

- 25th Annual -



*September 22 - 24, 2017
Friday through Sunday*

*GEORGE SULLIVAN SPORTS ARENA
ANCHORAGE, ALASKA*

*PRODUCED BY
Aurora Productions, Inc.
P.O. Box 112989, Anchorage, Alaska 99511*

PLEASE NOTE.....VERY IMPORTANT

THIS MANUAL IS INTENDED FOR THOSE WHOSE RESPONSIBILITY IT IS TO ARRANGE THE SHIPPING, SET-UP AND/OR DISPLAY DETAILS OF YOUR COMPANY'S EXHIBIT. IF THIS RESPONSIBILITY BELONGS, IN WHOLE OR IN PART, TO SOMEONE OTHER THAN YOURSELF, WE WOULD APPRECIATE YOUR ASSISTANCE BY DELIVERING THIS MATERIAL TO THE PROPER INDIVIDUALS.

MANAGEMENT STRONGLY SUGGESTS THAT SERVICES AND/OR FURNISHINGS THAT YOU REQUIRE BE ORDERED BY SEPTEMBER 8, 2017. ALL ORDERS PLACED ON-SITE WILL BE SUBJECT TO SURCHARGES. ON-SITE ORDERS WILL NOT BE PROCESSED UNTIL ALL ADVANCE ORDERS HAVE BEEN COMPLETED. FAILURE TO ACT PROMPTLY CAN MEAN OVERTIME CHARGES, LACK OF SERVICE AT THE SHOW AND UNNECESSARY INCONVENIENCE.

IF YOU HAVE FURTHER QUESTIONS, PLEASE CONTACT US.

AURORA PRODUCTIONS, INC.
P.O. BOX 112989
ANCHORAGE, ALASKA 99511
(907) 562-9911
FAX (907) 562-9889

info@auroraproductions.net

SHOW OFFICE TELEPHONE NUMBER (907) 276-0990 WILL BE IN EFFECT FROM SEPTEMBER 21st THROUGH SEPTEMBER 24th, 2017.

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IMPORTANT DATES & TIMES

MOVE IN: *Heavy freight and booth displays*
 Thursday 9/21/17 10:00 am - 8:00 pm

Light carry-in only
 Friday 9/22/17 9:00 am - 10:30 am

**MOVE-IN MUST BE COMPLETED BY 10:30 AM SEPTEMBER
22, 2017**

IT IS EXTREMELY IMPORTANT THAT YOU ADHERE TO THE MOVE-
IN SCHEDULE. IF YOU HAVE ANY QUESTIONS, PLEASE CALL SHOW
MANAGEMENT.

SHOW DATES: *Friday 9/22/17 11:00 am - 6:00 pm*

Saturday 9/23/17 11:00 am - 6:00 pm

Sunday 9/24/17 11:00 am - 5:00 pm

MOVE OUT: *Sunday 9/24/17 5:00 pm - 12 Midnight*

**ALL EXHIBITS MUST BE REMOVED AND THE ARENA
MUST BE VACATED BY MIDNIGHT, SUNDAY,
SEPTEMBER 24th.**

**MOVE-OUT BEGINS AT 5:00 PM ON SEPTEMBER 24,
2017.**

**PLEASE DO NOT BREAK DOWN YOUR
EXHIBIT UNTIL THIS TIME!**

SERVICE CONTRACTOR INFORMATION

CARPETING: If you wish to rent carpeting for your display area please contact Rowan Pacific Rim Decorators (order form is available on this web-site). Please note that there is a deadline for ordering your carpet and advance payment is required. **Please note that floor covering is mandatory in your booth!**

FURNITURE: Booth equipment such as tables and chairs can be rented from Rowan Pacific Rim Decorators (order form is available on this web-site). Please note that there is a deadline for ordering accessories and advance payment is required.

ELECTRICAL: All exhibitors requiring electrical service need to rent from Rowan Pacific Rim Decorators (order form is available on this web-site). Please note there is a deadline for ordering electricity and advance payment is required.

SUPPLEMENTAL LIGHTING: All exhibitors desiring additional lighting are able to rent from Rowan Pacific Rim Decorators (order form is available on this web-site). Please note that there is a deadline for ordering lighting and advance payment is required.

SHIPPING: Product can be shipped via common carrier or through Rowan Pacific Rim Decorators (please call 907-276-1818 for rates). If shipping with UPS, FedEx, etc. please consign to.....

