

Booth Service Specifications

Function: Risk & Insurance Management Society (RIMS) 2014 Conference

Dates: April 27 - 30, 2014

Location: Colorado Convention Center in Denver, Colorado

Service Requested: On-site services for State of Hawaii, Insurance Division's exhibition booth at the Risk & Insurance Management Society's (RIMS) 2014 Annual Conference and Exhibition at the Colorado Convention Center in Denver, Colorado. The exhibition will open on April 27, 2014 and close on April 30, 2014.

Vendor must work with the State of Hawaii, Insurance Division's exhibition booth coordinator (prior to show date) to plan & coordinate floral décor and the structural design of the booth.

Services to cover the assembling and disassembling of the "State of Hawaii - Captive" custom made exhibition booth as follows:

- 1) Supervise booth setup using the most economical time frame to be show ready by 5:00 p.m. on Sunday, April 27, 2014. Set up date may commence as early as April 24, 2014. Exhibit hall set up dates are April 24, 25, 26 and 27; 8:00 a.m. to 5:00 p.m. on all days. Installation labor will be pre-ordered by the Insurance Division using convention center's union labor workers.

The booth setup includes the following items to be installed or supervised (using the convention center's union labor):

- Assembly of 20' x 20' island style booth (main parts consists of GEM aluminum hardware; back wall panels; light boxes; transparencies).
 - Installation of electrical outlets
 - Electrical rental
 - Carpeting and padding
 - Furniture & accessories
 - Assembly of the booth structure
 - Vacuuming of the booth carpet
 - Additional booth fixtures
 - Material handling
- 2) Supply, ship and design arrangements of tropical plants and flowers for the booth.
 - 3) Daily, before the exhibit hall opens, check to see that the booth is clean (carpet cleaned/vacuumed, waste baskets emptied by convention center personnel).
 - 4) Be available at the exhibition hall to assist the Insurance Division staff if problems occur with items installed and rented for the booth.

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- 5) Provide shipping and material handling of booth décor and promotional items. Estimated total weight of boxes 300 lbs.
- 6) Provide drayage, shipping and material handling of exhibition booth structure. Currently, we have two crates estimated total weight of 2500 lbs. The booth must be shipped from our Hawaii storage facility to the Colorado Convention Center then returned to Hawaii and stored after the conference.
- 7) Supervise the dismantling of the booth structure and packing of the structure in the shipping crate. Dismantling date begins on April 30, 2014 at 3:00 p.m. Other exhibitor move out dates are May 1, 8:00 a.m. to 5:00 p.m. and May 2, 8:00 a.m. to 12:00 p.m. Labor for dismantling will be pre-ordered by the Insurance Division using convention center's union labor workers.
- 8) Responsible for own round-trip airfare (based on coach class), hotel accommodations, per diem, ground transportation and meals.
- 9) Provide booth storage in Hawaii for one year.

Vendor Requirements:

- Minimum 5 years experience of event planning, design and coordination for trade show events
- Minimum 5 years experience with GEM aluminum hardware
- Provide 3 references on trade show events
- Provide pictures or website links to past show events

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Photo of 20' x 20' Exhibition Booth Structure

