INTERNATIONAL CONVENTION SERVICES INC.

EXHIBITOR MANUAL ORDER FORMS FOR:

2026 PBX Hawaii

@

NBC Exhibition Hall

October 21, 2026

INTERNATIONAL CONVENTION SERVICES INC.

Dear 2026 PBX HAWAII Exhibitors,

It is a great pleasure to have been selected as your Official Service Contractor. We will make every effort to make this a successful event for you.

Attached are the Exhibitors Service Order Forms for additional services you may require for your booth. Please review, complete and submit your order forms as early as possible to take advantage of our discount pricing. We welcome you to use our safe and secure online ordering website to place your order. Please log in using your email address and temporary password provided via a separate email for all of you first time users. If you do not receive your password or have forgotten it, please call or email us for assistance.

Please don't hesitate to contact us with any concerns regarding services for your booth. You may reach us via the following:

Main Office #808-832-2430

Main Fax #808-832-2431

Email: helpdesk@icshawaii.net

We look forward to serving you.

Sincerely,

I.C.S. ***Management***

Hawai'i Visitors & Convention Bureau

International Association of Exhibitions and Events

CoC Hawaii

BBB Hawaii

ICS
INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
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SERVICE CONTRACTOR

INTERNATIONAL CONVENTION SERVICES (I.C.S.)
1004 MAKEPONO STREET
HONOLULU, HI 96819
PHONE (808) 832-2430 * FAX (808) 832-2431

SHOW INFORMATION:

8' High Backwall Drape	Black/White
3' High Sidewall Drape	Black
Exhibit Hall Carpet Color:	Tuxedo
Aisle Carpet Color:	Tuxedo

BOOTH PACKAGE:

Booth Size: 10' x 10'
(1) 6' White Skirted Table
(1) 7"x44" Booth ID Sign

IMPORTANT DATES: *(Be sure to check all order forms for additional deadlines)*

TUESDAY	6-Oct	Discount Deadline for orders received with payment	
TUESDAY	29-Sep	Advance Shipments may begin arriving at I.C.S. Warehouse	
TUESDAY	13-Oct	Last Day for Advance Shipments to arrive at I.C.S. Warehouse without surcharges	
TUESDAY	20-Oct	Direct Shipments may begin arriving at Show Site after 8:00 AM	
TUESDAY	20-Oct	Last Day for Direct Shipments to arrive at Show Site by 3:30 PM	
TUESDAY	20-Oct	Exhibitor Set-up	7:00 AM - 6:00 PM
WEDNESDAY	21-Oct	Exhibitor Set-up	6:30 AM - 7:45 AM
WEDNESDAY	21-Oct	Exhibition Hours	7:45 AM - 4:30 PM
WEDNESDAY	21-Oct	Exhibitor Move-out	4:30 PM - 9:00 PM
WEDNESDAY	21-Oct	Carriers (Truckers) must be checked in by 8:00 PM	
WEDNESDAY	21-Oct	All exhibitor materials must be removed by 9:00 PM. If your freight remains on the exhibit floor at this time it will go out via I.C.S. Carrier at your expense. If you require assistance with your outbound shipment(s), please visit the I.C.S. Service Desk during the Service Desk Hours & not during dismantle.	

SHIPPING ADDRESSES:

Advance Shipments to Warehouse	I.C.S. 1004 Makepono Street Honolulu, HI 96819	Shipments should arrive on or before: TUESDAY OCTOBER 13, 2026 3:00 PM HST
Direct Shipments to Showsite	Neal Blaisdell Center - Exh Hall 777 Ward Ave Honolulu, HI 96814	Shipments will be accepted beginning: TUESDAY OCTOBER 20, 2026 between the hours of 8:00 am - 3:30 pm

I.C.S. Service Desk:

I.C.S. is here to take care of your on-site needs. All contractors and production personnel will be available, along with any services you might desire such as Furniture, Cleaning, and Material Handling.

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Dear Exhibitor,

We are pleased Show Management has selected I.C.S. as your Official Service Contractor. Our objective is to make your exhibit a success.

I.C.S. ONLINE ORDERING:

Take advantage of discount pricing by ordering online at https://icshawaii.boomerecommerce.com by OCTOBER 6, 2026. Our Internet online ordering service is available for your convenience to order all I.C.S. Services, view show schedule, or print order forms. Once your show is available online you will receive an email which includes a web address to our I.C.S. Online Store.To place online orders you will be required to enter your unique Login ID and Password. If this is your first time using the I.C.S. Online Store, click on the "Login" link to create a new account. If you need assistance with I.C.S. Online Store please call us at (808) 832-2430 or email us at helpdesk@icshawaii.net.

DISCOUNTED PRICES:

Please take time and read through the packet carefully. It contains information on rates & services provided by I.C.S. It is very important that you process and place your order before the TUESDAY, OCTOBER 6, 2026 ADVANCE ORDER DEADLINE, to take advantage of the discounted prices. WE DO NOT ACCEPT PHONE ORDERS. All orders must be placed by mail, online or fax. The deadline date for advance prices are as noted on the top left hand corner of each order form. All late orders are subject to an increase of the advance prices.

PAYMENT:

I.C.S. requires payment in full at the time the services are ordered. Payment can be made by credit card (Visa, MasterCard, Discover Card or AMEX), as well as wire transfers ($25.00 service fee will be added to your total for each wire transaction), U.S. Bank check and cash. We require that you provide a credit card authorization with your initial order. This may be used in the event additional services are required which are not covered with your advanced order payment. A $25.00 handling charge will be assessed for each check returned by your bank due to insufficient funds.

TRANSPORTATION:

For those requiring transportation, please contact I.C.S. for assistance in in meeting your needs.
Call us at (808) 832-2430 or email us at helpdesk@icshawaii.net.

Please note: container dimensions are:
88” width x 88” height x 39-1/2’ deep or 88” width x 102” height x 44-1/2’ deep

I.C.S. will also have staff members on site at the I.C.S. Service Desk during exhibitor move-in/move-out.

We look forward to working with you. **MAHALO!**

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As your Trade Show partners, our goal is to provide you with hassle-free service so that you can enjoy your show. Even if you use an Exhibitor Appointed Contractor (EAC), you should have a basic understanding of the Exhibitor Service Manual's contents and information.

By following the information provided below, you will have a charmingly smooth trade show experience!

ORDERING TRADE SHOW SERVICES

- Always include your complete customer information on each order form including address with zip code, phone and fax, email address, contact name, and most importantly, booth number (if available). If you have multiple booth locations, please complete individual order forms for each location (booth, meeting rooms, etc.).
- Ensure that all credit card information is complete and correct including the expiration date & cvv #.
- When ordering carpet, draped tables or counters remember to select the colors you desire.
- Please make sure that the size of carpet ordered is appropriate for your booth space (e.g.: DO NOT order a 9' x 20' carpet for a 10' x 10' booth).
- Always keep the total square footage of your booth in mind when ordering decorating items. DON'T order more than will comfortably fit and still allow you to do business.

INBOUND – MOVE IN

- Confirm your furnishing orders with I.C.S. You should receive a confirmation of your order within 3 - 5 days of placement.
- Confirm target dates with I.C.S. and communicate them to your carrier. Refer to the Special Handling section on the Material Handling Information Sheet to ensure you do not incur special handling charges.
- Keep phone number of your carrier with you, including weekend contacts.
- Have your hotel information available, including phone number, address, etc.
- After emptying crates, place "EMPTY" labels on all sides of your crates and cases. Remember to remove old "EMPTY" labels.

SHOW SITE

- Put together a trade show survival kit to include in your freight or carry with you, including:
  - Small Tool Kit
  - Staples, Scissors, Tape
  - Pens & Markers for Labels
  - First Aid Kit
  - Bottled Water

OUTBOUND – MOVE OUT

Keep in mind, the return of empty containers can take from 2 to 12 hours (depending upon the size of the show), so coordinate your outbound flight to accommodate this.

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

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PAYMENT & CALCULATION FORM

Please complete order forms and calculation sheet and return with payment in full. ***I.C.S. requires your credit card authorization to be on file with us.*** *For your convenience, we will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representative. These charges may include all I.C.S., or any charges which I.C.S. may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges. Please complete the information requested below:*

Tables & Accessories	$
Custom Exhibit Rental Order Form	$
Carpeting	$
Electrical	$
Booth Cleaning Service	$
Installation / Dismantle Labor	$
Signs & Graphics	$
Tripod Banner Frame	$
Plants & Floral	$
Audio Visual	$
Freight Handling	$
TOTAL AMT. DUE:	$

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			ORDERED BY:		
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		

SHOW REPRESENTATIVE INFORMATION:

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

NO REFUNDS OR CREDITS WILL BE ISSUED ON ANY ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE. I.C.S. WILL NOT ADJUST ANY INVOICES AFTER THE CLOSE OF THE SHOW.

METHOD OF PAYMENT: Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)
Name of Cardholder:	Signature		

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PAYMENT TERMS & CONDITION

YOU ARE ENTERING A CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below become a part of the Contract between I.C.S. and you, the Exhibitor. Acceptance of said terms and conditions will be construed when any of the following conditions are met:

- The Method of Payment Form is signed; or
- An order for labor, service and/or rental equipment is placed by exhibitor with I.C.S.; or
- Work is performed on behalf of exhibitor by I.C.S.

Definitions:

For purpose of this Contract, I.C.S. means International Convention Services Inc. and its respective employees, directors, agents, assigns, affiliated companies, and related entities including but not limited, to any subcontractors I.C.S. may appoint. The term "Exhibitor" means the Exhibitor, its employees, agents, or representatives.

PAYMENT TERMS:

1) Full payment, including any applicable tax, is due in advance or at show site for all service orders. All payments must be U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will be charged at floor rate.
2) All materials and equipment are on a rental basis for the duration of the show or event and remain the property of I.C.S. expect where specifically identified as a sale. All rentals include delivery, installation, and removal from Exhibitor's booth.
3) Credits or refunds will not be given for services cancelled after the advance order deadline date, installed or not used.
4) If the Show or Event is cancelled because of reasons beyond I.C.S. control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation.
5) I.C.S. will not issue refunds to Exhibitors of any payments made before the date of cancellation. It is Exhibitor's responsibility to advise the I.C.S. Service Desk Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event.
6) If Exhibitor is exempt from payment of Hawaii Excise Tax, I.C.S. requires a copy of your Tax Exemption Certificate issued by the State.
7) For International Exhibitor's, I.C.S. requires 100% pre-payment of advance orders, and any other order or services placed at show site must be paid at the show.
8) For any pre-approved unpaid balance after the close of the show, terms will be net due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a finance charge 1.5% per month. Future orders will be on a prepaid basis only.
9) If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs. These payment terms and conditions shall be governed by and construed in accordance with the laws of the State of Hawaii. In the event of any dispute between the Exhibitor and I.C.S. relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or partial payment, due to I.C.S. for its services, as an offset against the amount of any alleged loss or damage. Any claims against I.C.S. shall be considered a separate transaction, and shall be resolved on its own merits. I.C.S. reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and its actual charges incurred by Exhibitor, or for any charges that I.C.S. may be obligated to pay on behalf of the Exhibitor, including without limitation, any shipping charges. If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, I.C.S. hereby provides notice that it reserves the right, and Exhibitor authorizes I.C.S., to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account.
10) I.C.S. will not be held responsible for any orders not received due to transmittal problems.
11) Third Party Billing is available upon request. Please contact our Help Desk for assistance with this service form.
12) A $25.00 handling charge will assessed for returned checks due to insufficient funds.
13) If you're submitting payment via Bank Wire, please include a $25.00 service charged to your total amount due.