The Sullivan Arena

C/O The Alaska Women's Show

1600 Gambell St.

Anchorage AK 99501.....**No shipments will be received until Monday, September 18th, 2017.**

TELEPHONE / INTERNET INFORMATION

TELEPHONE & DSL SERVICE: These services may be obtained by calling the business office at ACS at (907) 564-1968. Orders should be made a minimum of 3 weeks prior to the Show to insure service or faxed to (907) 564-7382. A copy of the ACS Trade Show Order Form is on page 9. It is recommended by ACS that you bring a copy of your completed and processed paperwork with you to the show. **Please call Aurora Productions (907-562-9911) for information on wireless connections.**

GENERAL INFORMATION

SHOW OFFICE: Is located off the main floor of the Sullivan Arena through the yellow doors. There will be a representative of Show Management on duty during all show hours as well as move-in and move-out.

EXHIBITOR PARKING: Please see page 5 for instructions.

CREDENTIALS: All credentials will be available for pick up at the Show Office starting @ 10am, Thursday, September 21, 2017. **No credentials will be issued until booth space has been paid in full and a contract has been signed.**

INSURANCE/LIABILITY: The exhibitor is entirely responsible for the space that is allotted her and agrees to reimburse the Sullivan Arena for any damage to floors or walls, which has been made in the space he has contracted.

FIRE REGULATION INFORMATION

- 1) *No motorized camping units may contain more than one quarter (1/4) gallon of gasoline while on display.*
- 2) *All pressurized gas tanks must be drained.*
- 3) *Battery cables must be disconnected and taped.*
- 4) *Gas caps must be either locked or taped closed.*

Note: If you have any questions concerning the above-mentioned regulations, please play it safe and call the Anchorage Fire Department.

GUNS AND AMMUNITION REGULATIONS

All federal, Alaska and local firearms laws must be obeyed. NO LOADED FIREARMS AND OR AMMUNITION ARE PERMITTED IN THE HALLS AT ANY TIME. VIOLATION OF THIS RULE IS GROUNDS FOR IMMEDIATE REMOVAL FROM THE SHOW WITHOUT REFUND OF EXHIBIT COST.

EXHIBITOR CREDENTIALS AND ACCESS

Credentials: Exhibitors may obtain 2017 Credentials at these times and locations:

All Move-In Hours (NW corner) => Sullivan Arena, yellow doors

Show Hours (SE corner) => Sullivan Arena, green doors

Access: Exhibitors with 2017 Credentials may access exhibit areas only at these times and locations:

1-Hour Before Opening (SE corner) => Sullivan Arena, green doors

During Show Hours => Sullivan Arena, any door

EXHIBITOR PARKING

Parking for all exhibitors will be in Lot C Located behind Ben Boeke.

Attached is a map detailing the exhibitor parking lot. Exhibitors can enter through the green doors only before show hours. During the show, exhibitors have access to the show through any entrance at the Sullivan Arena.

PARKING LOT MAP

During show hours are encouraged to park in the C lot located between Gambell Street and Ben Boeke Ice Arena. This is the closest parking lot to the Exhibitor Entrance, which is located by the loading dock - Green Doors.



OFFICIAL ORDER FORM FOR EXHIBITOR CREDENTIALS

Email, Mail or Fax To:

*The Alaska Women's Show
P.O. Box 112989
Anchorage, Alaska 99511
Fax# (907) 562-9889
Email: info@auroraproductions.net*

Credentials are due September 15, 2017.

All Exhibitor credentials can be picked up at the Show Office starting Thursday, September 21, 2017.

Note: Max of 5 Exhibitors Passes per Company.

AMOUNT OF EXHIBITOR PASSES: _____

COMPANY: _____

MAILING ADDRESS: _____

CITY _____ STATE: _____ ZIP: _____

BOOTH # (S): _____ TELEPHONE: _____

AUTHORIZED BY (please print): _____

LIST NAMES:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**NO EXHIBITOR CREDENTIALS WILL BE ISSUED
UNLESS BOOTH SPACE IS PAID IN FULL!**

Booth Guidelines

— IMPORTANT —

All exhibitors must adhere to the following guidelines in booth construction. These restrictions will avoid obstruction of adjoining booths.

Standard 8' x 10' Booth

Booth backdrop cannot exceed 8' in height.

