



Dear Exhibitor,

Alaska Event Services, Inc. has been selected as the show service contractor for the **2020 Great Alaska Aviation Gathering**, May 2nd – 3rd, at the FedEx Maintenance Hangar in Anchorage, Alaska.

Show management has provided you with an 8'x 10' display booth space. Each booth space includes one skirted table, one folding chair, and an exhibitor identification sign.

Note: Electrical Power is NOT provided by show management.

If you require additional services such as freight handling, electrical service, tables, chairs, etc., please refer to the exhibitor service kit, which we have provided. Please take this time to read through the forms, make your selections, complete the Exhibit Equipment Rental Form, and return all forms to the office of ***Alaska Event Services*** for processing. (Forms are required only if you need services that are not automatically included with your space.) Our fax number is **(907) 345-5018**. This information is also available on our website, www.alaskaeventservices.com. If you have any questions, please call our Exhibit Service Representatives at (907) 345-8789 or email info@alaskaeventservices.com.

We will have a service representative at the show site during the set-up times to answer questions and assist with additional orders.

The staff of ***Alaska Event Services*** looks forward to being a part of your event. It is our privilege to be of service.

DEADLINE FOR REGULAR PRICING: APRIL 19

NOTE: ALL ORDERS TAKEN TEN (10) DAYS OR LESS BEFORE EVENT WILL BE CHARGED AT 1.5 TIMES THE REGULAR PUBLISHED 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”



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	\$28.00	\$42.00	_____
_____ 4' Skirted Table	\$59.50	\$89.25	_____
_____ 4' Plain Counter	\$36.00	\$54.00	_____
_____ 4' Skirted Counter	\$70.50	\$105.75	_____
_____ 6' Plain Table	\$31.00	\$46.50	_____
_____ 6' Skirted Table	\$71.00	\$106.50	_____
_____ 6' Plain Counter	\$41.00	\$61.50	_____
_____ 6' Skirted Counter	\$79.00	\$118.50	_____
_____ 8' Plain Table	\$39.00	\$58.50	_____
_____ 8' Skirted Table	\$95.00	\$142.50	_____
_____ 8' Plain Counter	\$56.00	\$84.00	_____
_____ 8' Skirted Counter	\$103.50	\$155.25	_____
_____ 30" Pedestal Table	\$45.00	\$67.50	_____
_____ 30" Draped Ped. Table	\$70.00	\$105.00	_____
_____ 36" Pedestal Table	\$53.00	\$79.50	_____
_____ 36" Draped Ped. Table	\$78.00	\$117.00	_____
_____ 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: \$125.00 Per 10' Section:
 # of Sections _____ x \$125 Per Section = \$ _____

Booth Carpet

Circle	Blue	Black	Red	Gray
Color:				

Qty	Discount Rate	Standard Rate	Total
_____ 9' x 10'	\$175.00	\$262.50	_____
_____ 9' x 20'	\$250.00	\$375.00	_____
Longer than 20': Call for quote			
_____ Carpet Padding (per 9' x 10')	\$145.00	\$217.50	_____

**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	\$9.00	\$13.50	_____
_____ 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	\$125.00	\$187.50	_____
_____ 2' x 8' Velcro Panel	\$75.00	\$112.50	_____
_____ 4' x 8' Pegboard	\$125.00	\$187.50	_____
(Hardware not included)			

Panel Orientation: Vertical _____ Horizontal _____

Frame & Curtain

_____ 8' Curtain (per linear ft)	\$8.00	\$12.00	_____
_____ 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	_____

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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	\$75.00	\$112.50 _____
_____	1000 Watt Outlet	\$98.50	\$147.75 _____
_____	1500 Watt Outlet	\$145.50	\$218.25 _____
_____	2500 Watt Outlet	\$165.50	\$248.25 _____
_____	3000 Watt Outlet	\$189.50	\$284.25 _____

Overhead Lighting & Miscellaneous Equipment			
_____	300 Watt Flood Light	\$99.75	\$149.50 _____
_____	25' Electrical Cord	\$10.50	\$15.75 _____
_____	Power Strip	\$8.75	\$13.50 _____
_____	Cube Tab (3 way adapter)	\$5.00	\$7.50 _____

208 Electrical Services			
_____	20 Amp	\$169.50	\$254.25 _____
_____	30 Amp	\$189.50	\$284.25 _____

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

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

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

Company Name _____

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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.....\$75.00
201-2000 LBS.....\$35.00 CWT (.35 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

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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.....\$75.00

201-2000 LBS.....\$35.00 CWT (.35 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

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Show or Event Name _____ Booth # _____

Company Name _____