



SAFETY & HEALTH: ALASKA'S BLUEPRINT FOR SUCCESS

EXHIBITOR PACKET

William A. Egan Civic & Convention Center
555 W 5th Ave, Anchorage, AK 99501

MOVE IN

Monday, April 1, 2024 from 2PM – 6PM

MOVE OUT

Wednesday, April 3, 2024 after 4PM

SHOW HOURS

Tuesday, April 2, 2024 from 7AM – 4:30PM Wednesday, April
3, 2024 from 7AM – 4PM

Packet includes travel and lodging discounts, Convention Center information, and show decorator information and order forms.

General Information

Load-in / Load-out

Detailed instructions about load-in and load-out will be sent closer to the event start. Basic information is included on page 4.

Alaska Event Services

Alaska Event Services is the show decorator. If you require additional services such as freight handling, additional electrical service, tables, etc. please review information starting on page 6.

Travel, Lodging, and Parking

Discount codes for Alaska Airlines and the Hotel Captain Cook are provided on page 3. Also included on page 3 is a map of EasyPark downtown Anchorage parking lots. Additional information can be found here: <https://www.easyparkalaska.com/locations>

Registration and Information Assistance

The registration desk is located on the street floor lobby. Staff will be on hand to answer your questions. The desk will be open from 7:00am – 5:00pm daily throughout the conference.

Name Badges

All registered attendees, exhibitors, and speakers receive a name badge. In the interest of security and to make the conference a more enjoyable networking experience for all, we ask that you wear your name badge **at all times** during the conference.

Passport to Prizes

Each attendee will receive a “Passport” in their conference paperwork. Please sign the passport when attendees visit your booth. Completed “Passports” will be exchanged for tickets for chances to win Exhibitor Door Prizes!!

Cell Phones/Excessive Noise

General session presentations will take place in the Explorers Hall next to the trade show/exhibit area. Please silence cell phones and refrain from engaging in conversation during general session presentations.

Promote Your Booth

Conference organizers will provide personalized graphics to share on social media channels and in customer communications to build interest in this year’s event.

Contacts

Jenny Thomasson
Conference Coordinator
907-538-8561

JennyT@gonzalezmarketing.com

Kumiko Helming
Conference Chair
907-891-1381

Kumiko@mbsalaska.com

Don Maynor
Conference Co-Chair
907-250-8560

DMaynor@alaskapower.org

Travel, Lodging, & Parking



Alaska Airlines is providing **7% discount** off Alaska Airlines published fares for those travelling to attend the Alaska Governor's Safety and Health Conference. Please use the meeting fair code below to secure your discount.

Meeting Name: Alaska Governors Safety and Health Conf

Meeting Fare Code: ECMK448

Departure City(s): Any Alaska Airlines/Horizon Air US or Canadian city

Meeting City: Anchorage, Alaska

Beginning Travel Date: 03/27/2024

Last Travel Date: 04/09/2024

Blackout Dates: None



The Hotel Captain Cook is offering special rates for those requiring lodging during the Alaska Governor's Safety and Health Conference. Please use the booking site below to secure your discounted room rate.

Code: GHSC24

Online booking link: [Governor's Health and Safety Conference](https://www.governor.alaska.gov/health-conference)

Rate: \$179.00 per night for deluxe rooms (king/double)

Additional EasyPark information can be found here: <https://www.easyparkalaska.com/locations>



ANCHORAGE CONVENTION CENTERS

WILLIAM A. EGAN CIVIC & CONVENTION CENTER • SAVOR... ALASKA CATERING BY SMG

EGAN CENTER | 555 West Fifth Avenue, Anchorage, AK 99501
phone (907) 263-2800 | fax (907) 263-2858

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 information@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.



Dear Exhibitor,

Alaska Event Services, Inc. has been selected as the show service contractor for the 2024 Governor's Safety & Health Conference, to be held April 2 & 3, at the Egan Civic & Convention Center.

Show management has provided you with an 8' x 10' pipe and drape booth display area. Each booth space includes one 6' skirted table, a wastebasket, and a 500 watt electrical outlet. Please note that chairs are provided by the convention center at no additional charge and the exhibit hall is MOSTLY carpeted. There may be perimeter booths that are not on carpet. Please call (907) 345-8789 if you have any questions.

