

Rowan Pacific Rim Decorators

655 East Ship Creek Avenue. Anchorage, Alaska 99501

907-276-1803 Office / 907.276.6894 Fax

Email: crystal@rowandecorators.com

May 18th, 2017

Dear Exhibitor:

Welcome again to the “Alaska Women’s Show,” presented by Aurora Productions. Taking place at the Sullivan Arena on September 22nd, 23rd, & 24th, 2017. The following is the Show Schedule and a list of rentals items Rowan Decorators have available for this event, with an attached packet of our services. If you have any questions or concerns regarding this information, feel free to contact us using the information above.

Show Schedule:

Exhibitor Move In	Thursday, September 21 st , 2017	10:00 am to 8:00 pm
Show Opens	Friday, September 22 nd , 2017	11:00 am to 6:00 pm
Show Opens	Saturday, September 23 rd , 2017	11:00 am to 6:00 pm
Show Opens	Sunday, September 24 th , 2017	11:00 am to 5:00 pm
Show Closes	Sunday, September 24 th , 2017	5:00 pm
Exhibitor Move out	Sunday, September 24 th , 2017	5:00 pm to Midnight

Discount Due Date: To qualify for our exhibitor discount, you must have your order ***with payment in full*** turned into our office by **5pm, Friday, September 15th, 2017**. We will accept exhibitor packets by fax or email. However, due to the high volume of calls, we will not take orders by phone. If you have not turned in your kit by the 15st of September, please take it with you to the show floor to place your order at our service desk during move-in.

SHOW ORDERS: If you wait to order at the show floor, we will have an “Exhibitor Service Center” set up near the Green Doors of the Sullivan Arena. We will be happy to assist you with your order. As a reminder with floor orders, your items may not be available the moment you order them. Our staff will deliver your booth items in the order that your order was received.

Payment is required at the time of your order. NO EXCEPTIONS.

ELECTRICITY: Show management does not provide electrical power; You are responsible for the electrical power in your booth; If you need help in assessing the wattage; after reviewing the electrical page, call us at the phone number listed above. As in years past, we do a physical inventory on each booth and you will be financially responsible for power used.

THE EXHIBITOR KIT: Our exhibitor kit is full of items to help you build your display. We welcome customers to our shop located at 655 East Ship Creek, Anchorage. By appointment; we can assist you with any items you may be interested seeing, to compliment your display; If you live out of town, or are short on time, we have substantially increased our library of photos and would be happy to email you selected pictures of our display items.

Thank you and have a wonderful time at the Alaska Women’s Show!

Sincerely - The Staff at Rowan Decorators

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Alaska Women's Show
 September 22nd-24th, 2017
 Discount Due Date: Sept. 15, 2017



EXHIBITOR KIT: Discount Due Date: 9/15/2017 (Friday)

PAYMENT POLICY we require your credit card number to be on file with Rowan Pacific Rim Decorators-orders will NOT be processed without that information. Payment may be made by checks drawn on a U.S. Funds Account, VISA, MasterCard or American Express. Any balance due at the closer of the show incurred as a result of show site orders will be billed to your account.

ADVANCE ORDERS: For your order to be processed, and to receive Discount Rates, full payment must accompany your order.

SHOW SITE ORDERS: Show site orders will be subject to standard Rates and processed only with full payment when placed.

CREDIT CARD AUTHORIZATION <i>(Information must be Provided)</i>				Expiration Date	
<input type="checkbox"/> Master Card	<input type="checkbox"/> Visa	<input type="checkbox"/> Discover	<input type="checkbox"/> American Express		
Account Number				Security Code	
X					
PRINT CARDHOLDER NAME				SIGNATURE OF CARDHOLDER	

UNPAID BALANCES- Should there be any unpaid balance after the close of the show; terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an annual percentage rate of 18% per annum.

Calculation of Orders	TOTAL
Furnishings and Carpet	\$
Electric Service	\$
Installation/Dismantle Labor	\$
Other Rowan Services (Specify)	\$

Full Payment in U.S. funds drawn on a U.S. Bank

Total \$

To simplify payments & records: Please fill out box below and we will email or fax an invoice & receipt copy to you after closing.

