



# Exhibitor Services Manual

The exhibit area is being assembled by Art Services North. If you have any questions regarding auxiliary services or any of the attached forms, please do not hesitate to contact:

Art Services North  
1100 East 3rd Avenue  
Anchorage, AK 99501

phone: 1 (907)279.7500  
fax: 1 (907) 279-7600  
[michael@artservicesnorth.com](mailto:michael@artservicesnorth.com)



There are two price levels to order auxiliary services: "Advance" and "Floor". To receive the "**Advance**" price, a check, money order, or credit card authorization must accompany your order, and must be received no later than **June 15, 2015**. Save money by ordering before the deadline.

## Each 10' x 10' booth space will include:

- 8' high back drape in show colors (blue and white)
- 3' high side drape in show colors (blue and white)
- 1 - 6' skirted table
- 2 - chairs
- 1 - wastebasket with liner
- 1 - 12" x 18" identification sign
- 1 - electric outlet is included with your booth, however, you must complete and submit attached form
- Carpet

## EXHIBIT AREA INSTALLATION & DISMANTLE SCHEDULE

### Setup Dates Setup Times

Sunday, June 21 1:00 PM - 5:00 PM

### Exhibit Hall Hours

Monday, June 22 7:00 AM - 6:00 PM  
Tuesday, June 23 7:30 AM - 6:00 PM  
Wednesday, June 24 8:00 AM - 2:15 PM

The Conference is requesting that all booths be staffed and ready for viewing on Monday, June 21 at 7:00 am for the initial opening of the exhibit hall and early morning coffee service. The Conference will be providing coffee service each morning in the exhibit hall prior to the general session, but staffing is at your prerogative on Tuesday and Wednesday prior to the first break at 10:00 AM.

### Dismantle Dates Dismantle Times

Wednesday, June 24 2:15 PM - 6:00 PM  
Thursday, June 25 8:30 AM - 2:00 PM

All questions regarding exhibit/conference policies, display limitations, and the exhibit schedule should be directed to:

Shirley Galloway, Senior Meeting Manager  
Phone: 330-629-2375  
Email: [sgalloway@pmmiconferences.com](mailto:sgalloway@pmmiconferences.com)



### Exhibitor Services: ORDER FORM

Art Services North is happy to provide special booth services to exhibitors. If you require any of the services described in this packet, complete the Exhibitor Order Form below and return to Art Services North. All orders must be prepaid. Credit card information must be included with this form.

### Advance Order Discount Prices

To receive the advance order discount prices, this form must be received with your payment five (5) business days prior to show load in. Orders received after this time, or at the show, will be charged the floor price.

### Cancellation Policy

Orders canceled after Art Services North has begun setting up the show will be charged a cancellation/ removal fee of 1/2 the item's price, with the exception of electrical outlets. There are no refunds on equipment after the first day of the show.

### Exhibitor Order Form

Show Name: \_\_\_\_\_ Transducers 2015 \_\_\_\_\_ Booth # \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Booth Representative: \_\_\_\_\_

Summary of Order		Method of Payment	
Equipment	\$ _____	_____ MasterCard	_____ Visa _____ AMEX
Exhibitor Labor	\$ _____	Account # _____	
Signage	\$ _____	Expiration Date _____	
Drayage	\$ _____	Security Code _____	
Booth Cleaning	\$ _____	Print Name on Card _____	
Electrical	\$ _____	Signature _____	
<b>Order Total</b>	<b>\$ _____</b>	<i>Your credit card statement will show a charge from The Schaaff Co, Inc.</i>	

Drayage Summary: # of pieces \_\_\_\_\_ Estimated weight \_\_\_\_\_ lbs



**Rentals**

All items are rental. Prices are per show, including installation and removal.

**Tables/ Counters**

Draped tables and counters are skirted on three sides and topped with white vinyl. Width 30", table height 29", counter height 40". Quantities are limited on 4' tables and all counters, please order early.