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SAFETY FIRST!

Safety is very important for everyone working in the exhibit hall - especially you!

I.C.S. is committed to safety throughout our company and in the work that we do. We request that you make safety a part of your activities during the show. If you see something unsafe or that presents a hazard, please bring it to the attention of an I.C.S. supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Below you will find a list of Loss Prevention Guidelines that we request you follow while at show site. These Guidelines will enhance the overall safety of the show and help to prevent injuries to you, our employees and other exhibitors.

Exhibitor Loss Prevention Guidelines at Show Site

- Exhibitors should treat the show areas during move-in and move-out as they would a construction site, when work is on-going. Wearing of appropriate attire includes footwear with hard soles that protects against potential injuries from site debris, and limits potential for slip and falls. Heels, flip flops and open-toed shoes are inappropriate and violate safety standards.
- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use a ladder or ask I.C.S. personnel for assistance.
- I.C.S. forklifts and carts are to be used by authorized I.C.S. personnel only. Please do not operate this equipment. Bicycles, skateboards, skates, etc. prohibited on the show floor unless approved by the facility in advance. If you are authorized to use your own cart, please be sure to register it with the facility. They should also provide you with a "safe operating" procedure. If they do not, an I.C.S. representative at the Exhibitor Service Desk can provide it to you.
- Be aware of the forklifts moving throughout the aisles and docks. Please stay clear of them, especially when they are carrying a load. Keep the aisles free and open at all times. Please utilize your booth space to store and work in while preparing your booth.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and stay away from the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damage. Notify an I.C.S. supervisor if you need assistance repairing or removing a damaged cord. Do not overheat outlets or plugs.
- Please keep fire exits clear. Report any fires immediately or pull the nearest fire alarm.
- If you spill something, or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Keep aisles free and clear of any and all debris.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Notify an I.C.S. representative of any safety issues or concerns.

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FIRE & SAFETY REGULATIONS

1) ALL MATERIALS USED IN CONSTRUCTION AND DECORATION OF AN EXHIBIT MUST BE FLAME RETARDANT. Fabrics must be certified as flame retardant or a sample must be available for testing. Materials, which cannot be treated to meet the requirements, may not be used.

2) ALL EXITS AND EXIT AISLES MUST BE KEPT CLEAR AND UNOBSTRUCTED. No furniture, signs,easels, chairs or displays may protrude into aisles.

3) DESIGNATED "NO FREIGHT" AISLES MUST BE MAINTAINED CLEAR OF CRATES AND EXHIBIT MATERIALS DURING MOVE-IN AND MOVE-OUT. These aisles are required for emergency access throughout the hall and to expedite freight and empty crate moving.

4) ALL FIRE HOSE RACKS, FIRE EXTINGUISHERS AND EMERGENCY EXITS MUST BE VISIBLE AND ACCESSIBLE AT ALL TIMES. This includes fire protection equipment located within exhibits. Exits and exit signs must not be covered by drapes nor obscured from view by exhibit components.

5) VEHICLES ON DISPLAY MUST HAVE FUEL FILLER CAPS LOCKED OR SEALED TO PREVENT ESCAPE OF VAPORS AND TO AVOID TAMPERING. Batteries must be disconnected. Auxiliary batteries not connected to engine start system may be left connected. External chargers are recommended for demonstration purposes.

6) COMBUSTIBLE MATERIALS MUST NOT BE STORED BENEATH DISPLAY VEHICLES. Space beneath vehicles must be clear and visible except for permitted electrical supplies.

7) VEHICLES IN BUILDING FOR UNLOADING MUST NOT BE LEFT WITH ENGINE IDLING. Exhaust gases present extreme hazards to workers. If the engine cannot be shut down, vehicle must be removed from the building as quickly as possible.

8) COMPRESSED AIR CYLINDERS, INCLUDING LPG, ARE PROHIBITED UNLESS APPROVED BY FIRESAFETY OFFICE. Flammable gases, i.e.: butane, propane, natural gases, etal; are subject toprior approval. Non-flammable compressed gas cylinders must be secured in an upright position with gauges and regulator protected against physical damage.

9) ALL 100 VOLT EXTENSION CORDS SHALL BE THREE-WIRED (GROUNDED), #14 OR LARGER AWG, COPPERWIRE, CONNECTORS MUST NOT BE SUPPORTED BY CORDS. Two wire, "Zip Cords" are not permitted other than factory installed appliance connectors, these may not exceed six (6) feet in length and must be UL approved.

10) MULTI-PLUG ADAPTERS MUST BE UL APPROVED AND HAVE BUILT-IN OVERLOAD PROTECTION. Connectors must not be used to exceed their listed ampere rating.

11) THE OFFICIAL ELECTRICAL CONTRACTOR MUST DO ELECTRICAL WORK UNDER CARPETS. All wiring on the floor must be Type "SO" cord, insulated to qualify for "extra hard usage" and must be No. 12AWG, or larger, and must be protected against damage.

FIRE & SAFETY REGULATIONS (CONT'D)

12) ALL TEMPORARY WIRING MUST BE ACCESSIBLE AND FREE FROM DEBRIS AND STORAGE MATERIALS. Hard walled booths must have power supplies dropped within the booth.

13) NO STORAGE OF ANY KIND IS ALLOWED BEHIND BOOTHS OR NEAR ELECTRICAL SERVICE. Materials necessary to the exhibit must be stored within the exhibit. Electrical cords and connectors must be accessible and shall not be covered.

14) AREAS ENCLOSED BY SOLID WALLS AND CEILINGS MUST BE EQUIPPED WITH APPROVED SMOKE DETECTORS.

15) ALL EMPTY CARTONS OR CRATES MUST BE LABELED AND REMOVED FOR STORAGE OR THEY WILL BE REMOVED AS TRASH. Crates are not to be used as exhibit supports.

16) MATERIALS FOR HANDOUTS MUST BE LIMITED TO ONE DAY SUPPLY AND MUST BE STORED NEATLY WITHIN THE BOOTH. All storage must be clear of electric cables or junction boxes.

17) FLAMMABLE OR COMBUSTIBLE LIQUIDS ARE PROHIBITED INSIDE OF BUILDINGS EXCEPT AS APPROVED BY THE FIRE SAFETY OFFICE. Flammable thinners, solvents and paints, including aerosol cans, are strictly prohibited within the building.

18) ALL FIRE HOSE BOXES MUST BE KEPT COMPLETELY CLEAR. All fire exit signs must be unobstructed.

19) 9'0" wide aisles are the norm, although the state minimum is 5'0". A minimum of 20'0" in front of any exit/entrance door must be kept clear.

LABOR GUIDELINES - FOR ALL HAWAII CONVENTION SITES

1) Hawaii is a right-to-work state and "producer's choice" applies

2) If a producer requests/mandates union labor, it is supplied

3) 90% of the trade shows in Hawaii use non-union labor from the Service Contractor and exhibitors may install/dismantle their own exhibits freely.

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1.) DEFINITIONS:

Agents - Subcontractors, carriers and the agent of each
Customer - Exhibitor or other party requesting services from I.C.S.
Carrier - Motor carrier, air carrier or surface carrier/freight forwarder
Shipper - party who tenders goods to carrier for transportation
Goods - Exhibits, property and commodities
Cold Storage - Holding of Goods in a climate controlled area
Services - Warehousing, transportation, drayage, unsupervised labor, supervised labor and/or related services.
Show Site - Venue or place when a conference or event takes place.
Supervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space, and is supervised and/or directed.
Unsupervised Labor - Labor that is provided to a customer to install or dismantle a booth or exhibit space and per Customer's election is not supervised and or directed by I.C.S. Customer assumes the responsibility for the work of labor when Customer elects to use unsupervised labor.

2.) SCOPE:

YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: The Material Handling Form is signed; Exhibitor's materials are delivered to I.C.S.'s warehouse or to an event site for which I.C.S. is the Official Show Contractor, or an order for labor and/or rental equipment is placed by Exhibitor with I.C.S.

3.) CUSTOMER OBLIGATIONS:

Payment for services - Customer shall be liable for all unpaid charges for services performed by I.C.S. or Agents. Customer authorizes I.C.S. to charge its credit card directly for services rendered on its' behalf after departure, by placing an order via fax or through a work order on site.

Credit Terms - All charges are due before services are performed unless other arrangements have been made in advance. I.C.S. has the right to require prepayment or guarantee of the charges at the time of request for services. A failure to pay timely will result in Customer having to pay in cash in advance for future services. If a credit card is provided to I.C.S., I.C.S. is authorized to bill to such credit card any unpaid charges for services provided to Customer, including charges for return shipping. Any charges not paid within 30 days of delivery will be subject to interest at 1-1/2% per month until paid.

4.) MUTUAL OBLIGATIONS:

Indemnification:

Customer to I.C.S. - Except to the extent of I.C.S.'s own negligence and/or willful misconduct, Customer shall defend, hold harmless and indemnify I.C.S. from and against any claims, lawsuits, demands, liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury or death of persons, or damage to property relating to or arising from performance under this Agreement.

Customer agrees to indemnify and hold I.C.S. harmless for any and all acts of its representatives and agents, including but not limited to Customer Appointed Contractors and installation and Dismantle Companies, and subtenant or other user of its' space or any agents or employee engaged in business on its' behalf of Customer or present at Customers' invitation.

I.C.S. to Customer - To the extent of I.C.S.' own negligence and/or willful misconduct, and subject to the limitation of liability below, I.C.S. shall defend, hold harmless and indemnify Customer from and against any claims, lawsuits, demands, liability, cost and expenses, including reasonable attorney's fees and court costs, resulting from any injury to or death of person, or damage to property other than Goods. I.C.S. assumes no liability for bodily injury resulting from Customers' presence in areas which have been marked as "off limits to exhibitors" prior to the start of and after the conclusion of their space lease with Show Management and during hours and days when exhibitors are present in the facility.

5.) No liability for consequential damages.

UNDER NO CIRCUMSTANCES WILL ANY PARTY BE LIABLE FOR SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, INCLUDING BUT NOT LIMITED TO LOSS OF PROFITS OR INCOME.

continued on next page

6.) I.C.S. Liability for Loss or Damage to Goods.

Negligence standard - I.C.S. shall be liable, submit to the limitation contained herein, for loss or damage to Goods only if such loss or damage is caused by the direct negligence or willful misconduct of I.C.S.

Condition of Goods - I.C.S. shall not be liable for damage, loss or delay due to uncrated freight, freight improperly packed, glass breakage or concealed damage. I.C.S. shall not be liable for ordinary wear and tear in handling of Goods or for damage to shrink-wrapped Goods. All Goods should be able to withstand handling by heavy equipment, including but not limited to forklifts, cranes or dollies. It is the Customers' responsibility to ensure that Goods are packaged correctly prior to shipment or movement on or off the Show floor.

Receipts of Goods - I.C.S. shall not be liable for Goods received without receipts, freight bills, or specified unit counts on receipts or freight bills. Such Goods shall be delivered to booth without the guarantee of piece count or condition.

