



Hawai'i Fire Chiefs Association
41st Annual Training & Business Meeting

"KA HULIAU"

A Generation of Transformation

"Ka nalu 'ana i keia mua aku"

A time of change, reflecting on the future



FOUR SEASONS RESORT O'AHU AT KO OLINA

DECEMBER 4, 2019 – DECEMBER 8, 2019

VENDOR INFORMATION

1. Each vendor working a vendor space must be confirmed registered conference attendee. One attendee, one table. [Register at https://cvent.me/EGXxV](https://cvent.me/EGXxV)
2. Vendor space IS NOT guaranteed, if not paid in advance.
3. Vendor tables are dressed, 24" wide x 6' in length, and equipped with 2 chairs.
4. Vendor space is limited to the space provided. All display items must stay inside the provided area.
5. Vendors will not be allowed to hang items from the walls.
6. Vendor power requirements must be ordered during the on-line registration process, cannot be guaranteed. Vendors should bring their own power strips and extension cords.
7. Vendor location and placement is made solely at the discretion of the host Fire Department working with the hotel and the vendors. All special requests, including table location will be taken into consideration. The host Fire Department will dictate vendor locations.
8. Vendor items may be delivered to the hotel. The storage and handling fees are as follows: Small to large size boxes received prior to 72 hours in advance of the program are \$5/box per day for storage. There is then a \$5/box portorage fee to have delivered to the designated meeting space/vendor. Boxes received within 72 hours will be stored complimentary, but portorage will remain. Pallets received anytime prior to the program are \$100/day for storage and \$25/pallet portorage to deliver to the designated meeting space or vendor.

9. When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage:
Hawaii Fire Chiefs Conference (Dec. 4 – 8, 2019)
Client / Guest Name (Arrival Date)
Attn: Hilary O'Bryan, Conference Services Manager
FOUR SEASONS RESORT O`AHU at Ko Olina
92-1001 Olani St.
Kapolei, HI 96707
10. Vendors may assemble their displays on Thursday, December 5, 2019 from 7:00 a.m. to 4:30 p.m. and may breakdown their displays on Saturday, December 7, 2019 from 2:00 p.m. to 4:00 p.m.
11. Displays may be left overnight in the locked vendor display room, however, the Four Seasons Resort O`ahu at Ko Olina and the Hawai`i Fire Chiefs Association will not be liable for any missing, stolen, or damaged items / displays.
12. Vendor presentations must be pre-approved by the host Fire Department in advance and not guaranteed. Vendor exterior presentations are solely at the discretion of the host Fire Department and may be limited or terminated by the hotel staff with no prior notice if determined to be unsafe, harmful to the environment, damage to the property or violation of the host hotel company policies.
13. Distribution of promotional literature outside the designated vendor area must be pre-approved by the host Fire Department.
14. Door prizes for the conference are always welcomed, and there are many opportunities to sponsor an event. Please contact Bob Shimada at nabetas21@gmail.com if you would like to make a donation or sponsor an event.

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Register at <https://cvent.me/EGXxV>

Registration fee:

\$550 per person includes all meals for yourself, and the icebreaker (for two).

Vendor table fee: \$600 per table

Guest meals are available for sale; ala carte – ice breaker, \$30; breakfast, \$33, lunch, \$45; dinner, \$65

A hotel reservations link will be provided after completing your on-line registration.
Rates start at \$255 per night plus 14.962% tax. No resort fee.