<u>Quantity</u>	<u>Item</u>	<u>Adv. Price</u>	<u>Floor Price</u>	<u>Amount</u>
_____	6' table, plain.....	35.00	55.00	_____
_____	6' table, draped.....	65.00	85.00	_____
_____	6' counter, plain.....	45.00	65.00	_____
_____	6' counter, draped.....	75.00	95.00	_____
_____	8' table, plain.....	45.00	35.00	_____
_____	8' table, draped.....	85.00	105.00	_____
_____	8' counter, plain.....	65.00	75.00	_____
_____	8' counter, draped.....	85.00	105.00	_____
_____	30" round table .....	45.00	55.00	_____
_____	30" round table, draped.....	70.00	95.00	_____

**Display Panels and Units (must be ordered 48 hours in advance)**

_____	Display Panels, 4' x 8'.....\$100.00			_____
	Display panels are covered with Velcro, compatible fabric, and are installed Vertically unless specified otherwise.			
	Install Horizontally_____	Install Vertically_____		
_____	Gridwall w/ hangers,2'x7'.....25.00			_____

**Miscellaneous**

_____	Fire Extinguisher 2 1/2 lbs.....	15.00	25.00	_____
_____	Padded Stool.....	10.00	20.00	_____
_____	Display spotlight.....	80.00	100.00	_____
_____	Power strip.....	8.00	12.00	_____

**If ordering equipment, please return this page with the summary sheet.**



**Signage**

Each booth comes with an 12"x18" sign. Additional show cards, measuring 7"x44" with 2" blue vinyl lettering, are available at the following rate:

One line (20 characters or less).....	20.00	_____
Two lines(21 characters or more).....	25.00	_____

**Custom Signs**

ASN has the ability to provide high quality custom signage. Call us for a price quote.

**Freight and Drayage Services**

Drayage Services Include:

- Inbound receiving and storage of materials for up to 10 days.
  - Delivery of materials to booth.
  - Move freight to load out area after show for connection with out bound shippers.
- Enter the number of pieces and estimated weight on the summary form.

001 – 100lbs	50.00
101 - 200lbs	100.00
201 – 300lbs	150.00
301 – 400lbs	200.00
401 – 500lbs	250.00
500 + lbs	custom quote

All changes based on inbound freight weight. Special handling, customs clearing, loose or uncrated materials, pieces weighing over 300lbs or awkward pieces may be subject to additional labor charges. Advance arrangements must be made, please call (907)279-7500 for details

Due to physical limitations in the loading docks at the Anchorage Hilton Hotel, Anchorage Marriott Hotel and the Regal Alaskan Hotel, there are limitations on size and weight individual pieces. Some large crates may have to be uncrated for load-in. Please call for details.

Any freight received after the specified date or freight not delivered to our warehouse but requiring our handling is subject to a \$50.00 charge per 100lbs with a \$50.00 minimum.

**Inbound Freight**

Ship prepaid. CODs are not accepted

Ship to:

Your Company name/ Show Name/Booth #  
 c/o Art Services North  
 1100 East 3<sup>rd</sup> Ave  
 Anchorage, AK 99501

<p>Art Services North does not accept liability for:</p> <ul style="list-style-type: none"> <li>• Damage to uncrated or improperly packaged materials</li> <li>• Damage to shipping crates</li> <li>• Exhibit materials after delivery to your booth</li> <li>• Materials left in containers while in storage</li> </ul>
--

Please estimate the number of pieces and weight that you will be shipping to ASN for delivery to the show and complete the drayage summary on the Exhibitor Order Form.

**Outbound Forwarding**

- The exhibitor representative is responsible for filling out the proper Bills of Lading and mailing labels for all of the outbound freight. Inadequate return labels may result in delays on return freight.
- ASN will not accept responsibility for lost or misdirected freight.
- All out going freight charges must be prepaid or billed directly to you.
- ASN reserves the right to ship via the carriers of its choice.