If you require additional services such as freight handling, additional electrical service, tables, etc., please place your order via <https://alaskaeventservices.com/exhibit-order-form/2024-alaska-governors-safety-health-conference/>

Please take this time to read through the information, make your selections, and submit your order to the office of *Alaska Event Services* for processing. (These electronic forms are required only if you need services that are not automatically included with your space.) A PDF copy of these forms follows. If you have any questions, please call our Exhibit Service Representatives at (907) 345-8789, or email at info@alaskaeventservices.com.

DEADLINE FOR DISCOUNT PRICING: Friday, March 22, 2024

FREIGHT DEADLINE: Thursday, March 28, 2024

Thank you for this opportunity to be of service!

Debra George

Alaska Event Services, Inc
PO Box 200291
Anchorage, Alaska 99520

Telephone (907) 345-8789
Fax (907) 345-5018

"Events with Excellence"



Exhibit Equipment Rental Form

Show or Event Name _____ Booth # _____

Company _____

Address _____

City _____ State _____ Zip _____

Telephone # _____ Email _____

Customer Name _____ ☐ (Check here for receipt via email)

Equipment Summary

Furniture Total \$ _____

Electrical Total \$ _____

Inbound Material Handling \$ _____

Outbound Material Handling \$ _____

Miscellaneous \$ _____

SHOW TOTAL \$ _____

Method of Payment: ___ Check ___ Credit Card ___ Purchase Order # _____

Credit Card Payment: *Alaska Event Services* is authorized to charge the following credit card account for all services requested by the undersigned, or their representative, which remain unpaid at the close of the event.

Type of Card: ___ Visa ___ MasterCard ___ American Express

Account # _____ Expiration _____

Card Holder Name _____ Sec. Code _____

Signature of Authorization _____

****DISCOUNT PRICING EXPIRES TEN (10) DAYS BEFORE SHOW MOVE-IN DATE.**
ALL ORDERS TAKEN TEN (10) DAYS OR LESS BEFORE MOVE-IN WILL BE CHARGED AT THE STANDARD RATE. All cancellations and removal of rented material after move-in begins are subject to a 1/3 restocking fee. There are no refunds for electrical outlets. All orders are subject to availability. Payment in full is required before processing.

"Events with Excellence"

P.O. Box 200291 Anchorage, Alaska 99520 Telephone (907) 345-8789 Fax (907) 345-5018
info@alaskaeventservices.com

Alaska Event Services, Inc.
Telephone (907) 345-8789 Fax (907) 345-5018

Exhibit Furniture

Tables & Counters

| | | |
|--------|--------------|-------|
| Circle | Red | Black |
| Color: | Blue | White |
| | Forest Green | Teal |

All tables are 24" wide and 29" high. Counters are 40" high. Tables with skirting are skirted on *three* sides and include a white vinyl top. If color is not circled, show color will be used.

| Qty | Discount Rate | Standard Rate | Total |
|-----------------------------|------------------|------------------|-------|
| _____ 4' Plain Table | \$19.00 | \$28.50 | _____ |
| _____ 4' Skirted Table | \$50.50 | \$75.75 | _____ |
| _____ 4' Plain Counter | \$35.00 | \$52.50 | _____ |
| _____ 4' Skirted Counter | \$64.50 | \$96.75 | _____ |
| | | | |
| _____ 6' Plain Table | \$20.00 | \$30.00 | _____ |
| _____ 6' Skirted Table | \$65.00 | \$97.50 | _____ |
| _____ 6' Plain Counter | \$34.00 | \$51.00 | _____ |
| _____ 6' Skirted Counter | \$75.00 | \$112.50 | _____ |
| | | | |
| _____ 8' Plain Table | \$25.00 | \$37.50 | _____ |
| _____ 8' Skirted Table | \$84.00 | \$126.00 | _____ |
| _____ 8' Plain Counter | \$45.00 | \$67.50 | _____ |
| _____ 8' Skirted Counter | \$92.50 | \$138.75 | _____ |
| | | | |
| _____ 30" Pedestal Table | \$34.00 | \$51.00 | _____ |
| _____ 30" Draped Ped. Table | \$59.00 | \$88.50 | _____ |
| _____ 36" Pedestal Table | \$42.00 | \$63.00 | _____ |
| _____ 36" Draped Ped. Table | \$67.00 | \$100.50 | _____ |
| | | | |
| _____ Table Skirting Only | \$25.00 | \$37.50 | _____ |
| _____ 6'/8' Vinyl Top Only | \$8.00 | \$12.00 | _____ |

