



June 22, 2021

## **HAWAII NEIGHBOR ISLAND AIRPORTS - PRINT DISTRIBUTION PROGRAM**

### **NOTICE TO SUBMIT REQUEST FOR SERVICE FORM**

Aloha,

Hawaii Airport Advertising is currently in the process of reactivating the Print Distribution Program (PDP). You are receiving this notice because you have either participated in the PDP program in the past or you have requested information on the program.

### **REQUEST FOR SERVICE FORM INSTRUCTIONS**

**If you are interested in having your printed material distributed at one or more of the Hawaii Neighbor Island Airports on or before December 31, 2021, please be sure to complete this form in its entirety and return it to us no later than June 30, 2021.**

If you have more than one brochure or publication title you would like to request distribution service for, please be sure to complete one form for each title.

This Request for Service form does not obligate you to purchase distribution service, nor does it constitute any commitment for distribution service from HAA or approval of your printed materials/content.

Once we receive and successfully process your request, we will notify you of distribution service availability and the fees associated with the service.

Please find the attached Request for Service form, in Microsoft Excel format. Complete this form and email it to: [erica@hawaiiairportadvertising.com](mailto:erica@hawaiiairportadvertising.com) and [ahren@mauicirculation.com](mailto:ahren@mauicirculation.com)

## **INSTRUCTIONS FOR MAILING PRINTED COPY OF YOUR BROCHURE/PUBLICATION**

Because all printed materials must go through a content approval process before distribution at the Hawaii Neighbor Island Airports, a printed sample of the exact material you are requesting distribution service for must be submitted with your Request for Service form.

If you have not yet printed the material you wish to distribute in the Airports, please be sure to note the date you will have this printed material available for review on the Request for Service form. Be sure that you remember to mail the material on or before the date indicated on the Request for Service form, otherwise the Request for Service will not be processed.

Please mail all printed materials, along with a printed copy of the original Request for Service form to the below address. **Be sure it is postmarked by June 30, 2021.**

Hawaii Airport Advertising  
Print Distribution Program  
311 Ano Street  
Kahului, HI 96732

Should you have any questions, please contact us directly at:  
[erica@hawaiiairportadvertising.com](mailto:erica@hawaiiairportadvertising.com)

Thank you!

*Hawaii Airport Advertising*