

## Permit for Trade Shows and Exhibitions CHECKLIST

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

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

**Note: Any application that is inaccurate or incomplete will be returned.**  
***For questions about forms, please email: [liq-licensing@honolulu.gov](mailto:liq-licensing@honolulu.gov)***