



'A LOH I L A N I
R E S O R T
W A I K I K I B E A C H

VENDOR SHIPPING INSTRUCTIONS

1. Please ship items so items arrive **NO EARLIER** than **WITHIN ONE WEEK** of the event.
2. Please address **EACH** item to include:
 - a. Name of contact Catering Manager
 - b. Name of Event
 - c. Date(s) of Event
 - d. Name of Onsite Vendor personnel receiving the item(s)
3. Please address items as follows:

ATTN: Name of contact Catering Manager
'Alohilani Resort Waikiki Beach Resort
2490 Kalakaua Avenue
Honolulu, HI 96815
4. Please inform your contact Catering Manager on the item(s) that are being shipped:
 - a. Name of company
 - b. Name of Vendor contact person shipping item(s)
 - c. Name of Onsite Vendor personnel receiving item(s)
 - d. Indicate date(s) when Onsite Vendor personnel will be staying in-house, if applicable
 - e. Vendor contact information (phone number and email address)
 - f. Number of item(s) being shipped
 - g. Estimated date item(s) being shipped

All items shipped will be received by the resort's Purchasing department.

Purchasing hours of operation:

Monday through Friday
7:00am-10:00am/11:00am-4:00pm
Closed on designated holidays

Pallets:

Items shipped on pallets will not be broken down by resort staff.
For liability reasons, onsite vendor personnel is responsible to break down pallets.

The resort will not be responsible for the damage of loss of any equipment or articles left in the resort prior to, or following an event.