

I. **SHORT TERM BOOKINGS**

Reservations within thirteen (13) months are handled by the Hawaii Convention Center. All reservations are subject to compliance with the General Policies and Procedures of the Hawaii Convention Center.

II. **LONG TERM BOOKINGS**

Reservations outside of thirteen (13) months are also handled by the Hawaii Convention Center.

III. **RESERVATION PRIORITIES**

Category I: Conventions, Trade Shows and Events that are international, national or regional in nature and that generate a minimum of **500 peak night hotel rooms** will be given first priority on all dates.

A license agreement may be issued up to 10 years in advance for Category I events. A signed fully executed license agreement is required at least 12 months in advance of the event accompanied by a deposit in the amount of at least twenty five percent (25%) of the total estimated minimum rental.

Category II: Multiple-day local events, including local trade shows, consumer shows and entertainment events are given second priority on dates. No minimum number of room nights are required for Category II events. A license agreement may be issued up to 13 months prior to the event and a deposit representing at least twenty-five percent (25%) of the estimated minimum rental shall be required.

Category III: Will be given dates on a space-available basis. An agreement may be issued up to six (6) months prior to the event and a deposit of the full minimum rental shall be required. No minimum room nights are required for Category III events. Category III events require a minimum of 300 attendees.

IV. **DEFINITIONS**

CONVENTION means an assemblage of delegates, representatives, or members of an organization convened for a common purpose and is not open to the general public.

CONSUMER SHOW means an exhibit of products or services that is open to the general public.

EVENTS means any activity for which the convention center is rented or used, including a convention, trade show, consumer show, entertainment event, cultural, athletic, entertainment and other function, performance, program, exhibition, rally, or meeting.

LOCAL EVENT means any event that essentially draws from or appeals to the general public, including a consumer show, public exhibition or meeting, any banquet, food and beverage event, any cultural, athletic, artistic, civic, entertainment event.

TRADE SHOW means an exhibit of products or services that essentially draws from or appeal to a clearly defined class of persons who belong to a trade or professional association.

At all times the facility's General Manager shall have the full and final authority for determining whether an event is, within the guidelines set forth herein.

V. TENTATIVE RESERVATIONS

Facilities and dates may be temporarily held upon approval by the AEG. If a tentative reservation is approved, the approval is subject to the following:

- (a) All tentative reservations are cancelable by AEG without prior notice 30 days after approval; (b) All tentative reservations are subject to challenge as set forth in Section VII; or
- (c) Tentative reservations for a single day event outside of six months are subject to cancellation at any time without prior notice at the discretion of AEG.

VI. CHALLENGES

If dates have been tentatively reserved and another producer has requested those dates, then such other producer (the "Challenger") may deliver to HCC a deposit of one hundred percent (100%) of the estimated minimum rent. The size of the deposit shall be at the sole discretion of AEG.

AEG will then advise the individual or entity holding the tentative reservation (the "Date Holder") of the challenge. Such notice may be by telephone, telecopier, letter, or telegram. Within twenty-four (24) hours of such notice, the Date Holder must submit to AEG a deposit equal to one hundred percent (100%) of the estimated minimum rental and execute a license agreement in a form acceptable to AEG. If the Date Holder's deposit is accepted, the Challenger's deposit shall be returned. AEG may at its sole discretion waive these requirements or extend the time limits for up to five (5) days if geographical or logistical considerations warrant.

VII. FACILITY USE APPLICATION AND APPROVAL

Anyone wanting to reserve any part of the Hawaii Convention Center on either a tentative or definite basis must first submit a completed Facility Use Application.

VIII. NON-APPROVAL OF APPLICATION

HCC may decline to approve any application on the basis of credit references, financial ability, prior experience, failure to perform any obligations under a prior license agreement, cancellations or failure to proceed with a definite reservation, or conduct which in the opinion of AEG may be adverse to the interest of the State of Hawaii. All applications must include a mailing address other than a post office box and a telephone number at which the applicant can be reached.