



SPOCon

Wednesday, October 16, 2019
Hilton Waikiki Beach Hotel
2500 Kuhio Avenue
Honolulu, Hawaii 96815

VENDOR INFORMATION

- Event:** Vendor Exhibition
- Date/Time:** Wednesday, October 16, 2019, 7:30 am
Vendors can begin breakdown at 12:45 pm and must vacate the ballroom by 2 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 vendors that hold a state-wide cooperative contract with the State of Hawaii will be invited via email to be a part of SPOCon 2019. Those companies that do not have a contract will not be able to participate.
- Cost to Participate:** **\$85.00 USD paid directly to the Hilton Waikiki Beach Hotel**
- Vendor Benefits:** Includes
- One 6' x 30" Linenless Exhibit Table. Table must be cleared out by 2 pm.
 - Face-to-face with attendees during registration/continental breakfast and extended break session
 - Company logo, contact info, state contract info, and 125-word description in printed SPOCon program. Click here for the 2018 program.
 - 1-minute introduction on stage during welcome.
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.
 - Contact information of SPOCon attendees who opt-in to have their info shared
 - Parking validation for one vehicle on October 16, 2019..
 - If your schedule permits and as long as you can clear out by 2 pm, you may use the time after lunch for individual meetings with SPOCon attendees.
- Registration Deadline:** To confirm participation, registration form, company description and logo are to be submitted to state.procurement.office@hawaii.gov before 4:30 p.m. on Friday, October 4, 2019
- Payment Options:** Payment must be received by 4:30 p.m. on Friday, October 4, 2019
- 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.

❑ 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

Accommodations: Please contact the Hilton Waikiki Beach Hotel directly at (808)921-5503. Provide the Group Code: SOHPROC

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.

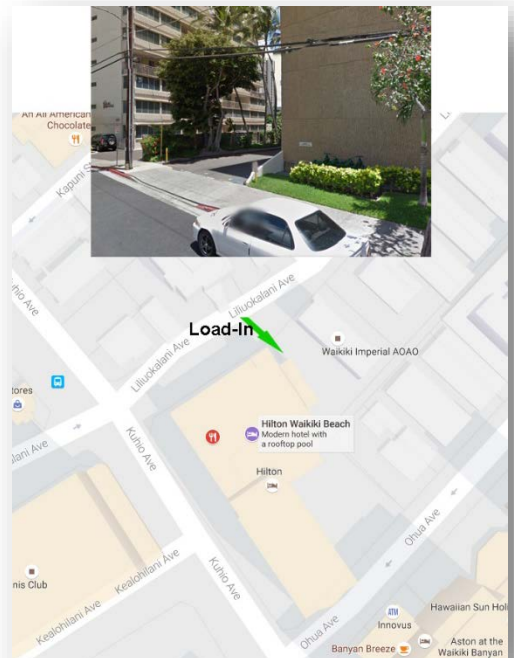
All employees who award contracts for a state/county agency or have other duties relating to the procurement of goods and services must comply with the State Ethics Code, Chapter 84, Hawaii Revised Statutes. Such employees are prohibited from accepting any gifts from vendors or contractors who do business 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. We greatly appreciate your understanding and support of the State Ethics Code. We look forward to your continuing business in the years ahead.

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 load-in on Tuesday, October 15, 2019, from 7 pm to 10 pm, or Wednesday, October 16, 2019, from 6:30 am to 7:30 am.** The Hilton Waikiki Beach has a driveway in the rear of the building off Liliuokani 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 15, 2019, please contact Ruth at (808)587-4701 or at ruth.a.baker@hawaii.gov
- Contacts on 10/16:** 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 2019
Wednesday, October 16, 2019
Hilton Waikiki Beach Hotel
2500 Kuhio Avenue, Honolulu, HI 96815
Vendor Exhibition 7:30 am – 1:30 pm

Only companies that have a contract with the State of Hawaii will be invited via email to be a part of SPOCon 2019 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. Those companies that do not have a statewide contract will not be able to participate and will be turned away.

Deadline: 4:30 p.m. Friday, October 4, 2019. To confirm participation, registration form, company description and logo are to be sent to state.procurement.office@hawaii.gov. \$85 USD to Hilton Waikiki Beach Hotel is also due.

Upon receipt of this form, the hotel will send the POC listed below will be sent a link for payment.

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 event program	
Address	Street 1:	
	Street 2:	
	City/State/Zip:	
Contact Person (for coordination and hotel purposes)	Name:	Email:
	Office Phone:	Cell:
Contract Number(s) with State of Hawaii		
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 state.procurement.office@hawaii.gov <ul style="list-style-type: none"> • Company Description • Contact Info Sales contact person, phone, email address and website) Limit: 125 words	
<input type="checkbox"/> We would like to make a 1-minute introduction to all attendees		

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 table in exhibition room, and one-day parking validation for 1 vehicle	\$85.00
<input type="checkbox"/>	Additional parking: \$10.47 (incl tax) per car x Qty _____	\$ _____
<input type="checkbox"/>	Additional table: \$12.77 (incl tax) per table x Qty _____	\$ _____
<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 (incl tax): \$47.14 x Qty _____	\$ _____
	TOTAL DUE TO HILTON WAIKIKI BEACH HOTEL	\$
	<input type="checkbox"/> 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 .	
	<input type="checkbox"/> Paying with credit card? 1) The POC listed on this form will be sent a link for credit card payment by the hotel 2) Email your company logo and this Vendor Exhibit Registration to state.procurement.office@hawaii.gov	