

FLORAL ARRANGEMENT ORDER FORM

CUSTOMER / BILLING INFORMATION			
Name:		Onsite contact name:	
Company name:		Onsite contact cell:	
Billing contact name:		Onsite contact email:	
Billing address:		City / State / Zip:	

EVENT INFORMATION			
Event Name:		Event Date:	
Booth Number / Room:			

ASSOCIATION CUSTOMERS (with master accounts) to complete this section:			
<i>By signing below, I authorize the Hawaii Convention Center to charge all floral arrangements ordered to my master account.</i>			
Signature:			
Name:		Date:	

EXHIBITORS to complete this section:			
Cardholder name:			
Credit card type:	<input type="checkbox"/> Visa <input type="checkbox"/> Mastercard <input type="checkbox"/> American Express <input type="checkbox"/> Discover <input type="checkbox"/> Diners Club <input type="checkbox"/> JCB		
Credit card number:		Exp. Date:	CVV:
<i>By signing below, I authorize the Hawaii Convention Center to charge all floral arrangements ordered to my credit card plus a 4% administrative fee.</i>			
Cardholder signature:			
Date:			
ORDERS MUST BE RECEIVED NO LATER THAN 10 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.			

Item Number: FL-01

Tabletop tropical floral arrangement
in 6" base



Base types available:

- Round base in black
- Round base in white
- Square base in black

Item No.	Qty.	Base Type	Delivery Date	Delivery Time	Location (Attach floorplan, if available)	Standard Order Rate (10 or more days prior to event)	Amount due
						\$65.00	\$
						\$65.00	\$
Total Amount Due:*							\$

**If paying by credit card, a 4% administrative fee will be applied to this amount*

Please fax completed form to: (808) 943-3599. For inquiries, please email the HCC Housekeeping Manager at lvito@hccaeg.com or call (808) 943-3530 or (808) 479-7640.

FLORAL ARRANGEMENT ORDER FORM - TERMS AND CONDITIONS

1. Floral arrangements are 18" in height and will be composed of a variety of tropical florals and greenery.
2. All information requested on this form including the delivery date, delivery time, meeting room location and booth number (if applicable) must be provided before order can be processed.
3. Orders may not exceed more than ten (10) arrangements.
4. Rates are subject to change without notice. Customers will be charged the prevailing rates on the date order is received by HCC.
5. Rates include complimentary delivery of floral arrangement(s) to your booth or meeting room.
6. Order forms should be faxed to (808) 943-3599.
7. By signing this form, customers are providing authorization for the specified floral arrangement purchases to be charged to their master account or credit card.
8. Unpaid balances are subject to past due penalties.