Force Majeure (fawrs ma-zhcer) - I.C.S. shall not be liable for loss or damage that results from Acts of God, weather conditions, act or default of Customer, shipper, or the owner of the Goods, inherent nature of the Goods, public enemy, public authority, labor disputes, and acts of terrorism or war.

Cold Storage - Goods requiring cold storage are stored at Customer's own risk. I.C.S. assumes no liability or responsibility for Cold Storage.

Accessible Storage - I.C.S. assumes no liability for loss or damage to Goods while in Accessible Storage. Storage charges are for the use of space and are not a form of insurance, or a guarantee of security.

Unattended Goods - I.C.S. assumes no liability for loss or damage to unattended Goods received at Show Site at any time from the point of receipt of inbound Goods until the loading of the outbound Goods, including the entire term of the respective show or exhibition. Customer is responsible for insuring its' own Goods for any and all risk or loss.

Labor - I.C.S. assumes no liability for loss, damage, or bodily injury arising out of Customer's supervision of I.C.S. provided labor. If I.C.S. supervises labor for a fee, I.C.S. shall be liable only for actions or claims arising out of its' negligent supervision. If Customer elects to use unsupervised labor, then Customer assumes all liability for the actions or claims that arise out of such work, and shall provide I.C.S. and Show Management with an indemnity, included defense costs, for any claims that result from Customers' supervision or failure to supervise assigned labor.

Empty Storage - I.C.S. assumes no liability for loss or damage to Goods or crates, or the content therin, while containers are in storage. It is Customer's sole responsibility to affix the appropriate labels available at the I.C.S. Service Desk for empty container storage. Damage that is the direct result of I.C.S.' negligence shall be subject to the limitation of liability set forth in this document.

Forced Freight - I.C.S. shall not be liable for Goods not picked up by Customers' chosen carrier by the show deadline. It is Customer's responsibility to complete accurate paperwork for shipping and insure its' Goods are appropriately labeled. Customer acknowledges that it is a lessee of space, and as such has an obligation to remove its' Goods on or before the targeted time. If Goods remain on the floor after this point, I.C.S. has the right to remove them in order to restore the premises to its' original condition for show management pursuant to the venue's lease with show management. In such cases I.C.S. is authorized to proceed in the manner chosen by Customer on the Order for Material Handling Services / Straight Bill of Lading. Failure to select one of the provided options will result in re-routing at I.C.S.' discretion, and at Customer's expense assuming the Goods are labeled for return. I.C.S. retains the right to dispose of Goods left on the show floor without liability if left unattended, left without labels or not correctly labeled.

Concealed Damage - I.C.S. shall not be liable for concealed loss or damage, uncrated Goods, or improperly packaged or labeled Goods.

Unattended Booth - I.C.S. shall not be liable for any loss or damage occurring while Goods are unattended in Customers booth at any time, including but not limited to the time the Goods are delivered to the dock until the time the Goods are received by Customers' chosen carrier. All Material Handling Forms and/or Straight Bills of Lading covering outgoing Goods submitted to I.C.S. will be checked at the time of pickup from the booth and corrections to the count or condition will be documented where discrepancies exist.

Measure of damage - I.C.S.' liability shall be limited to the lesser of (1) the depreciated value of Goods, (2) repair cost, or (3) the limitation of liability. The limitation of liability shall be $0.30 (thirty cents) per pound per piece, with a maximum liability of $50.00 (fifty dollars) per item or $1000.00 (one thousand dollars) per shipment, whichever is less.

Excess Declared Value - If Customer wishes a higher limitation of liability than stated above, for loss or damage to property that occurs during the show the Customer may do so by declaring a value in the space provided on the I.C.S. services order form(s) and also on the Material Handling Order Form and paying by the appropriate additional charge in advance of the commencement of services by I.C.S. Maximum liability for damages resulting from I.C.S. negligence shall

continued on next page

then be increased to the amount of declared, but in no case shall it exceed the depreciated value of the Goods or repair costs, whichever is less. In case of partial loss or damage, the maximum liability shall be prorated based upon weight. Excess Declared Value is not for: plasma screens, or other fragile electronic equipment, original art, and prototypes. The Declared Value may never exceed $100,000 for the purpose of this provision and I.C.S.' liability in all circumstances liability in all circumstances shall be limited to the amount of this cap.

No Insurance - I.C.S. is not an insurance company and does not offer or provide insurance. It is the obligation of Customer to ensure Goods are insured at all times. Loss or theft of the Goods in storage or in transit to and from the show and or while on the show floor is the sole responsibility of Customer, unless it is shown that I.C.S. performed in a manner that constitutes gross negligence in the performance of its services for Customer.

Notice of loss or damage - In order to have a valid claim notice of loss or damage to Goods must be given to I.C.S. or its agent within 24 hours or occurrence or delivery of Goods, whichever is later.

Filing of Claim - Any claim of loss or damage to Goods must be in writing, containing facts sufficient to indentify the Goods, asserting liability for alleged loss or damage, and making claim for the payment of a specified or determinable amount of money. Such claim must be filed with the appropriate party within the time limits specified below. Damage Reports, incident reports, inspection reports, notations of shortage or damage on freight bills or other documents, do not constitute filing of claim. Claims of Goods alleged to be lost, stolen or damaged at the Show Site must be received in writing by I.C.S. within sixty (60) days after the close of the show. Claims of Goods alleged to be lost or damaged during transit must be received by the responsible party within nine (9) months of date of delivery months of date of delivery of Goods. Claims for damage in transit should be made directly with the Customer's carrier as shown on the Material Handling Form/Bill of Lading. In the event of a dispute with I.C.S., Customer will not withhold payment of any amount due I.C.S. for services as an offset against the amount of the alleged loss or damage. Customer agrees to pay I.C.S. prior to the close of the show for all such charges and further agrees that any claim Customer may have against I.C.S. shall be pursued independently by Customer as a separate action to be resolved on its merits. I.C.S. retains the right to pursue collection on amounts owed after show close, without regards to any amount alleged to be owed for damage or loss.

Filing of suit - Any action at law regarding loss or damage to Goods must be filed within two (2) years of the date of declination of any part of a claim.

7.) Jurisdiction, Choice of Forum

This Agreement shall be governed by and construed in accordance with the application laws of the United States or, alternatively, and depending on jurisdiction, the laws of the State of Hawaii. The parties hereby submit to jurisdiction and venue in the United States Federal District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's District Court of Hawaii, or as applicable depending upon jurisdiction, the State of Hawaii's Circuit Court in Honolulu, Hawaii.

8.) Advanced Warehousing/Temporary Storage/Long Term Storage

All terms and conditions relative to Advanced Warehousing/Temporary Storage/Long Term Storage are contained in the separate agreement, entitled "Storage Agreement". In the event that a Storage Agreement is not executed between the parties, the following shall apply with respect to, I.C.S. Liability for Customer's Goods: The responsibility of I.C.S. with respect to Exhibit Material is limited to the exercise of ordinary care and diligence in handling and storing of Customer's Goods. I.C.S. shall be liable only for the loss or damage to Goods caused by I.C.S.' sole negligence. I.C.S.' liability is limited to thirty cents per pound ($0.30) of the actual cash value per item. In case of partial loss or damage, the maximum liability shall be prorated based on weight. I.C.S. is not responsible for any loss or damage to Goods caused by, but not limited to fire, theft, the elements, vandalism, moisture, vermin, mechanical breakdown or failure, freezing or changes in temperature, as well as any other causes beyond I.C.S.'s immediate control. I.C.S. is not responsible for the marring, scratching or breakage of glass or other fragile items. I.C.S. is not liable for the mechanical functions of instruments or appliances event if such articles are packed or unpacked by I.C.S. In no event shall I.C.S. be liable for special, incidental, indirect or consequential damages, including business loss of any kind, resulting from any damage to or loss of the Goods or from any act or failure to act. Customer pays storage fees, if any or costs for advance warehousing for use of the space only. There is no guarantee of security or representations made by I.C.S. as to appropriateness of the condition for Exhibitors' Material. The risk of loss remains the Customers alone and I.C.S. recommends the Customer carry and maintain insurance in amounts sufficient to cover its' risk.

I have read & agree to this Limits of Liability

_____

Signature of Authorized Personnel **Title and Date**

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YOU ARE ENTERING A BINDING CONTRACT WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. Acceptance of said terms and conditions will be construed when any of the following conditions are met: The Material Handling Form is signed; Exhibitor's materials are delivered to I.C.S.'s warehouse or to an event site for which I.C.S. is the Official Show Contractor, or an order for labor and/or rental equipment is placed by Exhibitor with I.C.S.

Material Handling is the unloading of your exhibit materials, delivery to your booth, handling of empty containers to and from storage, and removal of your materials from your booth for reloading onto your outbound carrier. This is not to be confused with the cost of transport of your exhibit materials to and from the event.

BENEFITS OF ADVANCE SHIPPING TO I.C.S. WAREHOUSE

☐Storage of materials prior to your show.
☐Delivery of Shipments to your booth before you move-in (schedule permitting)
☐ Some convention centers and hotels do not have facilities for receiving or storing freight
☐ Saves valuable set-up times

HOW TO SHIP IN ADVANCE TO THE I.C.S. WAREHOUSE

☐ Remove all old shipping and empty storage labels
☐ Fill out and attach enclosed Advance Shipping Labels
☐ Complete the enclosed Material Handling Order Form.
☐ Remember to confirm receipt of your shipment prior to leaving for the show.
☐ All shipments must have a bill of lading or delivery slip showing the number of pieces, weight and type of merchandise.
☐ Certified weight tickets should accompany all shipments.
☐ Take the time to ensure that your display and products are packed neatly and securely.

FREIGHT CARRIERS

Select a carrier with experience in handling exhibition materials. Make sure to give your carrier explicit information as to where and when to check in. Delivery and pick up times are often out of the range of "normal" delivery hours, make sure your carrier is committed to meeting your target dates and times. While making shipping plans to the Show, also plan forthe return shipment. Should your carrier miss the pickup deadline (outbound shipment(s)), I.C.S. WILL NOT call back out carrier to retrieve your forced freight shipment. Your shipment will be handled by the show carrier at your expense.

TRACKING SHIPMENTS

Confirm your delivery date and time with your carrier, and have all pertinent shiping information in the hands of your representative at show site. You may also want to review the return of your goods at the end of the show.

ESTIMATING MATERIAL HANDLING CHARGES

Handling charges are based on the weight of the freight. Shipments are billed by the hundred weight and rounded up to the nearest hundred. Minimum per Shipment may apply, see enclosed Material Handling Order Form for details. Please prepay all shipping charges - I.C.S. cannot accept or be responsible for collect shipments. Crated and uncrated shipments must be separated and clearly identified on separate bills of lading with separate weight tickets - otherwise I.C.S. will invoice the entire load at the uncrated rate.

