



# SPOCon

Friday, October 19, 2018  
Hilton Waikiki Beach Hotel  
2500 Kuhio Avenue  
Honolulu, Hawaii 96815

## VENDOR INFORMATION

- Event:** Vendor Exhibition
- Date/Time:** Friday, October 19, 2018, 7:30 am – 3:30 pm. Vendors can breakdown at 3:30 pm.
- Location:** Hilton Waikiki Beach Hotel – Third Floor  
Training for Government Employees: Prince Kuhio Ballroom  
Vendor Exhibits: Prince Edward & Prince David Rooms  
2500 Kuhio Avenue, Honolulu, Hawaii 96815
- Invitees:** Only companies that have a contract with the State of Hawaii will be invited to be a part of SPOCon 2018.
- Cost to Participate:** **\$150.00 USD paid directly to the Hilton Waikiki Beach Hotel**
- Vendor Benefits:** Includes
- 1 6' x 30" Linenless Exhibit Table
  - Face-to-face with attendees. There will be two breaks when attendees are to visit vendor exhibits: 10:00 – 10:30 am and 3:00 – 3:30 pm
  - Valet parking for 1 vehicle
  - 2 boxed lunches
  - Participation in vendor introduction on stage
  - Company logo, contact info, state contract info, and 125-word description in printed SPOCon program
  - Company logo on Exhibit Passport
- Registration Deadline:** To confirm participation, registration form, company description and logo are to be submitted to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov) before 4:30 p.m. on Friday, September 28, 2018.
- Payment Options:** Payment must be received by 4:30 p.m. on Friday, September 28, 2018.
- Paying by check?**
- 1) Make check to the **HILTON WAIKIKI BEACH HOTEL**.
  - 2) Mail/Deliver your check and the Vendor Exhibit Registration to  
**State Procurement Office, Attn: SPOCon**  
**1151 Punchbowl Street, Room 416**  
**Honolulu, HI 96813**
  - 3) Email your company logo and this Vendor Exhibit Registration to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov).
- Paying with credit card?**
- 1) Fax completed/signed credit card authorization form to the Hilton Waikiki Beach Hotel at fax number (808)921-2551. Do not send completed form by email or mail.
  - 2) Email your company logo and this Vendor Exhibit Registration to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov)

**Accommodations:** Please contact the Hilton Waikiki Beach Hotel directly at (808)922-0811 or visit the hotel website at <http://www3.hilton.com/en/hotels/hawaii/hilton-waikiki-beach-HNLWAHF/index.html>

**Directions:** Best way to get to the hotel is to turn right onto Kuhio Avenue from Kapahulu Avenue. After Ohua Avenue you'll see the porte cochere on your right.  
<http://www3.hilton.com/en/hotels/hawaii/hilton-waikiki-beach-HNLWAHF/maps-directions/index.html>

**Giveaways:** All State/County Departments and Agencies value our vendors, who sometimes seek to express their appreciation for our business. Vendors can best convey their appreciation by continuing to promptly provide high-quality goods and excellent, reliable services at the best possible prices.

All employees who award contracts for a state/county agency or have other duties relating to the procurement of goods and services must comply with the State Ethics Code, Chapter 84, Hawaii Revised Statutes. Such employees are prohibited from accepting any gifts from vendors or contractors who do business or are seeking to do business with the state.

**In keeping with that Code, and in the spirit of a professional public entity, state/county employees who conduct procurement do not accept gifts of any kind, including candy or food items, from vendors. However, if a small quantity of a product sample is being used to evaluate a product,** then the Ethics Code won't prohibit the procurement specialist from receiving the product sample. Please save your point-of-sale items/giveaways for other marketing events. We greatly appreciate your understanding and support of the State Ethics Code. We look forward to your continuing business in the years ahead.

**NEW!**

**Vendor Introduction:**

All participating vendors will be invited to give a 1-minute presentation on stage during the conference and share what you have to offer and how their specific contracts work. During your presentation, your company logo will be displayed on the large screen.

**Passport:**

You're invited to have your company logo on the Exhibit Passport (see sample below). SPOCon invites all attendees to learn more about the various contracts from participating companies in NASPO ValuePoint contracts by visiting vendors in the Prince Edward & Prince David Rooms during any breaks and have their passport completely stamped by vendors. At the end of SPOCon, the participants will deposit their completed passports into the collection box in the foyer by 3:30 p.m. The SPO will hold a prize drawing with a token item unassociated with any vendors, pursuant to the State Ethics Code.