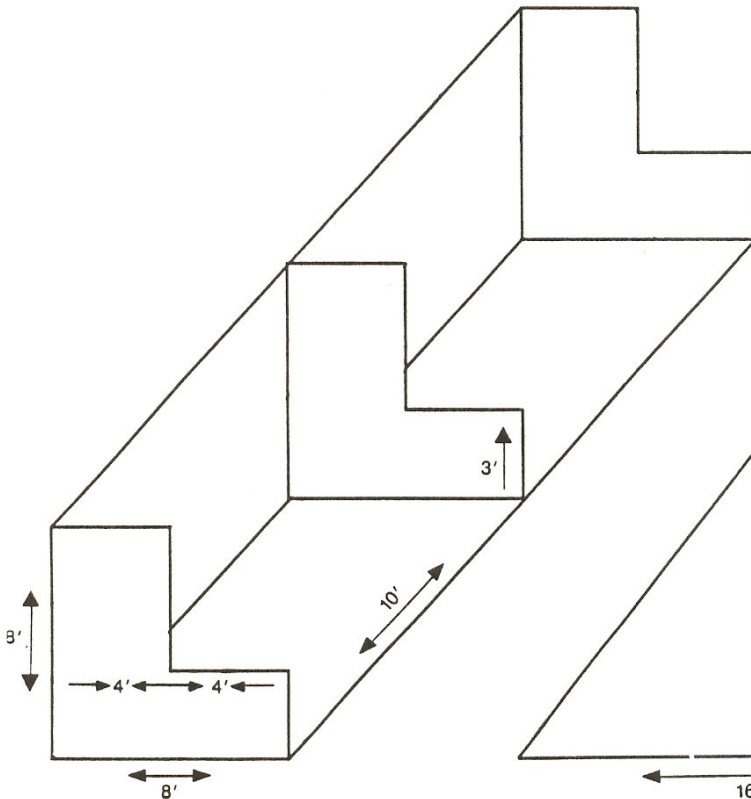
8' high side panels cannot exceed 4' in length.

The remaining 4' can be NO higher than 3'.

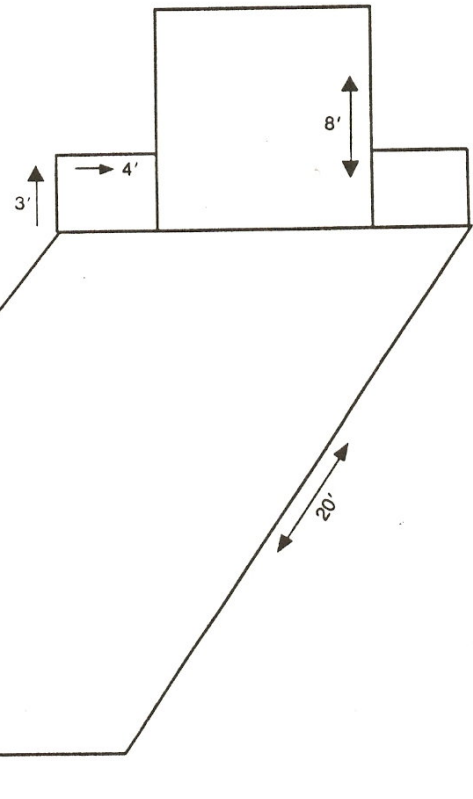
Bulk Areas


Booth backdrop cannot exceed 8' in height and the center backdrop is to be no longer than 8' across. The remaining 4' on either side can be NO higher than 3'.

8' x 10' BOOTH



BULK: 16' x 20'



		TRADE SHOW ORDER FORM	
Today's Date:		Requested Due Date:	
Trade Show Name:			
Customer Name:		Account #	
Billing Address:		Service Address - Please include booth number(s):	
On Site Customer Contact (Name and Phone Number):			
Number of Phone Lines Needed:			
Jacks Needed? <input type="checkbox"/> Yes <input type="checkbox"/> No (If Yes Please indicate how many you will need):			
Note: If jacks are not required phone line(s) will be installed to the demarcation point only.			
Please Provide Us With The Date You Would Like The Line(s) Disconnected:			
Long Distance Carrier: <input type="checkbox"/> ACS <input type="checkbox"/> GCI <input type="checkbox"/> AT&T <input type="checkbox"/> No Carrier			
Additional Information (if needed):			
Requestor's Name:			
ACS Use Only:	Install Work Order:	Install Due Date:	
	Disconnect Work Order:	Disconnect Due Date:	