- **Crated** - Material that is skidded, or is in any type of shipping container that can be unloaded at the dock with no additional handling required.
- **Uncrated** - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.
- **Special Handling** - Defined as shipments that are loaded by cubic space and/or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without prior delivery receipts.
- **Overtime Surcharges** - Shows that move-in or move-out on weekends or late in the day may be subject to overtime surcharges. See enclosed Material Handling Order Form for details.
- **Late Surcharges** - A surcharge will apply if advance freight is received after the published deadline date for shipments to arrive at the warehouse. See enclosed Material Handling Order Form for details.
- Shipment Surcharges - A surcharge will apply if shipments are received with incomplete information on shipping labels identifying company name and booth number and/or shipments that are left on the show floor at the end of the show with no labels and no bill of lading turned in.

STORING EMPTY CONTAINERS

Properly labeled empty shipping cartons will be picked up, stored and returned after the show. Labels are available at the I. C.S. Service Desk or from your I.C.S. Account Executive and are for empty storage only. Depending on the size of the show, it can take from two to twelve hours to return empty crates. Do not store any items in crates marked "empty".

OUTGOING SHIPMENTS

An Outbound Material Handling Form/Bill of Lading must accompany all outgoing shipments. Shipping Information, outgoing forms and labels will be available at the I.C.S. Service Desk. Exhibitors selecting non-official carriers will need to make their own arrangements for pickup. Make sure that someone from your company will be on-site to oversee the outbound shipments of your display and product.

MACHINERY LABOR AND EQUIPMENT

Labor and equipment for uncrating, unskidding, positioning, leveling, dismantling, recrating, and reskidding machinery and/or equipment must be ordered separately. Place your order for this labor using the Forklift & labor Order Form. If your material requires specialized rigging equipment, please notify us promptly so that we may make arrangements. When possible, supply your own rigging equipment with shipments and pre-rig your material.

INSURANCE

All of your goods should be insured by your own insurance policy. Although we do our best to handle your goods as our own, there are many variables in shipping and handling that can affect your exhibit and products. I.C.S. has published I.C.S. Limits of Liability and Responsibility that are in your

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FREIGHT HANDLING SERVICES

I.C.S. is prepared to receive your shipment either at our warehouse or directly at the exhibit site. You may ship via the carrier of your choice. I.C.S. will accept crates, boxes, skidded materials & fibercases at our warehouse.

Rates are based on the incoming weight of shipments. For rates and arrival information**, see the Freight Handling Order Form. I.C.S. must have payment** before **delivering freight to your booth. Please read the "Limits of Liability & Responsibility" form for important information.**

ADVANCE SHIPMENTS TO WAREHOUSE

Accepting of freight will begin SEPTEMBER 29 thru OCTOBER 13, 2026.
Shipments must arrive between the hours of 8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday (HST). Shipments received after this date & time will incur late fees or we may request your trucking company to deliver shipments directly to exhibit site (depending upon the day attempt to delivery is made) at exhibitor's expense.

Rates include:

Receiving at Warehouse.
Reloading onto trucks and delivery to the exhibit site.
Unloading freight and delivery to your booth.
Picking up, storing and returning empty shipping containers.
Reloading freight onto your designated carriers truck @ showsite

Make out bill of lading and consign as follows:	***October 13, 2026***
{Exhibiting Company Name} 2026 PBX Hawaii Booth #_____ I.C.S. 1004 Makepono Street Honolulu, HI 96819	**Last day for shipments to arrive at the Advance warehouse without surcharge. Shipment must be received by 3:00 PM(HST).**

DIRECT SHIPMENTS TO EXHIBIT SITE

Rates include: Unloading freight and delivery to your booth
Picking up, storing and returning empty shipping containers
Reloading freight onto your designated carriers truck @ showsite

Make out bill of lading and consign as follows:	***October 20, 2026***
{Exhibiting Company Name} 2026 PBX Hawaii Booth #_____ Neal Blaisdell Center - Exh Hall 777 Ward Ave Honolulu, HI 96814	**Only day for shipments to arrive at exhibit site between the hours of 8:00 am - 3:30 pm**

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Below is information on preferred carriers whom you may use should you need assistance from a shipping company. Please note, this is only our suggestion. You may use your own carriers to handle your show materials.

FOR: GROUND TRANSPORTATION ON US MAINLAND & OCEAN

Should you need assistance locating an OCEAN TRANSPORTATION vendor, please call us at (808) 832-2430

or email us at helpdesk@icshawaii.net.

DIRECT TO WAREHOUSE SHIPMENTS

2026 PBX HAWAII
I.C.S.
1004 MAKEPONO STREET
EXHIBITOR'S NAME_____ BOOTH #_____

HONOLULU, HI 96819

All advanced shipments to our HONOLULU Warehouse will be received:

SEPTEMBER 29 thru OCTOBER 13, 2026. Receiving hours are from 8:00 AM-12:00 PM & 1:00 PM-3:00 PM (HST).

Receiving hereafter will result in late fees.

DIRECT TO SHOWSITE SHIPMENTS

2026 PBX HAWAII
NEAL BLAISDELL CENTER - EXH HALL
777 WARD AVE
HONOLULU, HI 96814

For direct to show site, shipments will be received on OCTOBER 20, 2026 from 8:00 AM - 3:30 PM(HST).

For further assistance please don't hesitate to contact us. We may be reached at phone number (808) 832-2430, fax number (808) 832-2431 or email us at helpdesk@icshawaii.net.

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

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MATERIAL HANDLING SERVICES

CRATED: Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

SPECIAL HANDLING: Material delivered by the carrier in such a manner that it requires additional handling. (Example: stacked shipments, ground loading, constricted space loading, etc.) Also included are mixed shipments without certified weight tickets or delivery receipts, such as FedEx, UPS, POV's (personally owned vehicles).

UNCRATED: Material that is shipped loose or pad wrapped.

SMALL PACKAGE SHIPMENT: A shipment totaling any number of pieces with a combined weight not to exceed 50# that Is received on the same day, from the same shipper and delivered by the same carrier.

NOTE: ***Charges will be based upon the weight of your inbound shipment. Each shipment received is considered separate shipments. The minimum weight per shipment is 200 pounds. Anything over will be rounded to the next 100 pounds. All late shipments will incur an additional 30% surcharge in addition to the rates listed below.***

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

RECEIVING @ I.C.S. WAREHOUSE IS AS FOLLOWS:
RECEIVING IS FROM TUESDAY, SEP 29 THRU TUESDAY, OCT 13
ANY FREIGHT RECEIVED HEREAFTER IS CONSIDERED LATE FREIGHT & WILL INCUR AN ADDITIONAL 30% LATE FEE .

	Shipment Type	Price per CWT	Minimum
WAREHOUSE SHIPMENT			
8:00 AM-12:00 PM & 1:00 PM-3:00 PM Monday thru Friday	Crated	$103.00	$206.00
	Special Handling Shipment	$122.00	$244.00
	Uncrated	$117.00	$234.00
SHOW SITE SHIPMENT			
@ NEAL BLAISDELL CENTER - EXH HALL ON TUESDAY, OCT 20 BETWEEN 8:00 am - 3:30 pm(HST).	Crated	$117.00	$234.00
	Special Handling Shipment	$136.00	$272.00
	Uncrated	$128.00	$256.00

	Shipment Type	Price per Package	Addl Package
SMALL PACKAGE			
Maximum Weight **per Shipment** is 50 lbs.	Non-Special Handling	$76.00	$14.00
	Special Handling Shipment	$87.00	$15.00

Carrier	Tracking # or Shipped From	Arrival Date	# Pieces	Est. Wt (CWT)		Rate Per CWT		Total Cost
					X		=	
					X		=	
					X		=	
					X		=	
						SUB-TOTAL		
						4.712% EXCISE TAX		
						GRAND TOTAL		

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT	DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

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I.C.S. OUTBOUND SHIPPING

EVERY OUTBOUND SHIPMENT WILL REQUIRE A COMPLETED MATERIAL HANDLING AUTHORIZATION FORM WITH A METHOD OF PAYMENT FOR THIS SERVICE. OUTBOUND SHIPPING LABELS MUST BE PLACED ON EACH PIECE OF FREIGHT PROPERLY LABELED. I.C.S. WILL NOT BE RESPONSIBLE FOR ANY MISLABELED OR UNLABELED FREIGHT. SHOULD YOU NEED ASSISTANCE WITH LABELS, PLEASE REQUEST THEM PRIOR TO MOVE-IN AT SHOWSITE. TO TAKE ADVANTAGE OF THIS SERVICE, PLEASE COMPLETE & RETURN THIS FORM BY THE ADVANCE ORDER DEADLINE DATE ABOVE.

SHIPPING INFORMATION

FROM:

SHIPPER/EXHIBITOR NAME: _____

BILLING ADDRESS: _____

_____
CITY STATE ZIP

SHIP TO:

COMPANY NAME: _____

DELIVERY ADDRESS: _____

_____
CITY STATE ZIP

PHONE #: _____ ATTENTION: _____

SPECIAL INSTRUCTIONS: _____

METHOD OF SHIPMENT

PLEASE CHECK DESIRED METHOD OF SHIPMENT BELOW:

I.C.S. CARRIER TRANSPORTATION SERVICE:

- ☐ 1 Day: Delivery next business day
- ☐ 2 Day: Delivery by 3:00 PM second business day
- ☐ Expedited
- ☐ Deferred: Delivery approx. 21 business days
- ☐ Standard Ground
- ☐ Specialized: Pad Wrapped, uncrated, or truckload
- ☐ Other Common Carriers
- ☐ Other Van Lines
- ☐ Other Air Freight

☐ Next Day ☐ 2nd Day ☐ Deferred

Carrier Ph # _____

Once your shipment is packed & ready to be picked up, please return the Material Handling Authorization Form to the I.C.S. Service Desk.

Verify the piece count, weight and that a signature is on the Material Handling Authorization Form prior to shipping.

SHIPMENTS WITHOUT PAPERWORK TURNED IN OR INCOMPLETE PAPERWORK WILL BE RETURNED TO OUR WAREHOUSE AT EXHIBITOR'S EXPENSE. I.C.S. WILL THEN HAVE THE AUTHORITY TO REROUTE YOUR SHIPMENT USING ICS CARRIER OF CHOICE AT EXHIBITOR'S EXPENSE.

I.C.S. will coordinate outbound shipment for those using our show carriers. Arrangements for pick-ups by other carriers is the responsibility of the exhibtior.

IF EXHIBITOR'S CARRIER DOES NOT CHECK-IN FOR EXHIBITOR'S SHIPMENT AT SHOWSITE, PLEASE SELECT ONE OF THE RE-ROUTE OPTIONS:

☐ **Re-route via I.C.S.'s choice**

If re-routed, via this option, I.C.S. will bill the credit card on file & I.C.S. Terms & Conditions apply. May be subject to delay.

OR

☐ **Return to warehouse at Exhibitor's Expense**

I.C.S. is not liable to any loss or damage incurred Transport, Material Handling & Storage charges will apply. May be subject to delay.

Signature _____ Print Name _____ DATE _____

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	COUNTRY	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

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MATERIAL HANDLING - OUTBOUND

I.C.S. will coordinate outbound shipment pickups for those using our show carriers. **Arrangements for pickups by your carrier is your responsibility. I.C.S. is an unknown shipper with other carriers (Ex: UPS, FedEx, DHL, etc…).**

Therefore, your carriers will not pickup any shipments from the I.C.S. HONOLULU warehouse unless you arrange for the pickup & pay for all charges **(including pickup)** in advance. It would be best if your carrier is able to pickup your materials from showsite at the close of this event. **I.C.S. will not be responsible for making any payment to your carriers on your behalf or completing any incomplete forms (including TSA Form).** Please make sure you bring with you your own carrier labels to place on your outbound shipments.