Charge my credit card in the amount of \$

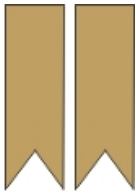
Check No. Date In the amount of \$

Billing Address (where your statement is sent)

Company				Booth#	
Address				Country	
City		State		Billing Zip	
Phone	()	Fax	()		
Email					
Your Name					
Signature				Date	

Rowan Use Only

Date Rec'd	By:
Check #	Amt.
Credit Card:	Amt.
Invoice Number	
Posted by:	Date:
(Open Balance)	
Emailed receipt	Date: By:



Rowan Pacific Rim Decorators

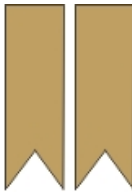
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Alaska Women's Show September
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TERMS AND CONDITIONS FOR ALL SERVICES BY ROWAN PACIFIC RIM DECORATORS TO LESSEES/CUSTOMERS

1. This lease/contract comprises the entire lease/contract between Rowan Pacific Rim Decorators, Inc. (hereafter referred to as the Company) and the Lessee/customer. It is acknowledged that there are no understandings, representations, warranties, promises, verbal or otherwise, pertaining to this lease/contract or to the equipment, which are not incorporated herein expressly by reference or rider attached hereto.
2. Company shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
3. We suggest that you arrange all-risk insurance coverage on your exhibits and materials, as Rowan limits its liability to \$5.00 per article, with a maximum of \$50.00 per each claim situation.
4. Terms: Unless otherwise specialized, all prices are net upon presentation.
5. Lessee/customer agrees to pay 1-1/2 minimum interest per month on outstanding balance and all collection and attorney fees applicable in the event lessee/customer does not meet Company payment terms.
6. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
7. All charges are earned upon performance by the Company, regardless of subsequent events.
8. The said equipment shall at all times remain and be the sole and exclusive property of the company and the lessee shall have only the right to use it under the conditions here contained. the leased equipment shall not be transferred, leased, used or subject to any person other than the lessee. This lease shall not be assigned by lessee by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place or for any other purpose except that stipulated.
9. The Lessee shall at all times and at his own expense keep the leased equipment in good, safe and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof.
10. At the Company's sole option, and without any obligation on its part, Company shall at all times have the right of free access to the lease equipment for the purpose of inspecting it and watching its se or operation or determining the nature and extent of its use.
11. All rental equipment will be subject to a clean-up and damage charge, and Lessee will be charged for any equipment not available for pickup and return to Company at the close of the event.



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<i>ELECTRICAL SERVICE: 120 VOLTS</i>	Discount	Standard	Qty	Rate	Total
500 Watts	<u>\$67.75</u>	<u>\$79.00</u>	_____	_____	_____
1000 Watts	<u>\$75.75</u>	<u>\$87.50</u>	_____	_____	_____
1500 Watts.....	<u>\$83.75</u>	<u>\$91.75</u>	_____	_____	_____
2000 Watts.....	<u>\$93.25</u>	<u>\$104.25</u>	_____	_____	_____
2500 Watts.....	<u>\$102.75</u>	<u>\$112.75</u>	_____	_____	_____
208 Volts Single or Three Phase (please indicate w/ "S" or "T")					
10 Amps	<u>\$99.25</u>	<u>\$114.25</u>	_____	_____	_____
15 Amps	<u>\$108.75</u>	<u>\$116.75</u>	_____	_____	_____
20 Amps	<u>\$118.25</u>	<u>\$128.25</u>	_____	_____	_____
30 Amps.....	<u>\$127.75</u>	<u>\$139.75</u>	_____	_____	_____
50 Amps (If over 50 amps, call for Quote).....	<u>\$137.25</u>	<u>\$150.25</u>	_____	_____	_____

Call Rowan for help with 24 hour service requests: for example, if you are plugging in a refrigerator-we will explain pricing

Labor (if Required) ONLY for 208 services. Example, you want Rowan to place your outlet in a specific place at your booth.

Straight time = 7am – 8pm 7days a week.....	<u>\$58.75</u>	_____	_____	_____
Overtime = 8pm- 7am - 7days a week.....	<u>\$88.25</u>	_____	_____	_____

Additional Equipment & Service

500 Watt Overhead Floodlight (Includes outlet and labor).....	<u>\$65.25</u>	<u>\$73.25</u>	_____	_____	_____
300 Watt Overhead Floodlight (Includes outlet and labor).....	<u>\$60.50</u>	<u>\$66.50</u>	_____	_____	_____
Power Strip.....	<u>\$13.50</u>	<u>\$15.50</u>	_____	_____	_____
Ground 25ft extension cord.....	<u>\$10.25</u>	<u>\$11.75</u>	_____	_____	_____
Cube Tab.....	<u>\$11.25</u>	<u>\$13.00</u>	_____	_____	_____

PLEASE REMEMBER THAT AN ELECTRICAL INVENTORY IS PERFORMED BY A ROWAN REPRESENTATIVE IN THE MORNINGS. ANY ELECTRIC USED BUT NOT PAID FOR, WILL BE CHARGED TO THE EXHIBITOR THE FOLLOWING DAY. THANK YOU.