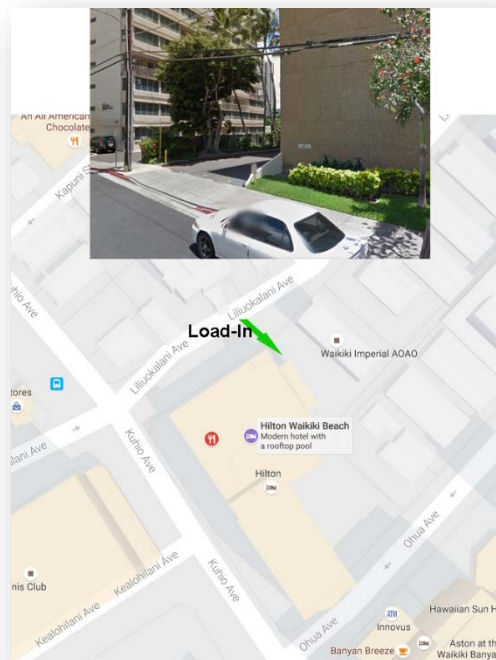
Exhibition Hall Passport: For a chance to win a prize ... get this passport stamped by all exhibitors, then complete the info requested and deposit this passport into the drop-box in the foyer outside of the Prince Kuhio Ballroom before 3:20 p.m. Only one passport per registered attendee is a valid entry. Winners will be announced at 4:30 p.m. and must be present to win.

Please Print: Name		Dept/Agency			

**Attire:** Aloha wear, casual business. Please bring a sweater/outwear since the meeting room/ballroom is air-conditioned.

**Parking:** Valet parking only.

**Load in:** **Vendors may begin load-in between 5 pm and 9 pm on Thursday, October 18, 2018, and after 6:30 am on Friday, October 19.** Hilton Waikiki Beach has a driveway in the rear of the building off Liliuokalani Avenue (pictured) for load-in of large items. There is an elevator to the third floor, the location of SPOCon.



**Accessibility:** Parking is valet through the porte-cochere. The hotel has an ADA lift at the front of the hotel for wheelchair access.

The hotel also has a driveway in the rear of the building off Liliuokalani Avenue. There is an elevator to the lobby.

Elevators in the lobby will take guests to the conference location on the third floor.

**Electricity:** Vendor to provide own power strip and/or extension cord. These items are available for rent at \$45 + tax. Display spaces in close proximity to electrical outlet will be allocated on a first-come/first serve basis.

**Contact:** If you have any questions through October 18, 2018, please contact Ruth at (808)587-4701 or at [ruth.a.baker@hawaii.gov](mailto:ruth.a.baker@hawaii.gov)

**Contacts on 10/19:** We will have a list of various SPO contacts who will be available to assist you while at the conference.

While at the conference, please feel free to speak to any of the SPO Staff. Staff will be identified with a green badge sticker that says “Staff” and will be situated either at the check-in table in the foyer, or in the rear of the Prince Kuhio Ballroom.



# Vendor Exhibit Registration

**SPOCon 2018**  
**Friday, October 19, 2018**  
**Hilton Waikiki Beach Hotel**  
**2500 Kuhio Avenue, Honolulu, HI 96815**  
**Vendor Exhibition 7:30 am – 3:30 pm**

Only companies that have a contract with the State of Hawaii are invited to be a part of SPOCon 2018 by renting a table in the Vendor Exhibition Hall in the Prince Edward & Prince David Rooms and have a chance to interact with state/county employees during breaks.

Deadline: 4:30 p.m. Friday, September 28, 2018. To confirm participation, registration form, company description and logo are to be sent to [state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov). \$150.00 USD to Hilton Waikiki Beach Hotel is also due. See page 5 for payment instructions.

Business Name		
	* The business name written above will be used as the name of the exhibitor in the list of exhibitors and printed matter, such as the program and exhibit passport.	
Address	Street 1:	
	Street 2:	
	City/State/Zip:	
Contact Person (for coordination and hotel purposes)	Name:	Email:
	Office Phone:	Cell:
Info for Printed Program with logo	<input type="checkbox"/> My company declines to be included in the printed program  Company info to include in this block or email with logo to <a href="mailto:state.procurement.office@hawaii.gov">state.procurement.office@hawaii.gov</a> <ul style="list-style-type: none"> <li>• Company Description</li> <li>• Contact Info Sales contact person, phone, email address and website)</li> <li>• Contract Number(s) Limit: 125 words</li> </ul>	

<input type="checkbox"/> Our company would like to give a 1-minute presentation during the 8:35 a.m. Welcome.		
<input type="checkbox"/> Please include our business logo on the Exhibit Passport.		
Names of Attendees for Name Badges	1.	5.
	2.	6.
	3.	7.
	4.	8.