Please make sure you submit all forms including this one to us by the advance order deadline date. This is to ensure you will receive assistance with your drayage service you will require for this event. Please make sure you fill out & return the Straight Bill of Lading Form to us prior to leaving showsite at the conclusion of this event. Should you have any questions or concerns, please don't hesitate to contact our office via the following:

Office Phone #808-832-2430 * Fax #808-832-2431 * Email: helpdesk@icshawaii.net

METHOD OF PAYMENT MUST ACCOMPANY YOUR ORDER

DESCRIPTION	Price per CWT	200# Charge per Shipment*	Price
OUTBOUND SHIPMENTS: WEDNESDAY, OCTOBER 21 @ 9:00 PM	To take back to the I.C.S. Honolulu Warehouse for pickup. $$ RATE PER 100#S (any pound(s) over 100 is rounded up to the next 100 pound rate. Min. of 200#s per		
SHOW CARRIER: 200# min. per shipment using I.C.S. Show Carrrier	$96.00 (Trucking charges will apply if you decide to use our show carrier after your shipment has been taken back to our Honolulu warehouse).	$192.00	
EXHIBITOR CARRIER: 200# Min. per shipment using your own carrier	$113.00	$226.00	

*** If you have outbound shipments going to two or more different locations, each shipment which will charged separately using the rates above.**

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

METHOD OF PAYMENT: Accepted Credit Cards: VISA MASTERCARD AMEX DISCOVER

Check #	Credit Card #	Exp. Date	CVV# (3-4 digit code)

Name of Cardholder:	Signature

CARDHOLDER'S BILLING ADDRESS INFORMATION:

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

RUSH TO:

I.C.S.
1004 MAKEPONO STREET
HONOLULU, HI 96819

2026 PBX Hawaii

EXHIBITOR

BOOTH #

OF

OF PIECES

Receiving shipments between Sep. 29 - Oct. 13

Freight received after this date will incur an additional late fee:

AFTER 3PM ON OCT. 13, 2026

Honolulu Warehouse Hours: 8AM-12PM & 1PM-3PM (MON - FRI)

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

RUSH TO:

I.C.S.
1004 MAKEPONO STREET
HONOLULU, HI 96819

2026 PBX Hawaii

EXHIBITOR

BOOTH #

OF

OF PIECES

Receiving shipments between Sep. 29 - Oct. 13

Freight received after this date will incur an additional late fee:

AFTER 3PM ON OCT. 13, 2026

Honolulu Warehouse Hours: 8AM-12PM & 1PM-3PM (MON - FRI)

These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
Please make additional copies of these labels are needed

Important note: Warehouse is not temperature controlled.

Hazardous materials will not be accepted at the warehouse without advance notification & I.C.S. management approval

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

RUSH TO:

NEAL BLAISDELL CENTER - EXH HALL
777 WARD AVE
HONOLULU, HI 96814

2026 PBX Hawaii

EXHIBITOR

BOOTH #

OF

OF PIECES

RECEIVING HOURS FOR DIRECT SHIPMENTS:
OCT. 20 BETWEEN 8:00 am - 3:30 pm

DO NOT DELIVER PRIOR TO:

OCT 20 BEFORE 8:00 AM

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

RUSH TO:

NEAL BLAISDELL CENTER - EXH HALL
777 WARD AVE
HONOLULU, HI 96814

2026 PBX Hawaii

EXHIBITOR

BOOTH #

OF

OF PIECES

RECEIVING HOURS FOR DIRECT SHIPMENTS:
OCT. 20 BETWEEN 8:00 am - 3:30 pm

DO NOT DELIVER PRIOR TO:

OCT 20 BEFORE 8:00 AM

These shipping labels are provided for your convenience to assist in preparing shipments direct to show site.
Please cut along dashed lines and affix one to each piece of your shipment direct to the show site
Please make additional copies of these labels are needed

Important note: Hazardous materials will not be accepted at show site without advance notification & approval by I.C.S. Management

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE

WILL BE FILLED UPON AVAILABILITY)

ICS INTERNATIONAL CONVENTION SERVICES INC.
1004 MAKEPONO STREET
HONOLULU, HI 96819
PH (808) 832-2430
FAX (808) 832-2431
helpdesk@icshawaii.net

CUSTOM EXHIBITS RENTALS
(DOES NOT INCLUDE ELECTRICITY)

(PLEASE NOTE: INSTALLATION & DISMANTLE LABOR INCLUDED IN PRICING)
(PLEASE CALL FOR AVAILABILITY OF ADDITIONAL COLORS)

CUSTOM 10' BACKWALLS	COLOR OPTIONS	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
10' Smartwalls with Stretch Fabric **Price includes printing of graphics but not the design of the artwork**	LIMITED QUANTITIES FOR SMARTWALL - PLEASE CALL FOR AVAILABILITY		$3,000.00	CALL	

10' BACKWALLS	PANEL	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
Basic Perf. Pkg. 10' #1 (3M x 1M x 8'H)	WHITE OR BLACK KOMATEX		$1,175.00	CALL	
Basic Perf. Pkg. 10' #1B (3M x 1/2M x 8'H)	WHITE KOMATEX		$1,050.00	CALL	
Basic Perf. Pkg. 10' #2 (2M x 1M x 8'H)	WHITE OR BLACK KOMATEX		$1,050.00	CALL	
Basic Perf. Pkg #4 (3M x 3M x 8'H)	WHITE OR BLACK KOMATEX		$1,750.00	CALL	

20' BACKWALLS	PANEL COLOR	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
Perf. Pkg #1 10'x20' Backwall with center cabinets	WHITE KOMATEX		$3,050.00	CALL	
Perf. Pkg #2 w/Komatex Panels (In-Line Exhibit w/Center vertical support (cannot be removed)	WHITE KOMATEX		$2,450.00	CALL	
Perf. Pkg #3 w/Komatex Panels (In-Line Exhibit w/Center vertical support w/Conference Rm w/door)	WHITE KOMATEX		$3,300.00	CALL	

GRAPHICS

For Custom Logo Headers or Custom Panels for Hardwall Booths, please email graphics@icshawaii.net & helpdesk@icshawaii.net for a quote, more information or required formats. If any work is required prior to graphics printing the file(s), you may incur computer labor charges.

CUSTOM EXHIBIT ACCESSORIES	QUANTITY	ADVANCE PRICE	FLOOR PRICE	PRICE
1/2 Meter x 1/2 Meter x 40" Counter w/ White insert panel		$200.00	$280.00	
1 Meter x 1/2 Meter x 40" Counter w/ white insert panel		$300.00	$420.00	
2 Meter x 1/2 Meter x 40" Counter w/ White insert panel		$550.00	$775.00	
1 - Meter Shelf		$65.00	$90.00	
Clip-on- Lights		$90.00	$125.00	

CANCELLATION POLICY: No refund will be given on any cancellation done after the advance order deadline date. Please call for pricing if ordering after the advance order deadline. No guarantees on availability after advance order deadline.

COMPANY NAME			ORDERED BY:	
STREET ADDRESS		CITY		ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PR	DATE

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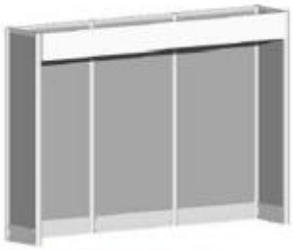
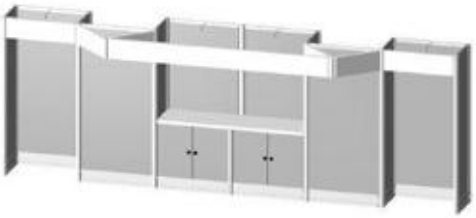
Basic Perf. Pkg. 10' #1



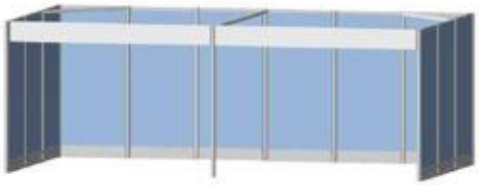
Basic Perf. Pkg. 10' #1B

Basic Perf. Pkg. 10' #2

Basic Perf. Pkg. #4



Perf. Pkg. #1 10'x20' Backwall



Perf. Pkg. #2 10'x20 In-Line

Perf. Pkg #3 10'x20' In-Line w/ Conf. Room

Standard 1m x 1/2m x 40" Counter

Standard 2m x 1/2m x 40" Counter

Smartwall Fabric Backwall

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
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		Quantity	Advance Rate	Floor Rate	Total
SKIRTED TABLES & COUNTERS					
	please circle color choice				
4' skirted table 4' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$95.00	$135.00	
6' skirted table 6' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$105.00	$150.00	
8' skirted table 8' x 24" x 30" high	☐black ☐blue ☐white ☐red ☐gold		$115.00	$165.00	
4' skirted counter 4' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$115.00	$165.00	
6' skirted counter 6' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$125.00	$180.00	
8' skirted counter 8' x 24" x 42" high	☐black ☐blue ☐white ☐red ☐gold		$135.00	$195.00	
4th side skirting on table or counter	☐black ☐blue ☐white ☐red ☐gold		$56.00	$80.00	
TABLES & COUNTERS (WOOD TOPS, NO SKIRTING)					
4' wood top table 4' x 24" x 30" High			$50.00	$70.00	
6' wood top table 6' x 24" x 30" High			$60.00	$80.00	
8' wood top table 8' x 24" x 30" High			$70.00	$90.00	
4' wood top counter 4' x 24" x 42" High			$65.00	$90.00	
6' wood top counter 6' x 24" x 42" High			$75.00	$105.00	
8' wood top counter 8' x 24" x 42" High			$85.00	$120.00	
30" dia. round adj. ht. table (30"/36"/42" High)			$159.00	$179.00	
SEATING & MISCELLANEOUS EQUIPMENT					
Chairs, Bucket Style (Plastic) - Black			$35.00	$45.00	
Counter Stools (high back, cushioned)			$55.00	$75.00	
Easel, Self-standing			$30.00	$43.00	
Posterboard, 4' x 8' (~45"x93" usuable area, 1.5" bezel frame)			$125.00	$178.00	
Telecage (weight must be evenly distributed across the bar & **must not** exceed 2 pounds per foot)			$58.00	$80.00	
Wastebasket, 7 gal. - Please see booth cleaning service for replacement of trash bags during this event.			$15.00	$20.00	
RISERS (4', 6', 8' LENGTHS)					
	circle length choice				
Single Tier, 6" High	4' L 6' L 8' L		$30.00	$43.00	
Single Tier, 12" High	4' L 6' L 8' L		$45.00	$64.00	
Double Tier, (1) 6" & (1) 12" High	4' L 6' L 8' L		$70.00	$99.00	
				SUB-TOTAL	
				4.712% EXCISE TAX	
				GRAND TOTAL	

CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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Black Bucket Chair

Gray Padded Chair

Gray Padded Stool

Skirted Table/Counter

Posterboard – Vertical or Horizontal

Skirt Colors

Easel

Literature Rack

Adj. Ht. Round Table

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026

Advance Order Deadline: Sep 22, 2026
Graphic Asset Due Date: Sep 22, 2026

(NOTE: ORDERS AFTER ADVANCE ORDER DEADLINE DATE
WILL BE FILLED UPON AVAILABILITY AND IF TIME PERMITS)

ICS
INTERNATIONAL CONVENTION SERVICES INC.
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SIGNS & GRAPHICS ORDER FORM

IMPORTANT !

