

Thank you for being an exhibitor at the 31<sup>st</sup> Annual Hawai'i Conservation Conference. Please see the instructions for set-up & breakdown as well as the Exhibit Hall Schedule.

**Exhibit room: 313ABC** at the Hawai'i Convention Center

**Unloading & set-up: Monday, July 29<sup>th</sup>, 2024 11am-3pm**

Parking entrance is located off Kalakaua Avenue (heading in the Diamond Head direction). When you enter the garage, make a hard left & proceed towards Row F. Unload in the green stalls across the first set of freight elevators (3, 4, & 8). Take the elevator to level 3. Exit the elevators, to your left is room 313ABC enter through the 2<sup>nd</sup> (313A) or 3<sup>rd</sup> (313B) set of doors. Please unload, then move your vehicle to a parking stall elsewhere in the garage so that others may use these unloading stalls too.

Parking is \$15/day at the Hawai'i Convention Center parking lot & we do **not** validate.

Please bring your own carts or wagons as needed. Neither the Convention Center nor the Hawai'i Conservation Conference will provide wagons for exhibitor set-up.

#### **Exhibit Hall Schedule**

<b>Monday, July 29<sup>th</sup></b>	Open to exhibitors for set-up <b>11:00am-3pm</b>
<b>Tuesday, July 30<sup>th</sup></b>	Open to exhibitors <b>7:30am-5pm</b> Open to attendees <b>11:30am-5pm</b>
<b>Wednesday, July 31<sup>st</sup></b>	Open to exhibitors & attendees <b>7:30am-6:30pm</b> Poster Reception <b>5:30pm-6:30pm</b> - attendees are welcome in the exhibit hall, please staff your table accordingly.
<b>Thursday, August 1<sup>st</sup></b>	Open to exhibitors & attendees <b>7:30am-3:00 pm</b> Breakdown <b>3:00pm to 4pm</b> -freight elevators & loading zones available same as for set-up.

The room will be locked at 6pm daily. The Convention Center or Hawai'i Conservation Alliance Foundation are not liable for items left at the convention center; we recommend you secure valuables accordingly. Please visit the [exhibitor webpage](#) for questions.

If you have not yet set-up your [virtual exhibit](#) information, please follow previously emailed instructions asap.

We look forward to seeing you next Monday!

Hawai'i Conservation Alliance