Chairs

| | | | |
|---------------------|---------|----------|-------|
| _____ Folding Chair | \$8.00 | \$12.00 | _____ |
| _____ Padded Chair | \$36.50 | \$54.75 | _____ |
| _____ Padded Stool | \$78.00 | \$117.00 | _____ |

Banner Framework

11' High Banner Framework & Labor: \$100.00 Per 10' Section:
 # of Sections _____ x \$100 Per Section = \$ _____

Booth Carpet

| | | | | |
|--------|------|-------|-----|------|
| Circle | Blue | Black | Red | Gray |
| Color: | | | | |

| Qty | Discount Rate | Standard Rate | Total |
|-------------------------------------|------------------|------------------|-------|
| _____ 9' x 10' | \$145.00 | \$217.50 | _____ |
| _____ 9' x 20' | \$235.00 | \$352.50 | _____ |
| Longer than 20': Call for quote | | | |
| _____ Carpet Padding (per 9' x 10') | \$150.00 | \$225.00 | _____ |

**Booth Carpet Cleaning
(Anchorage Shows Only)**

\$15.00 Per 9' x 10' Space Per Day

Number of Spaces _____ x Number of Days _____ x \$15.00 Rate =
 \$ _____ Total Cost

Miscellaneous Equipment

| Qty | Discount Rate | Standard Rate | Total |
|----------------------------|------------------|------------------|-------|
| _____ Wastebasket | \$6.00 | \$9.00 | _____ |
| _____ Easel | \$15.50 | \$23.25 | _____ |
| _____ Rolling Garment Rack | \$30.00 | \$45.00 | _____ |
| _____ Bag Stand | \$40.00 | \$60.00 | _____ |
| _____ 6' 1-Step Riser | \$29.00 | \$43.50 | _____ |
| _____ 8' 1-Step Riser | \$37.00 | \$55.50 | _____ |
| _____ Linen Riser Cover | \$25.00 | \$37.50 | _____ |
| _____ 5' Literature Rack | \$45.00 | \$67.50 | _____ |
| _____ 6' Artificial Plant | \$29.50 | \$44.25 | _____ |
| | | | |
| _____ 4' x 8' Velcro Panel | \$98.50 | \$147.75 | _____ |
| _____ 2' x 8' Velcro Panel | \$50.00 | \$75.00 | _____ |
| _____ 4' x 8' Pegboard | \$98.50 | \$147.75 | _____ |
| (Hardware not included) | | | |

Panel Orientation: Vertical _____ Horizontal _____

Frame & Curtain

| | | | |
|----------------------------------|---------|---------|-------|
| _____ 8' Curtain (per linear ft) | \$5.00 | \$7.50 | _____ |
| _____ 3' Curtain (per linear ft) | \$4.50 | \$6.75 | _____ |
| _____ 8' Tube & Base | \$7.50 | \$11.25 | _____ |
| _____ 3' Tube & Base | \$5.50 | \$8.25 | _____ |
| _____ 6'-10' Adjustable Rail | \$11.50 | \$17.25 | _____ |

Show or Event Name _____ **Booth #** _____

Company Name _____

Alaska Event Services, Inc.
Telephone (907) 345-8789 Fax (907) 345-5018

Exhibit Electrical Services

Note: Most equipment and appliances list electrical requirements and information on the back of the unit. For your protection we urge you to use surge protectors on all computerized equipment and machinery. *Alaska Event Services* will not be responsible for any voltage fluctuations or temporary loss of power. All electrical services are located at the back of your booth. No refunds are given for electrical services once they have been installed. Electrical services include the labor for installation.

| 120 Volt Electrical Services | | | |
|------------------------------|------------------|------------------|-----------------------------|
| Qty | | Discount Rate | Standard Rate Total |
| _____ | 500 Watt Outlet | \$66.50 | \$99.75 _____ |
| _____ | 1000 Watt Outlet | \$98.50 | \$147.75 _____ |
| _____ | 1500 Watt Outlet | \$125.50 | \$188.25 _____ |
| _____ | 2500 Watt Outlet | \$145.50 | \$218.25 _____ |
| _____ | 3000 Watt Outlet | \$169.50 | \$254.25 _____ |

| Overhead Lighting & Miscellaneous Equipment | | | |
|---|--------------------------|---------|----------------|
| _____ | 300 Watt Flood Light | \$75.75 | \$113.50 _____ |
| _____ | 25' Electrical Cord | \$8.50 | \$12.75 _____ |
| _____ | Power Strip | \$5.75 | \$8.50 _____ |
| _____ | Cube Tab (3 way adapter) | \$5.00 | \$7.50 _____ |

| 208 Electrical Services | | | |
|-------------------------|--------|----------|----------------|
| _____ | 20 Amp | \$135.50 | \$203.25 _____ |
| _____ | 30 Amp | \$175.50 | \$263.25 _____ |