- Please note order deadline and asset delivery due dates above. Please call to check for availability after deadlines.
- On digital printing or logos, we must have the artwork on disc, CD, Dropbox or e-mailed to us.
- All graphic work must be in IBM PC format and must be in the EPS file format.
- All drawings or photograph work must be in TIFF or high JPEG file format.
- Color matching is not guaranteed.
- **Currently, we do not accept any Macintosh generated files.**
- Unit price includes 1 proof (if time permits). Each add'l is based upon $100.00 per hour (1 hr min.)
- Assets requiring prep or design will be charged per an hourly production/design rate

		Advance Rate	Floor Rate	Quantity	Total
FOAMCOR SIGN W/DIGITAL PRINT					
MUST BE IN PRINT-READY FORMAT					
11" x 14"		$58.00	CALL		
14" x 22"		$63.00	CALL		
22" x 28"		$75.00	CALL		
28" x 44"		$124.00	CALL		
Easel Backs Available (3 sizes)		$17.00	CALL		
FOAMCOR SIGN W/VINYL CUTOUT LETTERS - 10 WORDS MAXIMUM					
Available up to sizes of 4' x 10'		call for $$	not avail.		
WHITE VINYL BANNER W/GROMMETS - ONE-SIDED & PLAIN COPY					
2' x 10'		$219.00	CALL		
3' x 10'		$329.00	CALL		
2' x 15'		$329.00	CALL		
3' x 15'		$494.00	CALL		
2' x 20'		$439.00	CALL		
3' x 20'		$658.00	CALL		
LOGOS (W/CAMERA READY ART)		call for $$			
DIGITAL PRINTED SIGNS,BANNERS & PHOTOS					
$ PER SQ. FT.	**Size (in ft.)**				
Banners, White Background, 1sided, Full Color w/grommets		$21.00	CALL		
Banners, Colored vinyl w/vinyl copy avail. Please specify color of banner material (Must be ordered 30 days in advance).		call for $$	not avail.		
Banners, Vinyl w/Logo, complexed, multicolored or shaded will need to be appliqued onto banner.		$25.00	CALL		
Photo Enlargements, Laminated on Foamcor		$25.00	CALL		
Signs, Full color, Laminated on Foamcor		$25.00	CALL		
Vinyl Cutout Letters, Numbers, Arrows (not mounted)		call for $$	not avail.		
Any required additional computer work (min. 1 hour)		$100.00	CALL		

PLEASE INDICATE COPY COLOR: (circle one)

BLACK RED BLUE BROWN GREEN PURPLE YELLOW

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY	STATE / ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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2026 PBX Hawaii
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OCTOBER 21, 2026

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PORTABLE BANNER STAND W/ BANNER ORDER FORM

	Advance Rate	Floor Rate*	Quantity	Total
PURCHASE RETRACTABLE BANNER STAND (CLIENT TO SUPPLY ARTWORK)				
For 36"W x 84"H Retractable Banner (Pull-up)	$505.00			
For 24"W x 84"H Retractable Banner (Pull-up)	$425.00			
PURCHASE OF BANNER (CLIENT TO SUPPLY ARTWORK)				
PRICE INCLUDES RENTAL OF BANNER STAND				
For Large Stand (Banner size 24" x 68")	$335.00			
For Bamboo Stand (Banner size 24" x 62")	$320.00			

* If ordered after advance deadline date but up to 5 working days prior to Exhibitor's move-in. No Guarantees if ordered after this deadline.

ICS TO CREATE ARTWORK FOR BANNER				
Graphic Designer Labor Rate at $$ per hour	$150.00			

***PLEASE SEE IMPORTANT NOTES ON ORDERING AND ASSETS ON PREVIOUS PAGE!**

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

CANCELLATION POLICY: There is no cancellation allowed once your custom banner order has been placed. NO REFUND WILL BE ISSUED ON ANY CUSTOM BANNER ORDER. NO REFUND ISSUED ON ANY RENTAL ORDERS CANCELLED AFTER THE ADVANCE ORDER DEADLINE DATE. Colors on artwork will be matched as close as possible.

Retractable Banner

Tripod Stand w/Banner

Bamboo Stand w/Banner

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT	DATE

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INSTALLATION & DISMANTLE LABOR ORDER FORM

I & D LABOR SUPERVISION SERVICES – *Indicate service desired*

☐ **I.C.S. SUPERVISED (OK To Proceed)**
I.C.S. to supervise labor:
➔ Unpack and install display before exhibitor arrival at show site.
➔ Dismantle, pack, and arrange to ship display after show closing.

A 25% ($50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (Do Not Proceed)**
Exhibitor will supervise:
➔ Indicate workers needed for installation **and** dismantling

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8AM starting times will be dispatched to booth space. For all other starting times, check in at the I.C.S. Service Desk one-half (1/2) hour before time requested. Labor cancelled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker.

If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply. The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

DISPLAY LABOR RATES			
(Rates based upon per man per hr)		ADVANCE	ON-SITE
Straight Time	*Monday - Friday between 8:00 AM and 4:30 PM*	$100.00	$130.00
Overtime	*All other hours & holidays*	$150.00	$195.00

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

SCHEDULE			# OF HOURS	# OF WORKERS	TOTAL OF HOURS	RATE	TOTAL
DATE(S)	START TIME	END TIME					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
	AM PM	AM PM					
						TOTAL SERVICES ORDERED	
						ADD 25% ($50.00 MIN.) FOR I.C.S. SUPERVISION	
						4.712% EXCISE TAX	
						GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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CLEANING ORDER FORM

- ➔ Services includes vacuuming of booth area and emptying wastebasket at time of vacuuming
- ➔ Prices are based on total square footage of booth regardless of area to be cleaned.
- ➔ Minimum 100 sq. ft. minimum
- ➔ Our exclusive cleaning contract for this show will not permit other service contractors, including exhibitor appointed contractors to provide this service.
- ➔ Showsite Prices will apply to all cleaning orders placed at showsite.

BOOTH VACUUMING

100 SQ. FT. MINIMUM	Booth Size	# of Days	Advance Rate	Floor Rate	Total
Pre Show (One Time)			$1.25	$1.75	
Daily During Show Days			$1.00	$1.75	

PORTER SERVICE (PER DAY)

* Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at two-hour intervals during show hours.	# of Days	Advance Rate	Floor Rate	Total
Exhibit Area / Under 500 sq. ft.		$150.00	$212.00	
Exhibit Area / 501 - 1,500 sq. ft.		$169.00	$241.00	
Exhibit Area / 1,501 - 2,500 sq. ft.		$251.00	$358.00	
Exhibit Area / Over 2,500 sq. ft.- See Note Below*				

*Determined by adding the rate for 2500 sq. ft. plus the rate for the difference between 2500 sq. ft. and the total size of booth. (Ex. 4000 sq. ft. booth = 2500 ($251.00) + 1500 ($169.00) = Total $420.00 if ordered by adv. order deadline date).

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

If service is needed for less than show duration, please indicate which days are requested:

_____

To avoid any misunderstanding regarding these services, please bring any discrepancies to our attention at the I.C.S. Service Desk.
I.C.S. will be unable to adjust invoices after the close of the show.
No refunds or credits will be issued on all orders cancelled after the advance order deadline date.

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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RIGGING SERVICE ORDER FORM

RATES FOR RIGGING - OVERHEAD ELECTRICAL / SIGN HANGING

A crew consists of two riggers. The minimum charge for labor & equipment is two (2) hours. Work exceeding the two (2) hour minimum will be charged in half (1/2) hour increments. All rates are subject to change if necessitated by increased labor & material costs. Orders cancelled without a 24-hour notice will be charged a one (1) hour cancellation fee per crew & equipment. All orders cancelled after the advance order deadline date will receive no refunds or credits. Gratituities in any form including labor hours for work not actually performed are prohibited by ICS.

RIGGING LABOR RATE WITH AERIAL LIFT per HOUR

Hourly Rates	Times	Rigging Crew (with use of Lift)	*Laborer Only (No Lift)
Straight Time	8:00 AM TO 4:30 PM	$240.00	$85.00
Over Time	Saturday, Sunday, Monday - Friday Before 8:00AM or After 4:30PM	$360.00	$127.50
Double Time	Holidays	$480.00	$170.00

Services needed ☐ **Overhead Electrical** ☐ **Sign Hanging**

	Date	Start Time	Stop Time
Install Date:			
Dismantle Date:			

NOTES

CALCULATION OF ORDER

To guarantee aerolifts and laborers, we must receive your order by the deadline date. Please use the formula below to calculate your advance payment. Final invoicing will be done from the actual hours worked.

Rigging Crew	# of Hours (2 Hr Min.)	@ Rate	Est. Total
Rigging Install			$
Rigging Dismantle			
* Laborer Only			$
		Sub-Total	$
		4.712% EXCISE TAX	$
		Est. Total Due	$

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY	STATE / ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
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helpdesk@icshawaii.net

I.C.S. HAS JURISDICTION OVER THE FOLLOWING:

- Electrical distribution under carpet.
- Electrical distribution overhead, out of floor boxes and/or connections to dimmers, disconnects or sound and projection equipment. *
- Installation of lighting fixtures, tracklight and power tracks including theatrical lights used as spots or floods.
- All data cable (fiber optic or copper) and co-axial cable.
- Distribution from outlets to equipment.
- Electrical apparatus or equipment wiring or repairs.
- Booth to Booth cable runs.
- Video Antenna Feed*
- Wiring of overhead electrical signs
- Connection of electrical motors or controls including any line wiring to machinery.
- All special and static lighting for displaying of products, booths or areas having sales demonstrations and all presentations, regardless of location. In the case of production or stages, I.C.S. will furnish power source to dimmer boards or disconnect and energize.* I.C.S. will then be responsible for obtaining power and the maintenance of all power.

THE ABOVE SERVICES ARE DONE ON A TIME & MATERIAL BASIS. IT CANNOT BE PERFORMED BY OTHER ELECTRICAL CONTRACTORS, I & D HOUSES OR EXHIBITORS.

*** ALL LABOR USED IN THE EXHIBIT AREA OF THE FACILITY WILL BE SUPPLIED THROUGH I.C.S.**

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Save Time and Money!! Read Before You Order!

I.C.S., a provider of electrical services to trade shows and conventions, is committed to customer service. With that in mind, we are providing you with the following information sheets to help you order your electrical service. If you have any questions about your order, please call a Customer service Representative at (808) 832-2430.

