



## HAWAI'I FIRE CHIEFS ASSOCIATION

636 South Street • Honolulu, Hawai'i 96813-5007

Phone: (808) 723-7102 • Fax: (808) 723-7111

January 2, 2018

Aloha!

On behalf of the Hawai'i Fire Chiefs Association (HFCA) Board of Directors, you are cordially invited to attend the HFCA's 40<sup>th</sup> Annual Training and Business Meeting on November 15 to 18, 2018.

The Annual Training and Business Meeting will be held at the Grand Hyatt Kaua'i Resort and Spa, Kōloa, Hawai'i. A stunning location on the South Shore of Kaua'i, the Garden Island, which promises picturesque scenery and breathtaking sunsets where our Fire Service Leaders can reflect on the future of our industry.

Our conference theme this year is "*Ka Wehe Ana O Ke Alaula*" which means "Opening a Pathway to Dawn, Transcending Tradition towards a New Frontier"

As an attendee or vendor at this conference, you will have the ability to network with other attendees, including the fire personnel from various departments statewide. The showcased products and educational speakers will provide everyone with invaluable information for the present and future fire service professionals. Your participation is key to the successful service we provide to the communities we serve. For past participants, thank you for your continued support of the HFCA and commitment to the fire service. For new participants, we welcome and urge you to join us for an eventful conference.

Please take the time to register for the 2018 Conference via the website at [HFCA2018.eventbrite.com](https://www.hfca2018.eventbrite.com).

Hotel reservations may be made on line at <https://aws.passkey.com/go/HFCAAnnualMeeting2018>.

Those that need to register and pay via check, may access the registration forms at

<http://hawaiiifirechiefs.org>

Should you have any questions regarding registration, please contact Debby Gatioan at 808-241-4980 or via email [dgatioan@kauai.gov](mailto:dgatioan@kauai.gov)

We look forward to seeing you in November!

Sincerely,

Robert F. Westerman  
Fire Chief, Kaua'i Fire Department  
HFCA Board Member, Conference Host



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Dear Vendor Partner:

I would like to personally, and on behalf of the Executive Board and members of the Hawai'i Fire Chiefs Association (HFCA), thank you for your support and participation in our annual conference. The success of our conference would not be possible without the assistance of our vendor partners and in particular, your financial contributions.

As a registered, 501(c) (3) non-profit organization, and with very limited revenue stream, we depend heavily on the sale of vendor tables and a portion of our conference registration fees to support our annual event and to provide for a quality program. Our goal is to continue to host a first class conference that provides a myriad of opportunities for the fire service community inclusive of excellent educational and motivational speakers, vendor interaction and product and service exposure, and emergency responder training. In addition, it is also our goal to provide all conference participants with a truly memorable and rewarding experience.

This year, we are continuing to keep our vendor table fee to \$500 per table. I am confident that our conference has and will continue to be comparable with other similar events and a worthy investment and beneficial opportunity for you and your business. We have attached the HFCA Sponsorship Program Contribution Form in this packet.

Once again, and on behalf of our HFCA Board, I would like to extend our thanks and appreciation for your past and continued support. Your contributions to our annual conference have provided for the fire service community in Hawai'i to enhance our services and programs and to improve the safety of our members. We look forward to seeing you in November and the opportunity to thank you personally.

Sincerely,

A handwritten signature in black ink that reads "Robert Westerman". The signature is fluid and cursive, with the first name "Robert" and last name "Westerman" clearly legible.

Robert F. Westerman  
Fire Chief, Kaua'i Fire Department  
HFCA Board Member, Conference Host





HAWAI'I FIRE CHIEFS ASSOCIATION  
40<sup>th</sup> ANNUAL TRAINING & BUSINESS MEETING  
NOVEMBER 15-18, 2018  
POIPU, KAUAI, HAWAII

## VENDOR REGISTRATION

Please Print

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ Phone number: \_\_\_\_\_  
Street City State Zip

Spouse/Guest name: \_\_\_\_\_ E-mail address: \_\_\_\_\_  
Cellular: \_\_\_\_\_

**Hotel Accommodations** Please secure room reservations on-line at <https://aws.passkey.com/go/HFCAAnnualMeeting2018> or contact the Grand Hyatt Kaua'i Resort & Spa at 808-742-1234 or 888-421-1442 and ask for reservations under the *Hawai'i Fire Chief's Association*.

