



## DRAYAGE & SHIPPING SERVICE FORM

Please complete this form as well as the Credit Card Authorization Form and email or fax it to us prior to shipping your items:

Contact Person: \_\_\_\_\_

Telephone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email Address: \_\_\_\_\_

The Conference / Convention Name: \_\_\_\_\_

The Exhibitor Company Name (if applicable) \_\_\_\_\_

The Estimated Number and Weight of goods/boxes/parcels: \_\_\_\_\_/\_\_\_\_\_

The Estimated Arrival Date of goods: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date and Time Goods Needed \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Time: \_\_\_\_\_ am pm

Hotel Space Assigned for Exhibit and/or Meeting Room: \_\_\_\_\_

Courier/freight company intending to use (UPS, FedEx, Etc.): \_\_\_\_\_

DELIVERY ADDRESS: Please address all parcels and freight to :

AKAMAI BUSINESS CENTER  
**[ YOUR EXHIBIT OR COMPANY NAME ]**  
 23 ULUPONO STREET, SUITE A2016  
 LAHAINA, HI 96761

**\*IMPORTANT: Do not address your freight to the Hyatt Regency Maui.** In the event your freight is shipped directly to the Hyatt Regency Resort, it will be forwarded to the Akamai Business Center address above and will be assessed double the Handling and Delivery fees.

There is a minimum charge of \$100 per exhibitor for drayage & shipping. Those services include receiving, logging, securing, storing and delivery of your materials.

**Handling Fees:** \$1 per LBS in physical or dimensional weight (whichever is greater). Dimensional Weight is based on IATA Standards (Width x Length x Height ÷ 166).

**Storage Fees:** Up to 1 pallet or 250 LBS for first 3 days is included. Thereafter the storage fee will be \$50 per each additional day. Additional pallets or if total weight of shipment is over 250 LBS, the storage fee will be \$50 per day starting from 1<sup>st</sup> day.

**Delivery Fees:** One time delivery - \$25 for 250 LBS or less during normal business hours (8am to 5pm, Monday - Friday). If delivery is required outside the above normal business hours, the delivery fee increases, starting at \$50, and will depend on the time of delivery and weight. Deliveries made after the first deliver, will incur these Delivery Charges:

- \$50 for up to 100 LBS, per Delivery
- \$75 for 101 - 200 LBS, per Delivery
- \$100 for 201 – 300 LBS, per Delivery
- More than 300 LBS is 50¢ per LBS, per Delivery

This Area is to be completed by Akamai Business Center	
<b>Handling Fee</b>	\$ _____
<b>Storage Fee</b>	\$ _____
<b>Delivery Fee</b>	\$ _____
(Minimum Charge of \$100) <b>Sub-Total</b>	\$ _____
<b>Hawaii Excise Tax (4.166%)</b>	\$ _____
<b>Drayage &amp; Shipping Total</b>	\$ _____



## ***Drayage & Shipping Credit Card Payment Authorization Form***

Please use this form to provide payment information for inbound and/or outbound shipping for your event at the Hyatt Regency Maui, and email or fax the form to us at [hyatt@akamaibusinesscenter.com](mailto:hyatt@akamaibusinesscenter.com) or 808-442-9847.

Card Type    VISA                       MASTERCARD                       DISCOVER                       AMEX

Card Number \_\_\_\_\_

Name on Card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ / \_\_\_\_\_    Security Code : \_\_\_\_\_ 3-digits on back (4 on front of AMEX)

Authorized Signature: \_\_\_\_\_

### ***Card Billing Information***

Address \_\_\_\_\_

Address \_\_\_\_\_

State / Prefecture \_\_\_\_\_

Country \_\_\_\_\_

ZIP / Postal Code \_\_\_\_\_

Cardholder Contact Number \_\_\_\_\_

Please send a receipt to me via    Email: \_\_\_\_\_

Fax: \_\_\_\_\_