



# 2018 ALASKA FORUM ON THE ENVIRONMENT

February 12-16, 2018 \* Dena'ina Convention Center \* Anchorage, Alaska

## **INVITATION TO EXHIBIT**

### **Conference Information**

We are pleased to announce an opportunity to exhibit at the 20th annual Alaska Forum on the Environment Conference in Anchorage, Alaska. The theme of the Alaska Forum on the Environment is, *"Alaskans working together to promote a clean, healthy environment through communication and education."* The Alaska Forum on the Environment is Alaska's largest statewide gathering of environmental professionals from government agencies, non-profit and for-profit businesses, community leaders, Alaska youth, conservationists, biologists and community elders. The diversity of attendees and comprehensive agenda sets this conference apart from any other.

The Alaska Forum on the Environment is a unique opportunity for businesses, government agencies, and organizations to share information about their environmental efforts, products and services. As an exhibitor at the 20th annual Alaska Forum on the Environment Conference you can expect to reach as many as 1,800 individuals from across Alaska to share information and provide training on important environmental issues.

The 2018 conference is scheduled for February 12-16, 2018 and will be held at the Dena'ina Convention Center in downtown Anchorage. This is a great opportunity to network and share your services and expertise to a broad range of individuals over 4 days, February 12-15th.

### **Special just for Exhibitors!**

- Exhibitor booths will include 1 complimentary registration pass for exhibit staff to attend conference sessions and luncheons. Additional registrations may be purchased.
- All exhibit booth rentals are for 4 days to maximize exposure to conference participants.
- Exhibit space will be on the 2<sup>nd</sup> and 3<sup>rd</sup> floors in the hallways to allow maximum exposure to conference attendees.

### **Exhibit Dates and Primary Hours**

▪ Sunday, February 11 – Exhibitor Set-Up	10:00am-2:00pm
▪ Monday, February 12 – Show	8:00am-5:00pm
▪ Tuesday, February 13 – Show	8:00am-5:00pm
▪ Wednesday, February 14 –Show	8:00am-6:30pm
▪ Thursday, February 15 - Show	8:00am-4:00pm
▪ Thursday, February 15 - Exhibitor Tear-Down	4:00pm-5:00pm

### **Investment to Exhibit - \$900/booth**

All exhibit booths are for 4 days. There is one flat rate for all booths in 2018. Your exhibit booth will include one registration pass to attend AFE sessions and keynotes and (up to) 4 name badges. The registration pass can be shared between the (up to) 4 people staffing the booth.

Payment in full must be received at time of booth reservation to guarantee booth space.

ALL exhibit spaces are 8-by-10 feet and include:

- Pipe and drape with 8-foot high back wall and 3-foot sidewalls. Colors are grey and blue.
- One 6-foot display table with white vinyl topping and blue skirting
- Two chairs
- One small wastebasket
- One fire extinguisher
- Up to 4 nametags per booth. Names must be clearly written on the Exhibitor Registration form. Nametags changes or replacement may incur additional fees.
- 1 registration pass to attend conference sessions. Only 1 exhibitor staff may attend conference sessions at any one time. Additional passes may be purchased if more than 1 staff at a time wish to attend sessions.

**Booths are not automatically equipped with Internet access.** Electricity will be included to all booths. Internet connections may be ordered directly from the Dena'ina Center. Details on ordering electricity and other services will be mailed to exhibitors after their registration is received.

**Booths Signage.** A sign will be made for your booth using the company name as provided on your registration.

### **Sponsorship Opportunities**

Sponsorship opportunities are available for exhibitors who would like to contribute to the Forum and receive special recognition. Please visit the website at [www.akforum.org](http://www.akforum.org) for more information.

### **To Reserve an Exhibit Space**

Space is limited and booths are reserved on a first come, first serve basis upon acceptance of your application and approval from the conference planning committee. The committee reserves the right to refuse any vendor it determines is not appropriate for the conference. Reference the exhibition layout included in this information packet to indicate your preference in booth location on the enclosed registration form. Payment must accompany this application before a reservation can be made.

### **Registration and Cancellation Deadline – January 12, 2018**

We encourage exhibitors to register as soon as possible, as space is limited. A refund, less a processing fee of \$75, will be issued to those who cancel their booth in writing before January 12, 2018. No refunds will be issued after January 12, 2018.

