



# EXHIBITOR PACKET

**WILLIAM A. EGAN CIVIC & CONVENTION CENTER**  
555 W 5th Ave, Anchorage, AK 99501

## **MOVE IN**

Monday, April 6, 2026 from 2PM – 6PM

## **MOVE OUT**

Wednesday, April 8 2026 after 4PM

## **SHOW HOURS**

Tuesday, April 7, 2026 from 7AM – 4:30PM

Wednesday, April 8, 2026 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 5.

---

## 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 7.

---

## Travel, Lodging, and Parking

Discount codes for Alaska Airlines and the Hotel Captain Cook are provided on page 2. Also included on page 2 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 always wear your name badge 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

Help spread the word that you are exhibiting at the conference! Marketing materials can be found on the conference website at [www.akgshc.com/event-marketing](http://www.akgshc.com/event-marketing).

---

## Contacts

Jenny Thomasson Conference Coordinator 907-538-8561 <a href="mailto:Jenny@WalshSheppard.com">Jenny@WalshSheppard.com</a>	Mitch Wallace Conference Chair 907-269-4949 <a href="mailto:Mitch.Wallace@alaska.gov">Mitch.Wallace@alaska.gov</a>	Michael Stoddard Exhibitor Chair 907-202-0473 <a href="mailto:Michael.Stoddard@airgas.com">Michael.Stoddard@airgas.com</a>
---	---	---

# 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:** ECMO945

**Departure City(s):** Any Alaska Airlines/Horizon Air/  
Hawaiian Airlines/ The Lower 48 and Alaskan City

**Meeting City:** Anchorage, Alaska

**Beginning Travel Date:** 04/01/2026

**Last Travel Date:** 04/15/2026

**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:** GHSC25

**Online booking link:** [Governor's Safety & 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 5<sup>th</sup> & 4<sup>th</sup> 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](mailto: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.