Exhibitor agrees to defend, indemnify and hold harmless the State of Hawaii and its employees, the Hilton Waikiki Beach Hotel, its owners, managers, officers or directors, agents, employees, subsidiaries and affiliates, from any damages or charges resulting from Exhibitor’s use of property. Exhibitor’s liability shall include all losses, costs, damages, or expenses arising from or out of or by reason of any accident or bodily injury or other occurrences to any person or persons, including the Exhibitor, its agents, employees, and business invitees which arise from or out of the Exhibitor’s occupancy and use of the exhibition premises.

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Please Check Applicable Items	Description	
<input type="checkbox"/>	SPOCon Vendor Package Includes logo and 125-word company description in SPOCon program, 1-minute presentation to attendees by company representative(s), 1 table in exhibition room, 2 lunches, refreshments, and parking validation for 1 vehicle	\$150.00
<input type="checkbox"/>	One additional table (includes tax)	\$12.67
<input type="checkbox"/>	Access to electricity (Vendor to provide power strip and/or extension cord. Display spaces in close proximity to electrical outlet will be allocated on a first-come/first serve basis)	No charge
<input type="checkbox"/>	Extension cord rental - includes tax (for those who forgot to pack one)	\$47.14
	<p><b>TOTAL DUE TO HILTON WAIKIKI BEACH HOTEL</b></p> <p><input type="checkbox"/> <b>Paying by check?</b>  1) Make check to the <b>HILTON WAIKIKI BEACH HOTEL</b>.  2) Mail/Deliver your check and the Vendor Exhibit Registration to  <b>State Procurement Office, Attn: SPOCon</b>  <b>1151 Punchbowl Street, Room 416</b>  <b>Honolulu, HI 96813</b>  3) Email your company logo and this Vendor Exhibit Registration to <a href="mailto:state.procurement.office@hawaii.gov">state.procurement.office@hawaii.gov</a>.</p> <p><input type="checkbox"/> <b>Paying with credit card?</b>  1) Fax completed/signed credit card authorization form to the Hilton Waikiki Beach Hotel at fax number (808)921-2551. Do not send completed form by email or mail.  2) Email your company logo and this Vendor Exhibit Registration to <a href="mailto:state.procurement.office@hawaii.gov">state.procurement.office@hawaii.gov</a></p>	\$



**HILTON WAIKIKI BEACH**

**Credit Card Payment Authorization Form**

**Please complete all areas below. Incomplete requests may be rejected. This form must be received at least 10 business days prior to the Check-in, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.**

FAX COMPLETED FORM TO: (808) 921-2551

For SPOCon 2018

Attn: SALES & CATERING DEPARTMENTS

**HOTEL USE ONLY**

**Date:**

Guest / Group Name:		
Check-In / Event Date:		
Name of Person / Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

**CARDHOLDER – Please complete the following section and sign / date below.**

Name of Company (Cardholder):											
Cardholder Name as it appears on credit card:											
Cardholder Billing Address:											
City:		State:		Zipcode:							
Daytime / Business Telephone:				Evening Telephone:							
Credit Card Number:				Expiration Date:							
Credit Card Type: (Please check)											
<input type="checkbox"/>	Visa	<input type="checkbox"/>	MasterCard	<input type="checkbox"/>	American Express	<input type="checkbox"/>	Discover	<input type="checkbox"/>	JCB	<input type="checkbox"/>	Diners Club
Credit Card Issuing Bank Name:						Bank Phone Number (from back of credit card):					
I agree to cover the following categories of charges: (Please check)											
<input type="checkbox"/>	All Charges	<input type="checkbox"/>	Room & Tax	<input type="checkbox"/>	Room, Tax & Brkf	<input type="checkbox"/>	To Guarantee Only	<input type="checkbox"/>	Porterage	<input type="checkbox"/>	Other
DIRECT BILL ACCOUNT PAYMENTS ONLY:											
Name on Invoice / Statement:						Date on Invoice / Statement:					
Invoice / Statement Number:						Authorized Amount: \$					

**Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidentals charges circled above will be charged at the time of check-out.**

Amount to be immediately charge to credit card for room and taxes or deposit: \$\_\_\_\_\_. Final Balance Billed to Credit Card: (hotel use only): \$\_\_\_\_\_

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or even conclusion.

Cardholder Signature: \_\_\_\_\_ Date: \_\_\_\_\_