COLLEGE LUAU CONSOLIDATIONS
EFFECTIVE: 01 FEB 2016

College Name: ________________________________

Date of Event: ________________________________

Luau Coordinator: ____________________________ Phone: ________________________________

Is a delivery required at destination? YES NO

Will there be Outer-Island shipments? MAUI KAUAI HILO KONA

Outer- Island shipments must arrive into Honolulu the day before the ship date. IE: If freight is needed at final destination on Friday. Outer-island shipments must be dropped on Tuesday to arrive into Honolulu on Wednesday for the flight on Thursday.

Maui (808) 243-9301 Contact: Caitlin
Kauai (808) 246-0493 Contact: Sandi
Hilo (808) 935-4811 Contact: Kacy
Kona (808) 329-9030 Contact: Vicky

Drop off in Honolulu: 11:00 am to 3:00 pm. Mondays thru Fridays only. Drop offs need to be scheduled with our CFI Honolulu office. Call 833-0043 for an appointment. Ask for the Air Freight Team. One representative per college for drop off at a time. Parking is limited.

Main Contact: Each college is to select a Luau Coordinator to communicate with CFI.

ID required: TSA requires a Government issued picture id for verification.

Directions to CFI Honolulu: Final destination will be 2312 Kamehameha Hwy.
From the East – On the H-1, take the Middle Street exit. Turn left on Middle Street. Pass the Bus Facility. Turn left on Kam Hwy which turns into Dillingham Blvd. At the next traffic light, turn left into 2312 Kam Hwy. Landmark: ColorTyme and Cosco Supply – Bldg B. Drive on the left side of the building next to the canal. At the end of the building turn right before Glidden Paint. Docks are available for off load. Walk up the stairs and then down the stairs on the Diamond Head side of the building. Enter thru door marked Check-In and Entrance.

From Dillingham Blvd which turns into Kam Hwy. We are two buildings passed Marukai Wholesale Mart on Dillingham Blvd and across the street from Air Gaspro.

From the West off H-1 – Take the Dillingham Blvd exit. At the second traffic light, turn left into 2312 Kam Hwy. Landmark: ColorTyme and Cosco Supply – Bldg B. Drive on the left side of the building next to the canal. At the end of the building turn right before Glidden Paint. Docks are available to off load. Walk up the stairs and then down the stairs on the Diamond Head side of the building. Enter thru door marked Check-In and Entrance.

Payment: Must be made prior to freight departure via Check or Credit Card. All Credit card transactions are subject to a 3% Handling fee.

Flight Booking Information: CFI will need approximate number of cartons and weight for Airline reservation. Is your shipment approximately the same as last year? We can review your previous year’s record.

Packing Lists: List general description of all items per carton. IE: Paper Goods, Juice, Flowers, Candies, Nuts, etc. Two copies of packing lists required at time of drop off.

Commodity Categories: DRY, CHILL or FROZEN

Carton Markings: Identify each carton by category – dry, chill or frozen. Do not mix the categories. Each carton must be marked with College name and date of event. Lettering should be at least 2" high in black ink.

Example: 

CHILL
University of Portland
March 24, 2012

Type of Packaging: Items must be packed in cartons. No locks are accepted. Leave cartons open containing foliage and plants as USDA - Dept of Agriculture will inspect. All foliage must be boxed.

USDA – Dept of Agriculture: Inspector requires packing list of all cartons.
**USDA Fact Sheet:** Please read this fact sheet in its entirety. CFI will not be responsible for any items that are not permitted by USDA. CFI will notify the Luau coordinator of any rejected items by USDA.

**Final Destination:** CFI will provide the selected Airline’s address, phone number and hours of operation.