

DEPARTMENT OF ENTERPRISE SERVICES
CITY AND COUNTY OF HONOLULU

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MUFI HANNEMANN
MAYOR



SIDNEY A. QUINTAL
DIRECTOR

HUBERT P. MINN
DEPUTY DIRECTOR

TO: ALL TENANTS USING BLAISDELL CENTER
FROM: MARY E. LEWIS, EVENTS AND SERVICES ADMINISTRATOR
SUBJECT: **SHOW REQUIREMENTS**

To improve our services to you while managing our costs, we need to schedule our preparation and set-up plans at least two weeks in advance of the first day of your event. Your plans will be evaluated, accepted or returned for revisions and resubmitted **prior** to this time. We ask that you provide us with the physical and technical requirements for your event **thirty days prior to the first day of your event.**

The list of requirements should include:

1. A diagram of your event drawn on the official departmental plot plan provided by your sales representative or you may use your decorator's plan.
 - a. The diagram should indicate placement of all equipment whether done by Center crews or private contractor.
 - b. The placement of equipment should be indicated specifically, which includes distances from columns, walls, doors and other permanent fixtures.
 - c. All aisles, entrance ways, fire boxes, electrical panels and Center access doors should be kept clear for their intended use. Keep concession area clear.
 - d. A seating chart must be provided for reserve ticket events. After the opening day of sale, the chart may be amended provided sold seats are not affected.
2. A list of all subcontractors itemizing the types of equipment and services they will provide.
3. A list of all equipment and services you are requesting of the Center including times and facilities for which these requests are made.
4. A brief description of your event including opening, closing and all changes of activity periods. Include move-in/move-out periods and how they are scheduled.
5. Caterer shall submit plans for all catered functions.

If your contract is signed less than 30 days prior to the first day of your event, the information shall be due **at 2 weeks prior to your event date.**

The penalty for not providing major information as scheduled will be a doubling of the cost for all equipment and services. Minor changes and additional equipment can be added up to 2 weeks before to the event without penalty.

The Center has a Productions Section ready to assist you with your event preparation, including organizing your plans and information. Should you become unable to meet the deadline, a written request justifying the extension is needed. The Center will act upon the merits of the request.