 30' feet.	
DISCOUNT PRICE DEADLINE:	In order to receive the discount rates listed on the enclosed order forms, your PAID order is to be received by March 3, 2022 .	
LEVY ONLINE ORDERING (LOLO):	To access our online ordering system visit: http://www.levyexpo.com and click on "Online Ordering" <ul style="list-style-type: none"> ➤ You will be prompted to either register as a new exhibitor or sign in as a returning exhibitor ➤ After signing in, you will need to enter the show code and your booth number ➤ The show code for AAS 2022 Annual Conference – 'AAS2022' ➤ If you do not know your booth number please enter "0" (zero) ➤ Online ordering available until March 17, 2022. 	

SHIPPING:

Please refer to the Material Handling order form in this manual for further information and associated costs.

All ADVANCE WAREHOUSE shipments should arrive between February 21, 2022 – March 21, 2022. Shipments arriving before or after these dates will incur an early/late surcharge.

Shipments sent to the advance warehouse should be consigned as follows:
(Labels are provided in the Material Handling Section of the manual)

AAS 2022 Annual Conference
Exhibiting Company Name
Booth # ____
Levy Exposition Services, Inc.
c/o I.C.S
2838 Kilihau Street
Honolulu, HI 96819

All **DIRECT** shipments should not arrive prior to 8:30 am on **March 24, 2022**. Shipments arriving prior to this time will be refused.

Direct shipments should be consigned as follows:
(Labels are provided in the Material Handling section of manual)

AAS 2022 Annual Conference
Exhibiting Company Name
Booth # ____
Hawai'i Convention Center
c/o Levy Exposition Services, Inc.
1801 Kalakaua Avenue
Honolulu, HI 96815

**DISMANTLE AND
MOVE-OUT
INFORMATION:**

All exhibitor materials **MUST** be removed from the facility by 5:00 pm on Sunday, March 27, 2022. To ensure that all exhibitor materials are removed by this time, please have your carrier check in no later than 2:00 pm on Sunday, March 27, 2022. In the event that your carrier does not check-in by this time, your shipment will be rerouted via the official carrier, Liberty CFS NV, Inc.

**POST SHIPPING
PAPERWORK:**

Our customer service center will have outbound bills of lading and shipping labels for your convenience. Please note that Levy Exposition Services Bills Of Lading's (BOLs) **MUST** be filled out and turned into the service center once your materials are packed for all outbound shipments.

It is vital that your carrier knows your company name and booth # when you make your outbound shipping arrangements. Additionally, if your carrier plans to use a freight forwarding company to pick up your shipment(s), you **MUST** include this company's name as well as the actual shipping company's name on the bill of lading that you fill out. In the event someone other than the company listed on your outbound bill of lading arrives to pick up your shipment, it will be rerouted via the official show carrier.