

Exhibiting at the Anchorage Convention Centers: What You Need to Know

Welcome to the Anchorage Convention Centers! We are delighted that you are exhibiting in our facility. This overview is meant to assist you in planning for your successful exhibiting experience. A full list of exhibitor guidelines and additional information is available on our website:

<http://anchorageconventioncenters.com/resources/policies/>

Load-in and Load-out

Load-in and load-out must be done through the loading dock located in the Alley between 5th & 4th Avenue and E & F Street). **Do not block the sidewalk.** Load-in and load-out through the Centers lobbies is strictly limited to hand-carried items only. Carts and hand trucks are available at the loading dock.

Freight

Convention Centers storage space is limited therefore the facility cannot receive goods prior to move-in time or store them past the contracted move-out time. Goods arriving prior to the authorized move-in times will be refused, potentially incurring additional cost to the exhibitor. All freight must be handled through the General Service Contractor (Decorator) who will deliver it to the facility during the approved move-in period. Any freight that is delivered to the Egan Center and accepted will be charged handling and storage fees.

Storage

Contact your General Service Contractor (Decorator) for all storage needs for your booth. Anchorage Convention Centers does not have storage space for exhibitor use.

Food in your Booth

SAVOR...Alaska is the exclusive caterer for Anchorage Convention Centers. This means no outside Food and Beverage is allowed in your booth. There is one exception to this rule: Exhibitors may provide their own individually-wrapped candies/mints with a maximum size of a standard business card.

SAVOR...Alaska's Traffic Builders Menu specifically designed for Exhibitors who are interested in boosting traffic at their booth are available on our website:

<http://anchorageconventioncenters.com/catering/>

Any exhibitor who wishes to bring in their own logo'd bottled water or other logo'd food items must pre-arrange and have approval from the center management in advance and will be charged a \$0.75 per bottle or per item, payable in advance to the Egan Convention Center. Absolutely no homemade products allowed.

Inside Your Booth

All Materials and Furnishings shall be made from non-combustible materials or treated and maintained in a flame retardant condition by an approved flame retardant solution process. Flame retardant treatments shall be renewed as necessary and after each cleaning. Identification showing the date, type of treatment, and the firm treating the material shall be located on or affixed to all treated materials; or approved by the Fire Marshal or his designated representative when containing

or constructed of plastics.

Interior furnishings and materials shall not be located as to obstruct or block exit ways, fire and life safety devices or equipment.

All packing containers, wrapping materials, carrying cases, etc., are not allowed to be visible on the exhibit floor.

There is a maximum of 4' coverage allowed over a 10' x 10' area. Tents with roofs are not permitted.

Contact your General Contractor (Decorator) for tables, chairs, signage, pipe/drape, power, porter services (cleaning of your booth) and drayage services.

Power

Contact your General Service Contractor (Decorator) for all power needs for your booth.

Vehicles/Equipment

1. Fuel tanks shall contain no more than 1/4 tank or 5 gallons of fuel, whichever is less.
2. Caps for fuel tank must be lockable or taped shut.
3. Battery cables must be disconnected.

All vehicles will be individually examined by the Anchorage Fire Marshal for compliance.

Audio Visual

Contact Imig Audio Video 907-274-2161 or info@imigav.com for internet, phone lines, or any other Audio Video needs for your booth.

WiFi

Enjoy your time on our complimentary wireless network. As with any public wireless network, we strongly recommend guests take measures to secure their devices and internet communications. We encourage using with personal firewalls and virus protections to mitigate risk to personal data. It is the user's responsibility to take precautions and provide security measures suited to their situation and intended use of the service. Our wireless network should not be used for inappropriate or unlawful purposes.

Anchorage Convention Centers and Imig Audio Video is not responsible for any personal information that is compromised or any damage caused to your hardware / software while at any Anchorage Convention Centers and Imig Audio Video facility.

Please Note: Guests and visitors should understand how to configure their computer or device and know what hardware or software is necessary to connect to the wireless network.

Since the Wireless Internet is a shared network Anchorage Convention Centers and Imig Audio Visual does not recommend using it for critical event media use (such as web streaming or video conferencing or video messaging).

Contact Imig Audio Video 907-274-2161 to get pricing on a dedicated broadband connection.