Electrical 208 Volt Outlets

Price does not include labor or material, one of which is required if exhibitor's equipment does not match Rowan's receptacle.

Hubbell#:

- 3523C, (10A) NEMA#
- 2510A, (20A) NEMA# L21-20R
- 28101A, (30A) NEMA# L21-30R

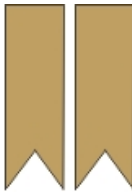
Electrical labor or adapter plug must be ordered for 208 volt outlets. Indicate the manufacturer's NEMA number of your plug so that Rowan can try to match your equipment

Adapter plug to match exhibitor equipment plug:

Hubble/NEMA#: _____ @ \$42.50

Your electrical service will be "on" at the start of the show. There may be outages as we lay in, so please inform us at the service desk if you need to test your equipment before exhibition. Labor is not required but should be ordered for specialized exhibits, equipment or connectivity needs. One outlet is provided per line per order. You can find your power at the rear of your booth. We are not responsible for fluctuations (or failures), so do bring or rent a power strip/surge protector! The power is turned off one (1) hour after the close of the show (except for those who have ordered 24 hour service).

- (1) **YOUR ELECTRICAL ORDER MUST BE RECEIVED BY SEPT 21st, (AT LEAST 10 DAYS) BEFORE MOVE IN TO RECEIVE DISCOUNT PRICE!**
- (2) **SHARING POWER BETWEEN BOOTHS IS NOT ALLOWED!**
- (3) **THERE ARE NO REFUNDS FOR ELECTRICAL SERVICE!**
- (4) **EXHIBITORS MUST PROVIDE THEIR OWN AIR REGULATOR(S), FITTING(S) AND ADAPTOR(S)**



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Furniture: Chairs

	Discount Rates	Standard Rates	Qty	Amount
Padded Chair - Gray	\$24.75	\$33.00	_____	_____
Padded Arm Chair - Gray	\$32.50	\$48.50	_____	_____
Chrome Folding Chair - White	\$7.50	\$9.75	_____	_____
Padded Stool	\$37.75	\$51.75	_____	_____
Wooden Stool	\$15.50	\$20.75	_____	_____

Tables: Round & Cocktail

42" Round Table Draped	\$65.50	\$88.75	_____	_____
42" Round Table Plain	\$28.50	\$38.00	_____	_____
42" Round Counter Draped	\$72.00	\$96.00	_____	_____
42" Round Counter Plain	\$34.25	\$42.00	_____	_____
Cocktail Table (24"d x 15"h)	\$45.50	\$59.38	_____	_____
Cafe Pedestal Table (30"d x 30"h)	\$48.50	\$63.13	_____	_____
Café Pedestal Table (24"d x 15" to 38" h)	\$50.25	\$65.75	_____	_____

Accessories

Wastebasket.....	\$8.25	\$11.00	_____	_____
Sign Easel.....	\$18.75	\$25.00	_____	_____
Coat Tree.....	\$20.25	\$27.00	_____	_____
6' Rolling Garment Rack.....	\$40.25	\$53.75	_____	_____
Chrome Sign Holder (22" x 28")	\$38.50	\$51.25	_____	_____
Bag Stand.....	\$38.50	\$51.25	_____	_____
Literature Rack.....	\$38.50	\$51.25	_____	_____
Chrome Aisle Stanchion.....	\$18.25	\$24.25	_____	_____
2 ^{lb} Fire Extinguisher.....	\$14.50		_____	_____
Plastic Chain (Price per foot)....	\$1.75	\$2.25	_____	_____
Miscellaneous				
8" Tubes and Bases.....	\$11.25		_____	_____
6'-10' Expandable Rail.....	\$14.00		_____	_____
3' Tubes and Bases.....	\$7.50		_____	_____