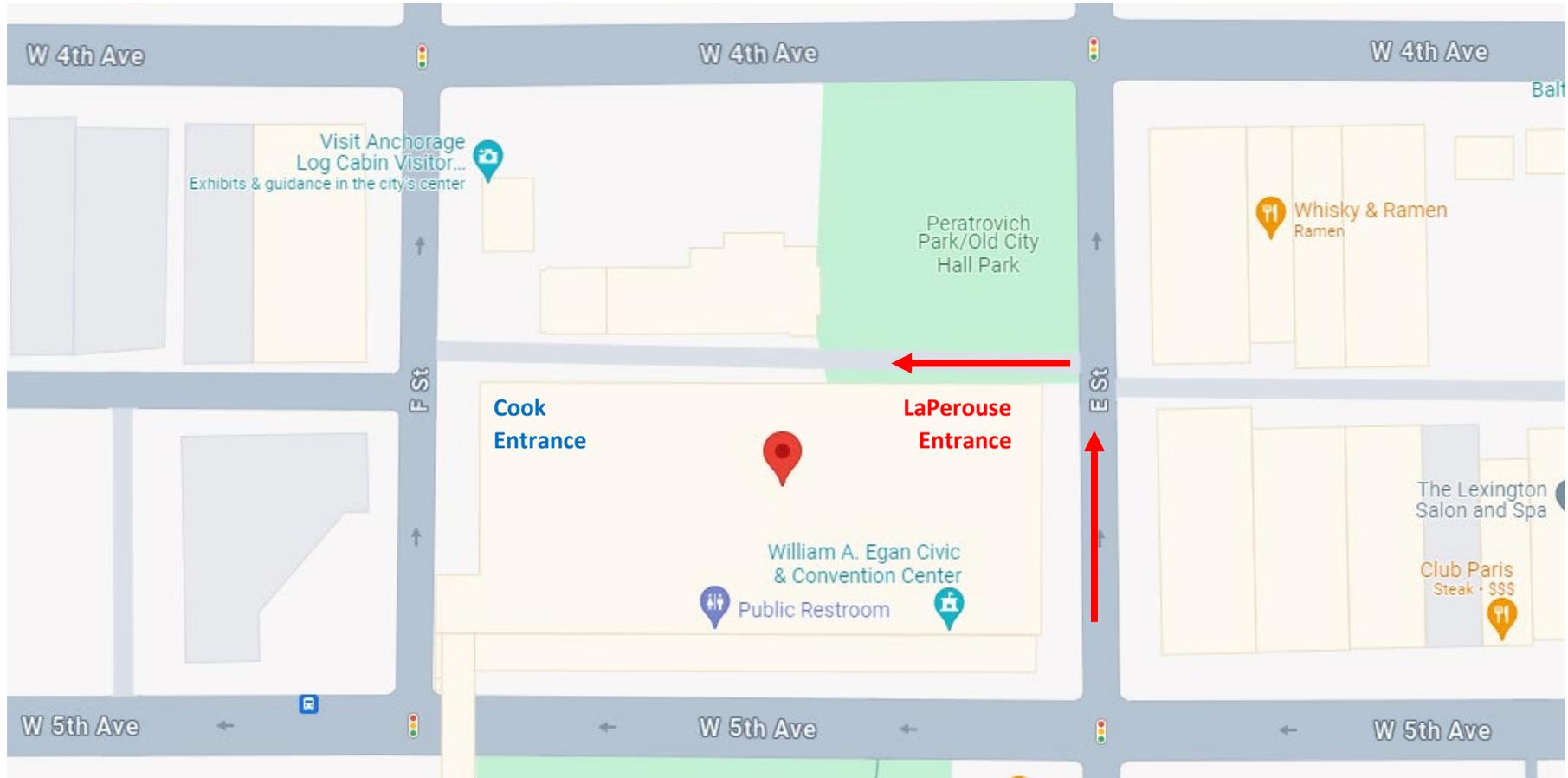
**Move in Date:** Monday, April 6

**Move in time:** 2pm – 6pm

William A. Egan Civic & Convention Center ([555 W 5th Ave, Anchorage, AK 99501](https://www.anchorage.gov/555-W-5th-Ave-Anchorage-AK-99501))