Reservation deadline is **September 30, 2018**. **One (1) room at the special conference rate, per registration**

**Air/Ground Transportation** Please make your own transportation arrangements.

### Fees

1) **HFCA Membership Dues:** Conference attendees must be members and dues must be current.

Vendor ..... ☐ \$15 \_\_\_\_\_

2) **Registration Fee:** Includes the icebreaker, and all meals.

Member ..... ☐ \$450 \$ \_\_\_\_\_

### Optional Events

1) **Icebreaker Reservations:** Thursday, November 15 at Po'ipū Beach Park. **(Casual attire)**

No charge for registered conference attendee and one guest.

Additional icebreaker guests: \_\_\_\_\_ x \$25 \$ \_\_\_\_\_

2) **Breakfast (guest only):** Friday, November 16  
Saturday, November 17

Number of guests: \_\_\_\_\_ x \$33 \$ \_\_\_\_\_

Number of guests: \_\_\_\_\_ x \$33 \$ \_\_\_\_\_

3) **Lunch (guest only):** Friday, November 16  
Saturday, November 17

Number of guests: \_\_\_\_\_ x \$45 \$ \_\_\_\_\_

Number of guests: \_\_\_\_\_ x \$45 \$ \_\_\_\_\_

4) **Dinner (guest only):** Friday, November 16 **(Aloha Wear)**

Number attending: \_\_\_\_\_ x \$50 \$ \_\_\_\_\_

Toys for Tots **(Please bring an unwrapped toy valued up to \$25)**

Saturday, November 17 **(Sports Night)**

Number attending: \_\_\_\_\_ x \$50 \$ \_\_\_\_\_

Kaua'i Independent Food Bank **(Please bring canned or non-perishable food)**

5) **Vendor Display tables** 6' x 4' paid in advance

Number of table(s): \_\_\_\_\_ x \$500 \$ \_\_\_\_\_

**Total remittance:** \$ \_\_\_\_\_

Please make checks payable to: Hawai'i Fire Chiefs Association

Please mail conference forms and payment to: Kauai Fire Department, 4444 Rice Street, Suite 315, Lihue, Hawai'i 96766.  
**Payment must be received no later than Friday, October 5, 2018.**

Should you have any questions, please call *Debby Gatioan* at (808) 241-4980 or email <mailto:dgatioan@kauai.gov>

*Door prizes and donations will be accepted and distributed throughout the conference.*



## **HAWAI'I FIRE CHIEFS ASSOCIATION**

**40th Annual Conference**

**November 15-18, 2018**

**Grand Hyatt Resort & Spa**

### **VENDOR INFORMATION**

1. Each vendor working a vendor space **must** be a confirmed registered conference attendee.
2. Vendor space IS NOT guaranteed, if not paid in advance.
3. Vendor tables will be 48" 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 allowed to hang items from the walls.
6. Vendor power requirements must be pre-arranged with Battalion Chief Gary Hudson, cannot be guaranteed, and will incur additional fees.
7. Vendor location and placement is made solely at the discretion of the host Fire Department working with the hotel and the vendors.
8. Vendor items may be delivered to the hotel up to one (1) week prior to the event. Arrangements must be made with the Event Planning Manager for storage, as on-property storage is extremely limited. There is a handling fee of \$5.00 per box for all incoming and outgoing boxes (shipping charges are additional).
9. When shipping materials to the hotel, please include the following information on all packages to ensure proper delivery and storage:

**Grand Hyatt Kauai Resort & Spa**

**1571 Poipu Road**

**Koloa, HI 96756**

**GROUP: Hawaii Fire Chiefs Association Annual Meeting 2018**

**Event Manager: Ihilani Laureta Kali**

**Exhibitor/vendor company name: \_\_\_\_\_**

**Box # \_\_\_\_ of \_\_\_\_**

Helpful hints:

- 1) Please have all tracking #s available.
- 2) Please bring prepaid labels with you if possible for quick and efficient return shipping
- 3) If possible, please mark or label your boxes to make finding them easier in the exhibit hall. Ex: bright pink tape, different color boxes or labels, etc.
- 4) Please indicate where the boxes should be delivered, i.e. – exhibit room, office
- 5) If a box is to be delivered to a guestroom please address the box to the guest's name, NOT to the Meeting Planner. Upon receipt, Security will contact the guest to coordinate delivery to their guestroom.