Display Panels

	Discount Rates	Standard Rates	Qty	Amount
Perforated Board (Pegboard)				
2' x 8' (White)	\$33.00	\$44.00	_____	_____
4' x 8' (White)	\$65.00	\$86.75	_____	_____
↑ (Hardware not included-1/8")				
Velcro Display Panel				
2' x 8' (Gray).....	\$35.50	\$47.50	_____	_____
4' x 8' (Gray).....	\$72.50	\$96.25	_____	_____
Pro-Panel				
7' x 38" (Gray).....	\$32.50	\$43.25	_____	_____
↑ (Double Sided, Vertical Only)				
*Vinyl covered panels 1-1/2 times regular price				
Burlap Panel, 4' x 8' (Tan)	\$62.75	\$83.50	_____	_____
Table Top Risers				
One-Step Risers (8" High)				
4' x 8" One-Step Riser.....	\$17.00	\$22.50	_____	_____
6' x 8" One-Step Riser.....	\$22.25	\$29.50	_____	_____
Two-Step Risers (16" High)				
4' x 16" Two-Step Riser.....	\$20.50	\$25.50	_____	_____
6' x 16" Two-Step Riser.....	\$27.50	\$36.50	_____	_____
8' x 16" Two-Step Riser.....	\$37.00	\$49.25	_____	_____
Vinyl Riser Draping (Price/Ft)	\$5.00	\$6.75	_____	_____

↓PLEASE INDICATE SET UP DIRECTION FOR PANEL(S)↓

Vertical Horizontal

Furniture: Tables

Standard Height (28" High)

	Discount Rates	Standard Rates	Qty	Amount
4' x 24" Table-Skirted & Topped	\$49.50	\$65.00	_____	_____
4' x 24" Table- Plain.....	\$20.25	\$27.25	_____	_____
6' x 24" Table-Skirted & Topped	\$61.50	\$77.00	_____	_____
6' x 24" Table-Plain.....	\$25.50	\$35.50	_____	_____
8' x 24" Table-Skirted & Topped	\$71.25	\$81.75	_____	_____
8' x 24" Table-Plain.....	\$32.50	\$40.50	_____	_____

Counter Height (38" High)

4' x 24" Counter-Skirted & Topped	\$56.50	\$67.00	_____	_____
4' x 24" Counter-Plain.....	\$29.00	\$38.75	_____	_____
6' x 24" Counter-Skirted & Topped	\$66.25	\$76.75	_____	_____
6' x 24" Counter-Plain.....	\$37.00	\$46.75	_____	_____
8' x 24" Counter-Skirted & Topped	\$74.50	\$85.00	_____	_____
8' x 24" Counter-Plain.....	\$45.25	\$55.00	_____	_____

Table Skirts: for your own table or counter only!

Table Skirt.....	\$38.75	\$49.25	_____	_____
Counter Skirt.....	\$40.50	\$51.00	_____	_____

To Add to OUR table skirting or yours

Fourth Side Skirted.....	\$25.00	\$35.00	_____	_____
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Table/Fabric Draping Color Preferred: If left unchecked, "show colors" will be used

- Teal Rose Gold Blue Black Ivory White
 Forest Green Red Silver *Lime Green Brown

Other Color for Fabric Wall ONLY: Please remember the 4' Limit on the sides with 8' high fabric or display panels

Fabric Wall

36" High Fabric Wall.....	\$5.25/ft	\$6.50/ft	_____	_____
7' High Fabric Wall.....	\$6.50/ft	\$7.50/ft	_____	_____
8' High Fabric Wall.....	\$6.75/ft	\$7.75/ft	_____	_____
11' High Fabric Wall.....	\$9.00/ft	\$12.00/ft	_____	_____

Note: There is no hanging of material off the fabric curtain without prior approval. Rented by lined foot.

We bring it, tape it down, vacuum & remove!

Carpet

"Make your booth STAND OUT!"

9' x 10' (8' x 10') Carpet.....	\$79.25	\$96.25	_____	_____
9' x 20' (8' x 20') Carpet.....	\$153.50	\$188.50	_____	_____
9' x 30' (8' x 30') Carpet.....	\$234.32	\$267.25	_____	_____
9' x 40' (8' x 40') Carpet.....	\$294.50	\$360.50	_____	_____

Carpet larger than 9' x 40' please call for quote

Custom Cut Carpet ___ ft x ___ ft	Call for Quote		_____	_____
Carpet Padding _{3/4"} ___ ft x ___ ft	\$55/Sq. Ft.	\$75/Sq. Ft.	_____	_____
Visqueen Covering ___ ft x ___ ft	\$1.25/Sq. Ft.	\$2.25/Sq. Ft.	_____	_____
Additional Taping per linear ft.	...\$.80/L.F..	..\$1.04/L.F..	_____	_____

Carpet Color Preferred:

- Red Forest Green Blue Black Gray Burgundy

Banner Frameworks NOT AVAILABLE at the Women's Show

Company:	_____	Booth#	_____
Total for This Page	\$	_____	_____