Permit for Trade Shows and Exhibitions
CHECKLIST

Application packet must be submitted at least fifteen (15) days prior to the proposed event date.

<table>
<thead>
<tr>
<th>SUBMIT YOUR APPLICATION PACKET IN THE FOLLOWING ORDER:</th>
<th>Form Number</th>
<th>HLC Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of Authorized Agent (if applicable)</td>
<td>LIQ-LIC-106</td>
<td></td>
</tr>
<tr>
<td>Notification of Trade Show Exhibitor</td>
<td>LIQ-LIC-116</td>
<td></td>
</tr>
<tr>
<td>Landlord Authorization for Sale and Service of Liquor</td>
<td>LIQ-LIC-142</td>
<td></td>
</tr>
<tr>
<td>Application for Sampling at Trade Shows and Exhibitions</td>
<td>LIQ-LIC-115A</td>
<td></td>
</tr>
<tr>
<td>Each exhibitor conducting liquor sampling must submit a separate form</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description of Proposed Trade Show or Exhibition Area</td>
<td>LIQ-LIC-158</td>
<td></td>
</tr>
<tr>
<td>(e.g., floor plan, drawing, or document clearly describing the proposed Trade Show or Exhibition Area where liquor will be offered)</td>
<td></td>
<td></td>
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<tr>
<td>If your event is held at a location with an active liquor license (e.g. Hotel, Golf Course, Club, Restaurant), submit a “Request for Approval of Temporary Reduction of Licensed Premises” with floor plan provided by the liquor license holder (the temporary reduced area is the location of your event)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Any application that is inaccurate or incomplete will be returned.

For questions about forms, please email: liq-licensing@honolulu.gov
NOTIFICATION OF AUTHORIZED AGENT

Rule 3-81-19.3

Effective Date: ______________________ Maximum representation is one (1) year.

If less than one (1) year, enter the end date: ______________________

| Authorized Agent Name: __________________________ | Title: __________________________ |
| Company Name: ____________________________________________________________________________ |
| Mailing Address: _________________________________________________________________________ |
| Bus. #: __________________ Mobile #: __________________ Email: ____________________________ |
| SIGNATURE Authorized Agent | Date |
| PRINT Authorized Agent |

License Number(s) for existing licensees: __________________________________________________

Licensee/Applicant: ______________________________________________________________________

Doing Business As (DBA): __________________________________________________________________

Premises Address: _________________________________________________________________________

Licensee/Applicant Contact Name: __________________________ Title: __________________________

Bus. #: __________________ Mobile #: __________________ Email: ____________________________

Licensee/Applicant certifies that the above named authorized agent may act on their behalf before the Honolulu Liquor Commission. Representation is limited to one (1) year, and must be renewed annually.

SIGNATURE Licensee (Owner) | Date |
| PRINT Licensee (Owner) |

For HLC Office Use Only

LCIS ENTRY DATE: ____________ HLC STAFF INITIAL: ____________
An Application for Sampling at Trade Shows and Exhibitions form (LIQ-LIC-115A) is required for each exhibitor.

Date: ______________________

I, ______________________ on behalf of ______________________, authorize the following exhibitor(s) to hold their liquor sampling at ____________________________,

where liquor(s) will be distributed as samples (not for sale).

Name of Trade Show Exhibitor(s):
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________
_____________________________________________________________

☐ Check box if additional sheet of exhibitors is attached.

<table>
<thead>
<tr>
<th>Trade Show Date(s)</th>
<th>Start Time</th>
<th>End Time</th>
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<tbody>
<tr>
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</table>

SIGNATURE Trade Show Authorized Contact
DATE

PRINT NAME Trade Show Authorized Contact
TITLE

PHONE MOBILE EMAIL
LANDLORD AUTHORIZATION
FOR SALE AND SERVICE OF LIQUOR
Rule 3-83-53.1

Date: ______________________
Landlord Name: __________________________________________________________
Mailing Address: ____________________________________________________________

Landlord Contact Name: ________________________________________________ Title: __________________
Bus. #: __________________ Mobile #: __________________ Email: __________________________

I AUTHORIZE:

Applicant Name: __________________________________________________________
Trade Name (DBA): __________________________________________________________
to sell and serve liquor at ____________________________

Address

Date(s) of Event: ____________________________________________________________
Start Time: ____________________ End Time: ______________________

Furthermore, I authorize Honolulu Liquor Commission Investigators to inspect the property as required for the
sale and service of liquor.