## Rules and Regulations Governing Use of Space by Exhibitors

1. These rules and regulations form part of the Agreement for Exhibition Space made between the 2016 Alaska Forum on the Environment Conference and the Exhibitors.
2. Booths installed by the Conference will be 8' x 10' consisting of an 8' back drape and a 3' side drape. Booths will be provided with (1) 6' of 8' table, (2) chairs, (1) wastebasket, and (1) fire extinguisher. Equipment, furnishings or services other than those provided as indicated must be arranged for with the Decorator at the Exhibitor's expense.
3. The Exhibitor shall comply with and ensure that its employees and agents comply with all legal requirements imposed by a government body. Special building rules regarding the operation of oil or gasoline engines must be strictly observed, as must all other special building rules and regulations.
4. Any Exhibitor desiring to hold drawings for trips, merchandise, etc. must advise the Conference in writing 30 days prior to the opening of the Conference. You must indicate that you will honor all local, state and federal laws. The only food items allowed to be given away at each booth is individually wrapped candies. This is per the Dena'ina Center rules and regulations.
5. The Conference, sponsoring Associations or Dena'ina Center shall not in any manner or for any cause be liable or responsible to any Exhibitor or any other person for any injury or damage to any person, business or property in any way related to or arising on connection with the exhibition; and any and all claims for such injuries or damages are hereby waived and each exhibitor agrees to indemnify and hold harmless the conference, sponsoring Associations, Dena'ina Center and their directors, officers, employees and agents (the "Indemnified Parties") against any all claims, liabilities, losses and expenses, including reasonable attorney's fees, imposed on, incurred by or asserted against the Indemnified Parties caused by any act or omission of that exhibitor, or occurring within the exhibit space leased by that exhibitor or arising in connection with the activities conducted by that exhibitor in connection with the Conference.
6. The exhibitors shall not place in the exhibit area any apparatus or goods that in any manner be objectionable to other exhibitors or to the spectators at such exhibition or that shall in any manner be dangerous or calculated to cause injury to any persons coming in contact with them or result on fire or damage to the building or exhibits.
7. The Conference reserves the right to prohibit the display of any article that, in its opinion, is not in keeping with the nature and character of the Exhibition, or not in harmony with the other exhibits and the decoration of the building.
8. In the event that the premises in which the exhibition is to be held are destroyed or damaged by fire or any other cause, so the exhibition cannot be held, the exhibitors have no cause or action of claim for damages or compensation against the Conference or sponsoring Associations except for the return of any amount previously paid, and in such an event, this agreement shall be terminated.
9. The exhibitors shall have the rights, subject to provisions herein contained, to arrange their exhibits within the space allotted to them in the manner best suited for displaying and demonstrating the goods manufactures or represented by them. No part of an exhibit shall extend outside of the exhibit space boundary. All materials, items, etc. must be contained within the space assigned to the exhibitors as per the complete agreement and in accordance with Conference booth construction guidelines.
10. The exhibitors shall care for their own exhibits and take such steps and precautions as may be necessary to prevent injury or damage to themselves or their exhibits.
11. The exhibitor shall, at his/her expense, provide insurance for protection against fire, theft, vandalism or destruction by any cause. He/she shall also provide workmen's compensation and general liability insurance in an amount not less than one million dollars per occurrence.
12. Exhibit break down must be accomplished as directed in the Exhibitor "Invitation to Exhibit". Exhibitors shall remove all exhibits and any goods or property brought into the exhibit hall and leave said space both clean and free from all rubbish (including cardboard boxes. Exhibitors will be charged a clean up fee for any boxes, rubbish, etc. left behind. No such exhibit or any part thereof, may be removed during the period such as Exhibition, without the written consent of the Conference.
13. The exhibitors shall not assign or sublet any of the spaces granted to them as herein before set forth, without the prior written consent of the Conference.
14. Exhibitors are prohibited from hanging or installing any items directly on Dena'ina Convention Center walls. The exhibitors shall install their exhibits in such a manner as not to cause damage to any other exhibit or booths or the building. The exhibitor shall pay for any such damage so caused by the exhibitor. Exhibit load in and set-up must be accomplished as directed in the "Invitation to Exhibit".
15. Neither this "Agreement for Exhibition Space" nor any booth or display space request or allocation will be binding on the Conference or sponsoring Associations unless and until the exhibitor completes, signs and returns the "Agreement for Exhibit Space;" and issues payment in accordance with said Agreement, and said Agreement is executed by the Alaska Forum, Inc.
16. All personnel who are representatives of the exhibiting company must register as an "Exhibitor." Four name badges will be created for each exhibit booth. Exhibitors requiring or desiring additional badges for their personnel may obtain extra exhibitor badges at a cost of \$10.00 each. Payment must accompany requests for additional badges. Badges requested at the conference will be on a cash-only basis. Exhibitor badges are good for admittance to the conference floor area only and will be valid for the duration of the Exhibition. Badges must be worn by exhibitors to gain entrance to the Exhibition area and at all times while in the exhibition area. Exhibitor badges do not entitle exhibitors to attend conference sessions.
17. Booth contracts will be date stamped as they are received. Reservations of booth space will not be accepted over the telephone, only by return of the contract with payment. The Alaska Forum on the Environment will make selection of participants and final booth assignments. Preference will be given based on the date stamp shown on this contract. If needed, preference will be shown to vendors who have exhibited in previous years. The committee reserves the right to refuse booth space to any vendor not in character with the exhibit theme, as well as to separate competitors. All booths are shown on the floor plan. Dimensions and locations are believed to be accurate but are not guaranteed.
18. If an exhibitor cancels prior to January 6, 2017, a full refund will be made, less a \$75 processing fee. NO REFUNDS after January 6, 2017. Show hours are outlined in the "Invitation to Exhibit."
19. Drayage and material shipping services are available through Art Services North decorating company. Neither the Dena'ina Convention Center nor the Alaska Forum on the Environment will accept advance shipment of exhibit materials. All costs of shipping, drayage and storage, etc. are the sole responsibility of the exhibitor.
20. Security for the exhibit hall will not be provided. The hall will be locked during non-exhibition hours. Convention Center staff will groom the exhibition area nightly. The Dena'ina Convention Centers shall take responsibility for exhibit booth items and materials.