

PLANT RENTAL ORDER FORM

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

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

BILL TO ACCOUNT AUTHORIZATION			
<i>By signing below, I authorize the Hawai'i Convention Center to charge all plant rentals ordered to my master account.</i>			
Signature:			
Name:		Date:	

PAYMENT INFORMATION			
Cash/Check/Money Order:	<input type="checkbox"/> Cash <input type="checkbox"/> Company Check (Payable to "AEG Management HCC, LLC") <input type="checkbox"/> Money Order		
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:	
Cardholder name:			
<i>By signing below, I authorize the Hawai'i Convention Center to charge all plant rentals ordered to my credit card plus a 4% administrative fee.</i>			
Cardholder signature:			
Date:			
ORDERS MUST BE RECEIVED NO LATER THAN 15 DAYS PRIOR TO FIRST SCHEDULED MOVE-IN DAY. PLEASE SEE REVERSE SIDE FOR TERMS AND CONDITIONS.			

Areca Palm (4-6 feet)



Rhaps Palm (2-3 feet)



Qty. of Palms	Type	Delivery Date	Delivery Time	Location (Attach floorplan, if available)	Standard Order Rate (15 or more days prior to event)	Amount due
					\$20.00	\$
					\$20.00	\$
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 Landscaping Manager at Plants@hccasm.com

PLANT RENTAL ORDER FORM - TERMS AND CONDITIONS

1. The convention center has Areca palms (4-6 ft.) and Rhapsis palms (2-3 ft.) available for rent. Other types of plants may be available for rent in limited quantities. For more information, please contact our Landscaping Manager at (808) 943-3036 or (808) 479-1761.
2. Plant rental includes daily watering or change-out, as necessary, depending on the length of the rental.
3. 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.
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 palm(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 palm rentals to be charged to their master account or credit card.
8. All plants furnished by HCC shall remain the property of HCC and shall be removed by HCC at the close of the event.
9. There is a \$50.00 replacement fee for any plant that is damaged or missing.
10. Unpaid balances are subject to past due penalties.