**It is recommended that you send a shipping summary to your Event Planning Manager with number of items, shipper used, tracking number and dates shipped out. It is also recommended that you have a packing slip both inside and outside of each package. Guest will be responsible for packing and return of all packages. The hotel's Business Center and/or receiving office will be happy to assist with your return shipping needs.**

10. Vendors may assemble their displays on Thursday, November 15, 2018 from 7:00 a.m. to 4:30 p.m. and may breakdown their displays on Saturday, November 17, 2018 from 2:00 p.m. to 4:00 p.m.
11. Displays may be left overnight in the locked vendor display room, however the Grand Hyatt Kaua'i Resort and Spa 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 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 Captain Daryl Date at (808) 241-4985 or via email: [ddate@kauai.gov](mailto:ddate@kauai.gov).

Should you have any questions, the Kaua'i Fire Department Point of Contact for Vendors is Battalion Chief Gary Hudson at (808) 652-6041 or [ghudson@kauai.gov](mailto:ghudson@kauai.gov)

**In order for the Grand Hyatt Kauai Resort and Spa to efficiently process the shipment of your conference items, we are providing the following information.**

Using your own account with FedEx ~ UPS

1. **Physical Address only. No PO BOX.**
2. **All Boxes must be in shippable condition and taped well.**
3. **All shipping rules apply regarding hazardous or perishable goods.**  
**ALCOHOL IS RESTRICTED.**
4. **Boxes are not to exceed 150 lbs. each.**
5. **When using your own account with FedEx or UPS all boxes must be weighed and labeled with the proper shipping air bill attached showing Grand Hyatt's address as the pick-up address which is:**  
1571 Poipu Rd., Koloa HI 96756
  - a. It is important that you keep the shipper's copy of the air bill for your records.
  - b. If you are insuring a Box an original receipts is required for claiming a value of items in the box.
6. **Business Center can provide you with Boxes, Tape, or Bubble wrap for a charge.**

*Please Contact the Business Center ext.6328 for pricing. Limited FedEx Supplies and No UPS Supplies.*

**7. Multiple Piece Shipments:**

(If all boxes are going to the same address, you can do a FedEx MPS).

**Select one particular box and attach the FedEx Master Air Bill, then us MPS labels for the rest of the boxes, showing Box #\_ of \_ and a ship to address label.**

**8. Overnight Service's is possible for only West Coast States. States beyond that take an extra day. 2<sup>nd</sup> Day Service beyond West Coast add an extra day.**

Express Service not available in Hawaii.

**9. International Service Requires an International Contact Phone number and a customs declaration form filled out and Signed by the guest shipping the items. Detailed list of each item per box and Total Value.**

After boxes are labeled and weighed, leave them in your exhibit area, away from discarded items, for delivery to our loading dock for pick-up.

If you do not have your own account with FedEx or UPS and would like to use the Business Center for FedEx Shipping, please call a Bell Man at ext. 52 to pick-up and deliver your boxes to the Business Center Office.

Please have all the correct information attached to the box.

**TEN OR MORE BOXES PLEASE CONTACT BUSINESS CENTER.**

For Same Day Pick-up Please Call your Courier Before 10:00 a.m.

FedEx: 1-800-463-3339

UPS: 1-800-742-5877

# GRAND | HYATT®

## KAUA'I RESORT & SPA

### HOTEL INFORMATION SHEET

#### AIRPORT TRANSPORTATION

Approximate travel time from the airport is 30 minutes. Transportation via limousine from the airport is approximately \$250.00 one way (\$500.00 round trip). Taxi service from Lihue Airport is approximately \$50.00 one way (\$100.00 round trip). Group transfers may be arranged.

#### ANARA SPA

Full Spa usage, inclusive of fitness classes and activities, is \$30.00 per person, per day for resort guests. All treatments include full Spa access.