ELECTRICAL ORDER CHECKLIST

Complete your Electrical Rental Order Form

- ☐ Do you require additional lighting?
- ☐ Check the rating plates on your electrical equipment for wattage or amps, horsepower for motors, voltage and phase.
- ☐ Order 24-hour power if needed. Electricity is normally turned on one hour before each day's show opening and off one-half hour after each day's show closing.
- ☐ Indicate your electrical labor requirements on the order form. See attached sheet for further information about the electrical contractor's areas of responsibility.
- ☐ Include a booth floorplan. You may use the attached form to make a scaled drawing, indicating service and lighting locations as well as the adjacent aisle and booth numbers.
- ☐ ENCLOSE PAYMENT. Include a check or complete credit card information on the Payment & Calculation Form that is enclosed in the Exhibitors Service Kit.
- ☐ Review the Electrical Code Requirements on the Regulations and General Information Form. Bring only the electrical equipment that you can use at showsite.
- ☐ Contact a Customer Service Representative with any questions you may have. They may be reached at (808) 832-2430 or via email at helpdesk@icshawaii.net.

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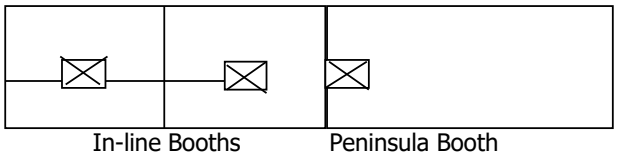
?

Where will my outlet be located?

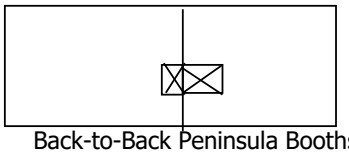
X

There are four different types of trade show booths: In-line Booths, Peninsula Booths, Back-to-Back Peninsula Booths and Island Booths.

Each type of booth has its own method of installation. In the following diagrams, the symbol ☒ represents the approximate location of power outlets.

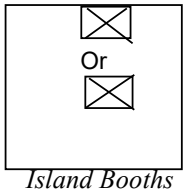


In-line Booths Peninsula Booth



Back-to-Back Peninsula Booths

One Drop within booth when power Source is meeting or one location on perimeter when power source is in the floor.



Island Booths

In-line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths: Your pre-ordered Electrical Outlet will be installed at the rear of your booth, at the drape line.

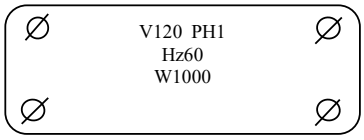
Island Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a Labor and Material basis. For facilities with power originating in the floor, your Electrical Outlet will be placed at one location at our discretion. All other distribution will be done on a Time and Material basis. If you fail to provide us with a floorplan, we will bring your power to one location at our discretion.

?

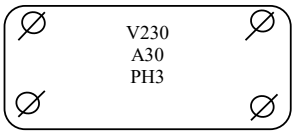
How much power do I need?

X

Calculate your lighting needs by adding wattage in each location. For other equipment, read the Ratings from the metal plates attached to each unit.



120 Volt Single Phase , 60 Cycle, 1000 Watts



230 Volts, 30 Amps, 3 Phase

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REGULATIONS AND GENERAL INFORMATION

1. I.C.S. is not responsible for voltage fluctuation or power failure due to temporary conditions. For your protection you should install a surge protector on all electrical installations and connections. All electrical service must be made by an I.C.S. electrician. I.C.S. will not be responsible for any damage or loss to property, equipment, components, computer hardware or software and/or any damage or injury to any person caused by the installation, connection, plugging into or modification to any electrical outlet by any person other than an I.C.S electrician.
2. Electricity will be turned on within 30 minutes of show opening and turned off within 30 minutes after show closing.
3. 24 hour service to any outlet will be double the list price.
4. Dedicated power (20 AMP min) is double the listed price, and can only be activated before show opening with advance arrangements for date needed.
5. All electrical outlets will be installed on the floor at the draped backwall of in-line booths and peninsula spaces. Exhibitors with hardwall displays must arrange for power to be dropped inside the booth if necessary; this will be done on a time and material basis. If no plan is provided, the power will be installed at our discretion. Additional power drops are chargeable on a time and material basis. Distribution and connection(s) to equipment is chargeable on a time and material basis.
6. All island booths must attach layout of booth and drawing of where you would like to have the electrical lines installed. The electrical box is located in the back of the booth. There will be electrical labor charges incurred for the placement of your electrical line. Please see attached "Electrical Labor Order Form" for the rates and additional information. Should you have any questions regarding electrical line placement in your booth, please contact us via the following: Phone (808) 832-2430, Fax (808) 832-2431 or Email us at helpdesk@icshawaii.net.
7. Local ordinances prohibit more than 2000 watts per lighting circuit and only one connection for power and motor outlets.
8. All wiring, motors, electrical installations, etc. must be approved. To prevent overloading of circuits, exhibitors cannot add wattage except as ordered.
9. All electrical permits required by the Local Building and Safety Code will be obtained by the electrical contractor.
10. All flood light, column, and wall outlets are not a part of booth space. A separate outlet must be ordered at regular price for each piece of equipment to be connected.
11. Special handling, hookups, repairs or installation of electrical will be done on a time and material basis.
12. Installation is subject to Local Union Contract and Jurisdiction.
13. All equipment should be properly tagged and wired with full information as to current, voltage, phase, cycle, horsepower, etc. and ready for connection.
14. All outlets over 20 amps or with a voltage of over 150 volts require electrical labor. This includes a 1 hour minimum to inspect exhibitor equipment that is pre-wired to plug into our system.

ELECTRICAL CONTRACTOR'S RESPONSIBILITIES

As the Official Electrical Contractor, we will be responsible for:

- All under-carpet distribution of electrical wiring.
- All facility overhead distribution of electrical wiring, including coaxial cable, fiber optics and the distribution of same from product to booth and from booth to booth.
- All motor and equipment hook-ups requiring hard wire connections.
- Installation and/or repair of electrical fixtures.
- Installation of electrical motors to be energized and electrical apparatus.

ELECTRICAL CODE

Electrical Services for Exhibits at Convention Facilities

Electrical requirements for an exhibit at all convention facilities are for the safety of all exhibitors and are based on national Electrical Codes and local ordinances.

Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits in the convention facilities may be inspected to determine if any violations exists. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and material basis. If the exhibitor does not wish to have the fault corrected, electrical services to the offending booth will not be connected.

If an exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities. Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or floor lighting is a hazard when lamps are too close to fabrics or other materials which can be affected by heat.
- The use of clip-on sign sockets, latex or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.

Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities.

PLEASE LEAVE ALL 2-WIRE CORDS AT HOME!

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026
Advance Order Deadline: Oct 6, 2026

(NOTE: ORDERS RECEIVED AFTER ADVANCE ORDER DEADLINE DATE WILL BE FILLED UPON AVAILABILITY)

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ELECTRICAL LABOR ORDER FORM

ELECTRICAL LABOR SUPERVISION SERVICES – *Indicate service desired*

***FOR OVERHEAD ELECTRICAL SERVICE PLEASE SEE RIGGING SERVICE ORDER FORM**

☐ **I.C.S. ELECTRICIAN SUPERVISED (OK To Proceed)**
I.C.S. will supervise electrical labor:

➔ Install electrical distribution under carpet or in booth structure, install coaxial, fiber optics or data cable per attached floor plan

➔ Dismantle all electrical distribution installed prior to event opening.

A 25% ($50.00 minimum) surcharge will be added to the labor rates below for this professional supervision.

☐ **EXHIBITOR SUPERVISED (Do Not Proceed)**
Exhibitor will supervise:

➔ Installation of electrical distribution, coaxial, fiber optics or data cable.
Exhibitor will need workers on (date)_____at (time)_____AM PM for (hours)_____

➔ Dismantling of all electrical distribution, coaxial, fiber optics or data cable installed prior to event opening.
Exhibitor will need workers on (date) _____at (time)_____AM PM for (hours)____

Starting time can be guaranteed only when labor is requested for the start of the working day at 8AM. All exhibit labor for 8 AM starting times will be dispatched to booth space. For all other starting times, check in at the I.C.S. Service Desk one-half (1/2) hour before time requested. Labor canceled without 24-hour notice shall be charged a one (1) hour cancellation fee per worker. If exhibitor fails to use the workers at the time confirmed, a one-hour "No show" charge per worker will apply.

ELECT. LABOR RATES			
(Rates based upon per man per hr)		ADVANCE	FLOOR
Straight Time	*Monday - Friday between 8:00 AM and 4:30 PM*	$84.50	$109.75
Overtime	*All other hours & holidays*	$169.00	$219.50

The minimum charge for labor is one (1) hour per worker. Labor thereafter is charged in one (1) hour increments. Gratuities in any form, including cash, gifts or labor hours for work not actually performed is prohibited. All rates are subject to change if necessitated by increased labor costs.

Please estimate the number of workers and hours per worker needed below. Invoices will be calculated according to actual hours worked.

	# of Workers	# of Hour(s) per Worker	Total hrs	Rate	Total
Installation					
Dismantling					
				TOTAL SERVICES ORDERED	
				ADD 25% ($50.00 MIN.) FOR I.C.S. SUPERVISION	
				4.712% EXCISE TAX	
				GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS		CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT	DATE

This order is accepted with the understanding that fire, strikes, transportation problems, or any other mitigating factor out of I.C.S.'s control will release I.C.S. from any legal obligation of performance. A finance charge of 1.5% per month (18% annum) applies to any balance due not paid within thirty (30) days of invoice date. All orders are governed by I.C.S. Payment Policy and the Limits of Liability & Responsibility.

2026 PBX Hawaii
NBC EXHIBITION HALL
OCTOBER 21, 2026

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ELECTRICAL SERVICE ORDER FORM

IMPORTANT

- ELECTRICITY WILL BE TURNED ON WITHIN 30 MINUTES OF SHOW OPENING AND OFF WITHIN 30 MINUTES AFTER SHOW CLOSING.
- IF YOU NEED 24 HOUR POWER & DEDICATED CIRCUITS (20 AMP MIN) RATE WILL BE DOUBLED THE LISTED PRICE. PLEASE DOUBLE RATES BELOW.
- TO RECEIVE ADVANCE SHOW PRICES, WE MUST RECEIVE YOUR ORDER WITH PAYMENT IN FULL BY THE DEADLINE DATE ABOVE. ALL OTHER ORDERS WILL BE CHARGED AT REGULAR PRICE. WE ACCEPT MASTERCARD, VISA, DISCOVER & AMEX CARDS.
- PLEASE ORDER YOUR ELECTRICAL SERVICE ASAP. TO TAKE ADVANTAGE OF THE ADVANCE ORDER PRICES. PLEASE NOTE THAT ELECTRICAL HOOK-UPS WILL BE DONE IN THE BACK OF THE BOOTHS. LABOR CHARGES WILL BE INCURRED FOR ANY HOOK-UPS OTHER THAN IN THE BACK OF BOOTHS.
- **NO CREDITS WILL BE ISSUED ON OUTLETS OR LIGHTS INSTALLED AS ORDERED EVEN THOUGH NOT USED.**
- FOR YOUR CONVENIENCE, WE WILL USE YOUR CREDIT CARD AUTHORIZATION TO CHARGE ANY ADDITIONAL AMOUNTS INCURRED AS A RESULT OF SHOWSITE ORDERS PLACED BY YOU OR YOUR REPRESENTATIVE. THESE CHARGES MAY INCLUDE LABOR AND MATERIALS.

