



## FTZ9 MAKAI CONFERENCE ROOM RESERVATION

*I hereby make application for the rental of a Foreign-Trade Zone 9 makai conference room as provided for in FTZ Tariff Item 615. I agree to abide by the facility use guidelines stated on page 2 of this form.*

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

Date	Time Start <small>(including set-up)</small>	Time End <small>(includes clean-up)</small>
_____	_____	to _____
_____	_____	to _____
_____	_____	to _____
_____	_____	to _____

**I WISH TO RESERVE:**

**Conf Rm 202**

CR202 Projector

CR202 Computer

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**Harbor View Conf Rm 258**

Polycom Telephone (user responsible for LD charges)

Flatscreen monitor

Please provide your own laptop and cable connection/adaptor if laptop is not HDMI compatible.

Estimated no. of attendees \_\_\_\_\_

Purpose:  Meeting  Exhibit/Display  Seminar

Other (describe) \_\_\_\_\_

Extend A/C after hours until \_\_\_\_\_ p.m. (\$10/hr)

CONTACT PERSON \_\_\_\_\_ Phone \_\_\_\_\_

Alternate Contact \_\_\_\_\_ Phone \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Email \_\_\_\_\_

➤ Please review and initial page 2. ➤

<p><b>RESERVATION CONFIRMED</b> via</p> <p><input type="checkbox"/> Email _____</p> <p><input type="checkbox"/> Phone _____</p> <p><input type="checkbox"/> Invoice attached</p> <p><input type="checkbox"/> Charge to FTZ tenant account</p> <p>FTZ Staff: _____</p>	<p style="text-align: center;"><b>FTZ Use Only:</b></p>
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Email completed form to [administrator@ftz9.org](mailto:administrator@ftz9.org)  
 Hawaii FTZ9 ▪ 521 Ala Moana Boulevard, Rm 201 ▪ Honolulu, HI 96813 ▪ Tel. (808) 586-2507

**TARIFF NO. 1, TI 615 (Corr. No. 32)**

CONFERENCE ROOMS 202 and 258. – Seminars, conferences, meetings and events concerning international commerce may, at the discretion of Zone management, be held in a conference room at the rental rate of \$20.00 per hour. A 20 percent (20%) discount shall apply for consecutive day rentals for the same event. Rental charges will include air conditioning during normal operational hours and lighting, audio visual and other equipment installed in the room. Charges exclude telephone, janitorial, and other services, the cost of which must be borne by the renter. Reservations must be made in advance with the Zone management.

There shall be a \$10.00 per hour charge assessed for the operation of the air conditioner outside of normal operational hours.

I have read and agree to each of the following provisions.

Please initial:

\_\_\_\_\_ I agree to remain on site and ensure the conference room is restored to its original configuration upon conclusion of my event.

\_\_\_\_\_ **Building security.** If your event is held after hours, you are responsible for the safe and orderly entry and exit of your guests. At no time may the building entrance doors be left ajar or wedged open. Doing so will activate the security alarm and event sponsor shall be responsible for costs incurred should this result in Zone management or Harbor Police involvement. After-hours labor charges shall apply in accordance with FTZ Tariff Item 515.

\_\_\_\_\_ **Refreshments.** You may bring in refreshments for your event. Chafing dishes heated with sternos are permitted. Please, no cooking on the premises. You must provide your own tablecloths (if needed) as well as cleaning supplies to wipe the tables upon conclusion of your event.

\_\_\_\_\_ **Trash disposal.** If food is served and your event ends after 3:30 p.m. on a normal work day, trash shall be bagged and disposed of in the refuse bin located outside, located at the makai end of the metered parking lot next to the caged A/C unit. Likewise, please dispose of trash if your event is held during non-business hours (evenings, weekends and holidays).

\_\_\_\_\_ Long distance charges incurred from use of the Polycom teleconference system shall be billed to the event sponsor.

\_\_\_\_\_ Apart from the conference room, no other area, inside or outside the facility, may be utilized for your event unless prior approval is obtained by Zone management. Additional fees for use of these areas may apply.

\_\_\_\_\_ **Artwork.** Many are on loan from the State Foundation on Culture and the Arts, and any handling of artwork is strictly prohibited.

\_\_\_\_\_ Upon departure, please ensure the lights are turned off and the conference room door is closed.

*Mahalo for your cooperation.*