Comments: ________________________________________________________________
________________________________________________________________________
________________________________________________________________________

SIGNATURE Landlord ______________________ DATE __________________________
PRINT NAME Landlord ______________________ TITLE __________________________

For HLC Office Use Only

LCIS ENTRY DATE: ________________ HLC STAFF INITIAL: ________________
APPLICATION FOR SAMPLING AT TRADE SHOWS AND EXHIBITIONS

MUST BE FILED WITH NOTIFICATION OF TRADE SHOW EXHIBITOR FORM (LIQ-LIC-116)

NAME OF TRADE SHOW

ADDRESS OF TRADE SHOW  CITY/STATE  ZIP CODE

NAME OF EXHIBITOR / LICENSEE  LIQUOR LICENSE #

EXHIBITOR / LICENSEE ADDRESS  CITY/STATE  ZIP CODE

NAME OF PERSON CONDUCTING SAMPLING  COMPANY CONDUCTING SAMPLING

<table>
<thead>
<tr>
<th>Sampling Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Sampling Date</th>
<th>Start Time</th>
<th>End Time</th>
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</table>

BRAND(S) / TYPE OF LIQUOR(S) – ☐ Check Box if additional sheet is attached

1  2  3  4  5  6  7  8

Exhibitor/Licensee understands and adheres to the Rules of the Liquor Commission, City and County of Honolulu. Per Rule §3-82-32.51:
• Sampling requests must be submitted for prior approval by the Administrator. Requests must show: Type of liquor, date and hours of the event and the name of the person in charge of the sampling.
• No minor shall be permitted to sample.
• No person under the age of eighteen (18) years shall serve liquor.
• A copy of the approval form shall be conspicuously posted/ readily available in the vicinity of the sampling area.

Per Rule §3-84-78.01(b), no employee, while on duty, shall consume liquor.
Per Rule §3-81-17.54(f), licensees who give samples without charge shall report the value of those drinks in their annual gross sales report.

I UNDERSTAND AND AGREE TO THE ABOVE RULES:

_____________________________   ____________________________   __________________________________________________
SIGNATURE - Exhibitor/Licensee of Sampling Location  DATE  PRINT NAME - Exhibitor/Licensee of Sampling Location  TITLE

PHONE  MOBILE  EMAIL
REQUEST FOR APPROVAL OF TEMPORARY REDUCTION OF LICENSED PREMISES
HRS §281-62; Rule §3-83-62

This form must be submitted at least fifteen (15) business days prior to the proposed event date.

Liquor License #: ____________________________

Licensee Name: ________________________________________________________________________________

Trade Name / DBA: ______________________________________________________________________________

Premises Address: ________________________________________________________________________________

Licensee Contact Name: ____________________________________________________ Title: ___________________

Bus. #: __________________ Mobile #: __________________ Email: __________________

Reason for Temporary Reduction (e.g. special event, trade show, etc.): ________________________________
____________________________________________________________________________________________

Temporary Reduction Start Date & Time: ___________________________ End Date & Time: ______________________

Description of contiguous Temporarily Reduced area (e.g. location, dimensions of area, name of ballroom, etc.):
____________________________________________________________________________________________

☐ Attach an existing Floor Plan (8-1/2” x 11” or larger) of the licensed premises and outline the proposed reduced area in red.

The licensee acknowledges the following:

HRS §281-78 Prohibitions.
(b) At no time under any circumstances shall any licensee or its employee:
(2) Permit any liquor to be consumed on the premises of the licensee or on any premises connected therewith, whether there purchased or not, except as permitted by the terms of its license;
____________________________________________________________________________________________

SIGNATURE Licensee / Authorized Agent DATE

PRINT Licensee / Authorized Agent TITLE

For HLC Office Use Only

Investigator’s Report/Opinion:

INVESTIGATOR’S Report Generated & Reviewed: ___________________________ Date: ___________________________

Reviewed by SUPERVISING INVESTIGATOR: ___________________________ Date: ___________________________

ADMINISTRATOR Approved / Denied: ___________________________ Date: ___________________________

LCIS Entry - HLC STAFF Initial: ___________________________ Date: ___________________________

LIQ-LIC-158 05/14/19