DESCRIPTION	Advance Rate	Floor Rate	Quantity	24 Hr Power 2X rate	Total
STANDARD ELECTRICAL SERVICE					
(120 VOLTS - PER SINGLE RECEPTACLE)					
10 Amps (Approx. 1200 watts)	$205.00	$291.00			
15 Amps (Approx. 1800 watts)	$269.00	$384.00			
20 Amps (Approx. 2400 watts)	$309.00	$441.00			
30 Amps (Approx. 3600 watts)	$406.00	$579.00			
MOTOR/MACHINERY & DIST. SVC.					
(208 Volt) - LABOR ORDER & LAYOUT FORMS ARE REQUIRED FOR 208V SERVICES.					
10 Amps (Single Phase)	$266.00	$379.00			
20 Amps (Single Phase)	$333.00	$476.00			
30 Amps (Single Phase)	$435.00	$620.00			
SERVICE ACCESSORIES					
15' Extension Cord	$43.00	$62.00			
25' Extension Cord	$59.00	$83.00			
50' Extension Cord	$91.00	$129.00			
Power Strip	$41.00	$59.00			

ALL ELECTRICAL PLACEMENT OTHER THAN BACK OF IN-LINE BOOTHS OR ANY 208V SERVICES MUST INCLUDE ELECTRICAL LABOR ORDER FORM AND BOOTH LAYOUT. PLEASE CALL FOR RATES ON ALL OTHER ELECTRICAL EQUIPMENT / SERVICES NOT LISTED.

SUB-TOTAL	
4.712% EXCISE TAX	
GRAND TOTAL	

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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ELECTRICAL OUTLET LAYOUT FORM

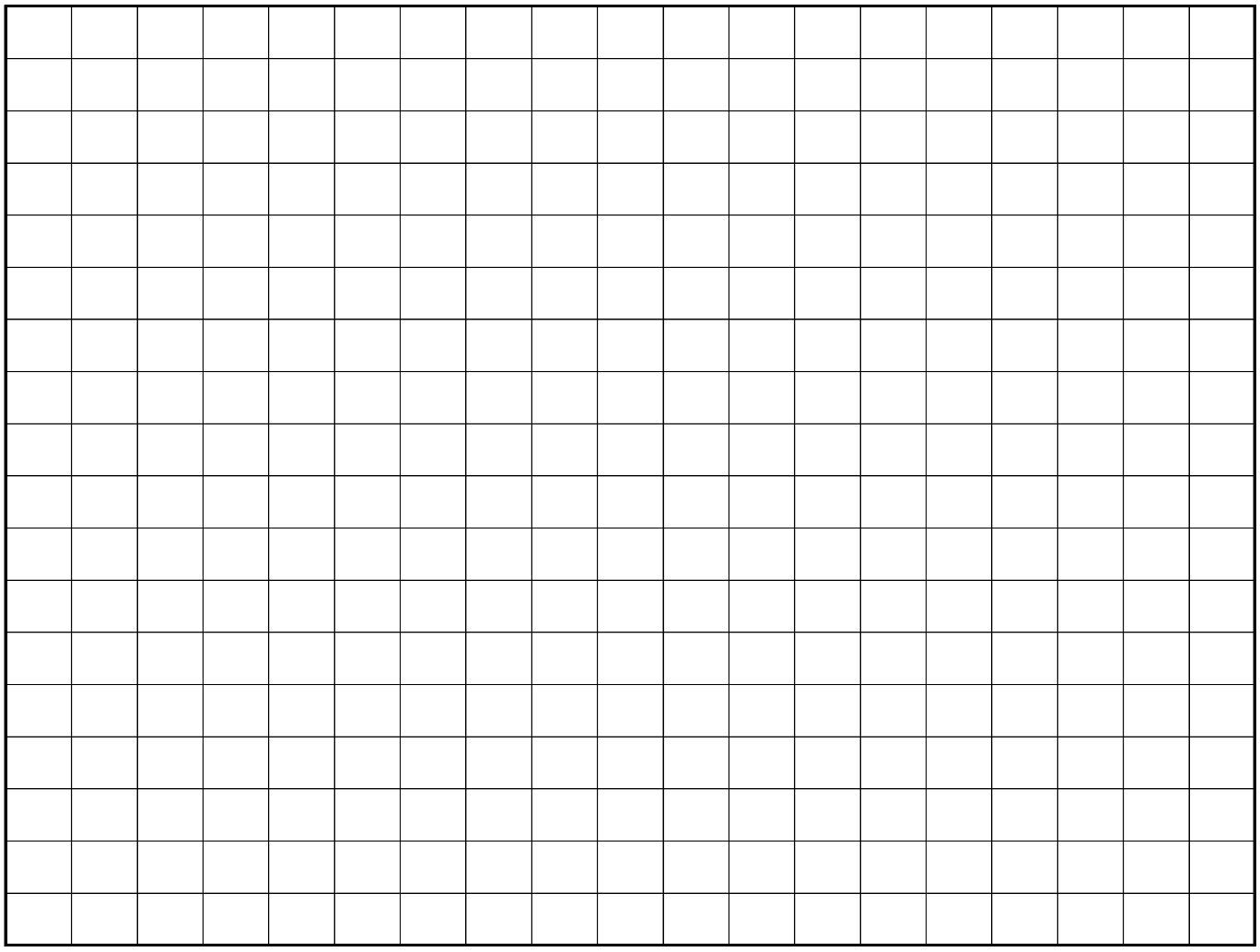
To ensure that your outlets and lighting are properly placed, a Booth Floorplan must be submitted with your Electrical Rental Order Form. If you do not have a plan, please use the grid on this page and submit it with your electrical order.

To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (e.g. 1 square = 2 feet) or indicate the dimensions of your booth
- Mark the adjacent booth numbers or aisle numbers. This will help us orient your service correctly.
- Mark outlet locations, expressed in amps and voltage in each location.
- Mark main power location.
- Please send this sheet with your prepaid Electrical Rental Order Form.

Exhibitor Name: _____ Booth #: _____

Adjacent Booth or Aisle Number: _____



Adjacent Booth or Aisle Number: _____

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TROPICAL POTTED PLANTS (RENTAL ONLY)*

* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY

Size (HT)	QTY	ADVANCE PRICES Without Basket	ADVANCE PRICES With Basket	FLOOR PRICES (each) Without Basket	FLOOR PRICES (each) With Basket	Total
4'		$52.00	$67.00	$72.00	$92.00	
6'		$62.00	$77.00	$88.00	$108.00	
8'		$83.00	$98.00	$114.00	$134.00	

GREEN & BLOOMING PLANTS (RENTAL)*

* MAY NOT BE AVAILABLE DUE TO WEATHER OR VENDOR STOCK AVAILABILITY

	QTY	ADVANCE PRICES	FLOOR PRICES (each)	Total
MUMS		$52.00	$72.00	
BROMELIADS		$62.00	$84.00	
FERNS 6" POTS		$52.00	$72.00	
FERNS 8" POTS		$62.00	$84.00	

PLEASE NOTE: IF PLANT(S) ARE NOT IN YOUR BOOTH AT THE END OF THE SHOW, ADD'L CHARGES WILL BE INCURRED

CANCELLATION POLICY: No credit or refund will be issued for all above items cancelled after the advance order

FLORAL TABLE ARRANGEMENTS - SPRING

Size	QTY	ADVANCE PRICES (each) One-sided	ADVANCE PRICES (each) Round	FLOOR PRICES (each) One-sided	FLOOR PRICES (each) Round	Total
SMALL		$82.00	$88.00	$116.00	$125.00	
MED		$102.00	$128.00	$147.00	$183.00	
LG		$147.00	$172.00	$209.00	$246.00	

FLORAL TABLE ARRANGEMENTS - TROPICAL

Size	QTY	ADVANCE PRICES (each) One-sided	ADVANCE PRICES (each) Round	FLOOR PRICES (each) One-sided	FLOOR PRICES (each) Round	Total
SMALL		$96.00	$122.00	$136.00	$172.00	
MED		$115.00	$140.00	$163.00	$200.00	
LG		$191.00	$232.00	$263.00	$331.00	

SPECIALTY ARRANGEMENTS - CALL FOR INFO

Size	QTY	ADVANCE PRICES (each) One-sided	ADVANCE PRICES (each) Round	FLOOR PRICES (each) One-sided	FLOOR PRICES (each) Round	Total
SMALL		TBD	TBD	TBD	TBD	
MED		TBD	TBD	TBD	TBD	
LG		TBD	TBD	TBD	TBD	

FLORAL CANCELLATION POLICY:
CANCELLATIONS MADE AFTER THE ADVANCE ORDER DEADLINE FOR ALL FLORAL ORDERS WILL RECEIVE NO REFUNDS.

SUB-TOTAL	$
4.712% EXCISE TAX	$
GRAND TOTAL	$

COMPANY NAME			ORDERED BY:	BOOTH #:	
STREET ADDRESS			CITY	STATE	ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS		
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT		DATE

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AUDIO VISUAL SERVICE FORM

DESCRIPTION	Advance Rate	Floor Rate	Quantity	Total
ACCESSORIES (Please call for additional equipment, services & rates)				
Monitor Floor Stand	$280.00	$390.00		
DISPLAY MONITORS (Please call for additional equipment, services & rates)				
CABLE. SELECT CHECK BOX: HDMI ☐ VGA ☐ DVI ☐				
32" Flat Panel Monitor 1280x1024 + Video Capable What is your visual source? Computer ☐ DVD ☐ Other/Specify _____ What is your audio source? Computer ☐ DVD ☐ Other/Specify _____ How will you mount this display? Tabletop ☐ Wall ☐ Other/Specify_____	$310.00	$434.00		
42" Flat Panel Monitor 1024x768 + Video Capable What is your visual source? Computer ☐ DVD ☐ Other/Specify _____ What is your audio source? Computer ☐ DVD ☐ Other/Specify _____ How will you mount this display? Tabletop ☐ Wall ☐ Other/Specify_____	$499.00	$698.00		
50" Flat Panel Monitor 1365x768 + Video Capable What is your visual source? Computer ☐ DVD ☐ Other/Specify _____ What is your audio source? Computer ☐ DVD ☐ Other/Specify _____ How will you mount this display? Tabletop ☐ Wall ☐ Other/Specify_____	$625.00	$875.00		
AUDIO LABOR				
Labor to setup presentation with rental equipment ($ per hr)	Call for Rates			
Labor to Plug & Play setup	$150.00	$215.00		

- TECHNICAL SUPPORT AVAILABLE @ ADDITIONAL COST. PLEASE CALL FOR PRICING.
- Delivery/Pickup (REQUIRED) Min. Charge for. Delivery is $125.00
- Setup (REQUIRED) Min. Charge for setup is $150.00 (hourly charge)

CANCELLATION ON ALL ORDERS AFTER ADVANCE DEADLINE WILL BE SUBJECT TO 100% CANCELLATION FEE. NO REFUNDS AND OR CREDITS WILL BE ISSUED.

EQUIPT TOT	$
PER ORDER DEL.CHG.	$ 125.00
MIN. SETUP CHG. PER HR	$ 150.00
SUB-TOTAL	$
4.712% EXCISE TAX	$
GRAND TOTAL	$

COMPANY NAME			ORDERED BY:	BOOTH #:
STREET ADDRESS			CITY	STATE / ZIP CODE
PHONE NUMBER	EXTENSION	FAX NUMBER	EMAIL ADDRESS	
AUTHORIZED CONTACT SIGNATURE			AUTHORIZED CONTACT-PLEASE PRINT	DATE

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