Note: Customers using 208 services are responsible
for matching *AES* receptacles: *Hubbell #2813*

| Electrical Labor (i.e. custom wiring) | | | |
|---------------------------------------|--|--|--|
| _____ | Per hour, 1 hour minimum, call for quote | | |

LCL

Show or Event Name _____ **Booth #** _____

Company Name _____

Alaska Event Services
Telephone (907) 345-8789 Fax (907) 345-5018

Inbound Material Handling

Inbound Material Handling includes the following services:

- *Receiving and storing of freight for up to 30 days
- *Delivery of freight to your booth
- *Removal of any unwanted empty containers

Material Handling Rates: Rates are based on straight time for handling and deliveries. Any freight that is "oversized or awkward to handle" will be assessed a 30% additional handling charge. Crating and uncrating of any freight will be charged at *AES* labor rate.

1-200 LBS.....\$100.00
201-2000 LBS.....\$50.00 CWT (.50 per pound)
2001+ LBS.....Please call for quote

Inbound Freight Labeling: All shipments must be prepaid. *AES* will not accept any collect/COD shipments.

Your Company Name
Event/Booth# C/O
Alaska Event Services
737 E. 13th Avenue
Anchorage, Alaska 99501

Inbound Freight Information: All shipments must be received at the *AES* warehouse before move-in date. Shipments arriving on move-in date or later must be shipped directly to the facility. **No Saturday** shipments will be accepted.

Total Number of Pieces _____ **Total Estimated Weight** _____

Total Weight _____ **x** _____ **(per pound rate) =** _____

AES will not be responsible for the following:

- *Delayed, misdirected, or lost shipments
- *Damage to uncrated or improperly packed materials
- *Damage to shipping crates
- *Loss of exhibit material after delivery to exhibit booth
- *Material left in containers while in storage

Show or Event Name _____ **Booth #** _____

Company Name _____

Outbound Material Handling

The following information will be helpful if you have material to ship *from* the show site – either back to the point of origin or to another exhibition.

At the Close of the Show:

1. If your freight is scheduled to be picked up at the *Alaska Event Services* warehouse (737 E 13th Ave. Anchorage, Alaska 99501) - please find an *AES* representative at the Exhibitor Service Desk to approve and inspect your freight packaging and labels. Labels must include a carrier account number (if you are using Fed Ex or UPS). Once your labels and piece count(s) are verified by an *AES* representative we will take possession of your materials and you are free to go.

Material Handling Rates: Rates are based on straight time for handling and deliveries. Any freight that is “oversized or awkward to handle” will be assessed a 30% additional handling charge. Crating and uncrating of any freight will be charged at *AES* labor rate.

1-200 LBS.....\$100.00

201-2000 LBS.....\$50.00 CWT (.50 per pound)

Total Number of Pieces _____ Total Estimated Weight _____

Total Weight _____ x _____ (per pound rate) = _____

Outbound freight received by *AES* will be stored at the *AES* Warehouse (737 E 13th Ave. Anchorage, AK 99501) for a maximum of five (5) days while awaiting carrier pick-up.

2. If you have made arrangements for your freight to be picked up directly from the show floor – please notify an *AES* representative at the Exhibitor Service Desk.
3. If no arrangements have been made – please see an *AES* representative at the Exhibitor Service Desk. We have shipping labels and can offer outbound material handling services back to our warehouse. We will transport your packaged materials back to our warehouse where they can be picked up by the carrier of your choice (You will need to schedule that pickup.)
4. If you are unsure about your arrangements ☺ - please see an *AES* representative at the Exhibitor Service Desk at the close of the show.

Outbound Forwarding/Liability: Exhibit representatives will be responsible for completing bills of lading and labeling of their own freight. Exhibitors who elect not to use the preferred show freight company are responsible for making all arrangements for outbound freight. All freight must leave the facility the day the event closes unless other arrangements are made and approved by the facility. *AES* reserves the right to force freight via the carrier of its choice.

***AES* will not be responsible for the following:**

- *Delayed, misdirected, or lost shipments
- *Damage to uncrated or improperly packed materials
- *Damage to shipping crate

Show or Event Name _____ Booth # _____

Company Name _____