

FLORAL ARRANGEMENT 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 Hawaii Convention Center to charge all floral arrangements 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:	CVV:
Cardholder name:			
<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.			

Tabletop tropical floral arrangement

Sizes

14" H - \$65.00

18" H - \$75.00

6" base types

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



Qty.	Size (14" or 18")	Base Type (shape & color)	Delivery Date	Delivery Time	Location (Attach floorplan, if available)	Standard Order Rate - 14"	Standard Order Rate - 18"	Amount due
						\$65.00	\$75.00	\$
						\$65.00	\$75.00	\$
						\$65.00	\$75.00	\$
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@hccasm.com or call (808) 943-3530 or (808) 479-7640.

FLORAL ARRANGEMENT ORDER FORM - TERMS AND CONDITIONS

1. Floral arrangements may be ordered in 14" or 18" heights 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.