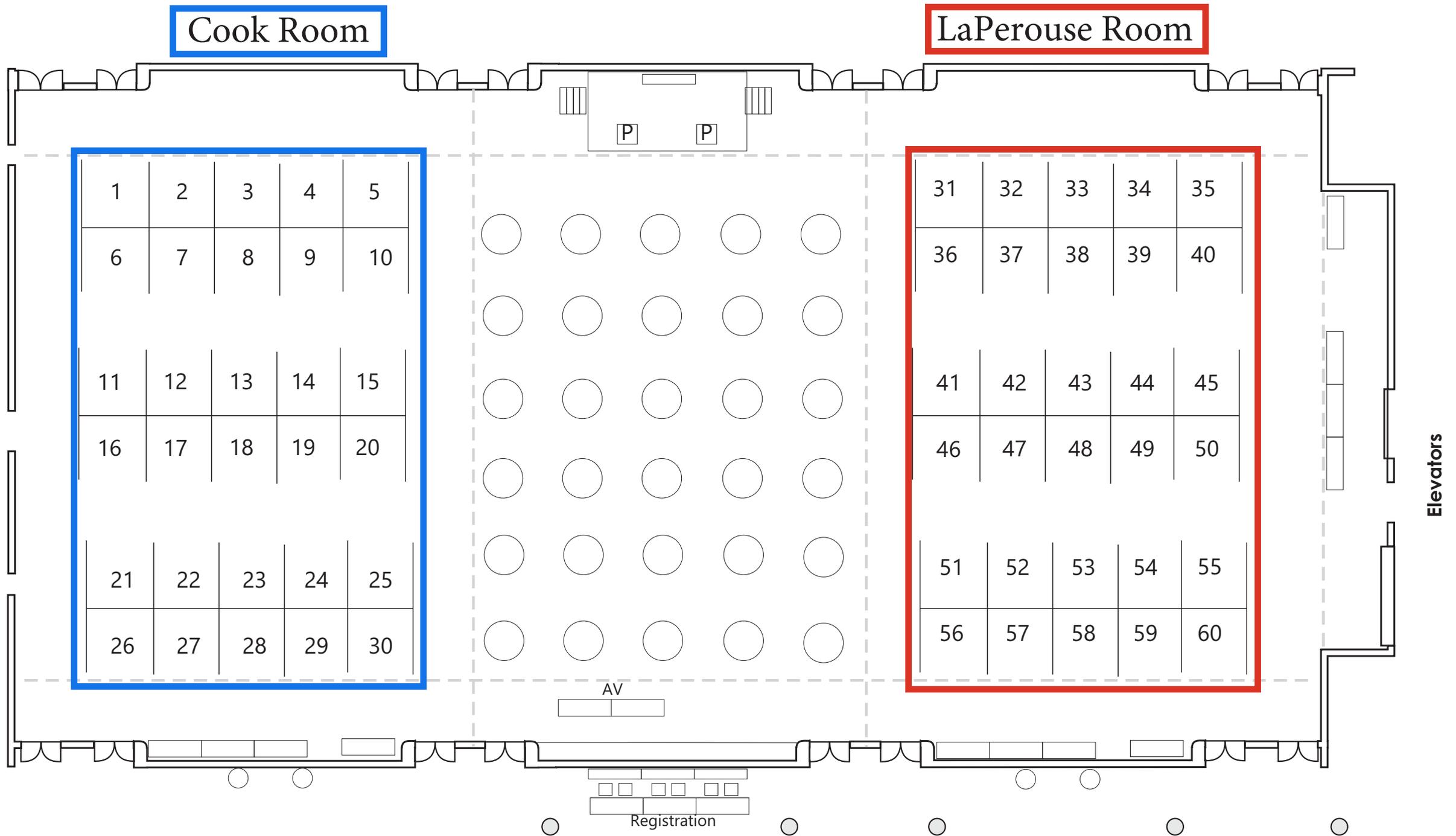


Load-in and load-out must be done through the loading dock located on the North side of the Egan Center, accessible from the alley between 5<sup>th</sup> and 4<sup>th</sup> Avenue. Access the alley from North bound E Street. Carts and hand trucks are available at the loading dock.



If your exhibit is located on the West side of the building (highlighted in blue), enter through the Cook entrance. If your exhibit is located on the East side of the building (highlighted in red) enter through the LaPerouse entrance. See exhibitor floor plan on the next page.

# Governor's Safety & Health Conference - GSHC April 2026



Load-in and load-out through the center lobby is limited to hand-carried items only.

Dear Exhibitor,

*Alaska Event Services, Inc.* has been selected as the show service contractor for the **2026 Alaska Governor's Safety and Health Conference**, to be held April 7-8, at the Egan Civic & Convention Center.

**Show management has provided you with an 8' x 10' pipe & drape display booth space. Included in your booth space is one 6' skirted table, 500 watts of electrical service, and two padded chairs. Please note that the exhibit space is MOSTLY carpeted and the chairs are provided by the convention center, at no additional charge.**

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/2026-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 is also attached to this email. If you have any questions, please call our Exhibit Service Representatives at (907) 345-8789, or email at [info@alaskaeventservices.com](mailto:info@alaskaeventservices.com).

***DEADLINE FOR DISCOUNT PRICING: Friday, March 27***

***FREIGHT DEADLINE: Thursday, April 2, 5:00 PM***

*Thank you for this opportunity to be of service!*

Debra George

***Alaska Event Services, Inc.***  
**(907) 345-8789**

737 East 13<sup>th</sup> Avenue Anchorage, Alaska 99501

[www.alaskaeventservices.com](http://www.alaskaeventservices.com)



**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. There are no refunds and all orders are subject to availability. Payment in full is required before processing.**

**“Events with Excellence”**

Anchorage, Alaska Telephone (907) 345-8789  
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)

\$50.00 Per 9' x 10' Space Per Day

Number of Spaces \_\_\_\_\_ x Number of Days \_\_\_\_\_ x \$50.00 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 \_\_\_\_\_

LCL

**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 \_\_\_\_\_

**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. 13<sup>th</sup> 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 13<sup>th</sup> Ave. Anchorage, Alaska 99501) - please find an *AES* representative at the Exhibitor Service Desk to approve and inspect your freight packaging and labels. **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 13<sup>th</sup> 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 \_\_\_\_\_