#### BANNERS AND SIGNS

Signage and banners may be created by our in-house Business Center. The Grand Hyatt Kaua'i Resort & Spa will not allow the use of flipcharts, bulletin boards or any handwritten materials to be set in any of our public areas. The charge for hanging and dismantling banners is \$75.00 per hour, with a one hour minimum, per banner.

#### BOXES

A handling fee of \$5.00 per box for all groups will apply for all incoming and outgoing boxes.

#### CHECK-IN/CHECK-OUT

Check-in time is 4:00PM.

Check-out time is 11:00AM. If a late check-out is requested, a charge of 50% of the group rate will be assessed. Late check-out after 6:00PM will be charged a full day's rate.

#### DELIVERIES

Guest room deliveries may be arranged for your group at \$2.70 for first (2) items and \$.50 for each additional item. Maximum limit \$5.20 for delivery per room under the door or where Bell help are required to open door. Any letter or card delivered in conjunction with another item (hats, skirt, towels, etc.) will **NOT** be considered an item. A card or letter delivered by itself will be considered an item.

#### FUNCTION NOISE LEVEL

Outdoor functions have a maximum noise level of 95 decibels. This will be monitored by Banquet staff.

#### GOLF – POIPU BAY RESORT

Tournament arrangements and group lessons may be made directly through the Director of Golf at the Poipu Bay Resort (808-742-8711). Year-round hours are 6:30AM – 6:00PM. Current green fee for resort guests is \$195.00.

#### INTERNET

Complimentary Wi-Fi is available in resort guest rooms and social spaces, excluding meeting room areas.

#### OUTDOOR FUNCTIONS

The Grand Hyatt Kaua'i will provide suitable back-up space indoors for all functions planned outdoors. A 10:00PM curfew is enforced for all outdoor banquet functions.

#### PARKING

Self-parking is included in Resort Fee. Valet parking is available at a daily rate of \$25.00. Gratuities are suggested. Valet staff may be utilized for road rallies at a charge of \$3.00 per car, round trip.

#### PORTERAGE

Porterage charges are mandatory per the Hotel's union contract for all groups, and are currently established at \$11.50 per person, round trip, plus 4.166% state tax, subject to change. This rate is based on two (2) bags per person.

(continued)



**RESORT SERVICES PROGRAM (subject to change), Fee \$30.00 + tax (4.166%) per room, per day**

Self-parking	Welcome lei greeting
Two complimentary reusable water bottles	Guided sunrise walk - Monday-Saturday
Coffee maker in room with Hawaiian coffee and tea	Hawaiian crafters - Daily in lobby
Self-service washer, dryer and detergent	Entertainment and hula – Seaview Terrace
Boarding pass and incoming fax printing	Late-night entertainment – Stevenson's Sushi & Spirits
Unlimited local and toll-free calls	Torch lighting ceremony – Three times per week
In-room safe	Ukulele, lei-making and hula lessons
Reusable logo tote bag	Koi fish feeding and parrot talk
Access to 24 hour Anara Spa fitness center	Sunscreen samples – At pool recreation desk
Fitness and yoga classes at Anara Spa	One hour tennis court time daily – Reservations required, Equipment rental available.

**TAXES**

The following are applicable taxes:

- 4.166% Hawaii Excise Tax applied to all services (food, beverages, rentals and gratuity)
- 13.416% Room Tax (4.166% excise tax and 9.25% occupancy) applied to all occupied rooms
- 25% Service Charge\* for all food and beverage planned functions, taxable at 4.166%
- 18% Gratuity in all food and beverage outlets (optional)
- 21% Service Charge\* for room service, plus \$4.00 delivery charge

(\*A portion of the Service Charge is being used to pay for costs or expenses other than wages and tips of employees)

**TELEPHONES**

House phones have in-house dialing access only. The first line is complimentary; \$35.00 for each additional line per day.

**TENNIS**

Group tournament arrangements can be made with your Convention Services Manager. Court fees: \$30.00 per hour, subject to change.

**(Prices are not inclusive of tax or gratuity unless noted otherwise, and are subject to change without notice)**

**(01/2017)**