**Electrical Service**

All equipment is rental. Prices are per show and include installation and removal of power to your booth. Distribution of power inside of your booth is not included.

To calculate your electrical needs accurately, look for a tag on the equipment listing the number of Watts or Amps used. On the summary sheet, indicate the total number of Amps needed.

Rates listed for all connections include bringing service to the booth in the most convenient manner and do not include connecting equipment, special wiring or labor. There will be no refunds on electrical outlets canceled after the move in begins.

For your protection, install a surge protector on computerized equipment and machinery. ASN will not be responsible for voltage fluctuations or temporary power failure.

ELECTRICAL SERVICE IS INCLUDED WITH YOUR BOOTH AT NO CHARGE! PLEASE INDICATE YOUR POWER NEEDS ON THIS FORM AND RETURN TO OUR OFFICES

ALL ELECTRICAL SERVICE IS PROVIDED BY STANDARD 115 VOLT EDISON OUTLETS  
IF YOUR EQUIPMENT REQUIRES A SPECIALTY OUTLET, PLEASE CONTACT ASN ATLEAST 48 HOURS PRIOR TO INSTALLATION

<b>115 Volt 60 Hertz Outlets</b>		
	<u>Adv. Price</u>	<u>Floor Price</u>
500W	included!	
1000 W	75.00	125.00
1500W	100.00	155.00
2500W	125.00	175.00

<b>208/220 Volt Electrical Service</b>	
(Where available)	
20 Amp, Phase 1 or 3	call for quote
30 Amp, Phase 1 or 3	call for quote
Indicate receptacle needed.	
Call for quote if special installation is required	

**Electrical Labor**

Custom installations will be charged for electrical labor. Minimum charge is one hour.

Advance Rate.....75.00/Hour

Floor Rate.....100.00/Hour

**Exhibit Labor**

If you need assistance setting up your booth and / or equipment, we have staff members available at hourly labor rates. Please call to arrange for exhibit labor services or if you have questions about the service.

Terms and conditions for exhibitor labor:

Labor charges begin at the time requested by the exhibitor, even if the exhibitor is not ready for actual labor to begin at that time.

Cancellation without 24 hour notice, or failure to use labor as requested, will result in a one hour charge per laborer.

Labor time will be charged in half-hour increments after the first hour.

Orders received at the show will be processed after the advance orders.

	<b>Laborer</b>	<b>Supervisor</b>
Advance Rate.....	\$50.00/Hour	\$75.00/Hour
Floor Rate.....	\$65.00/Hour	\$90.00/Hour
Daily booth cleaning.....	\$45.00/day	

**1100 East 3<sup>rd</sup> Avenue • Anchorage, AK 99501**  
**(907)279.7500 phone • (907) 279-7600 fax • [michael@artservicesnorth.com](mailto:michael@artservicesnorth.com)**

# Anchorage Convention Centers

## Exhibitor Business and AV Service Order Form

Imig Audio Video would like to welcome you to Alaska's premium meeting and event facilities. As the Anchorage Convention Centers preferred Audio Visual provider, we offer a list of services to enhance your exhibit. Besides offering the listed monitors and internet services we also offer a full line of AV equipment including large scale projectors, creative display signage, and truss systems.



**A/V Support For Alaska!**  
 Imig Audio/Video, Inc.  
 2611 Fairbanks St. Suite-100  
 Anchorage, Alaska 99503  
 (907) 274-2161  
 www.imigav.com

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Booth No: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_



Monitor Size	Price	Per Day	Total
21" Monitor	\$45	\$45 X _____	
32" Monitor w/ Cart	\$90	\$90 X _____	
42" Monitor w/ Cart	\$175	\$175 X _____	
47" Monitor w/ Cart	\$200	\$200 X _____	
60" Monitor w/ Cart	\$275	\$275 X _____	

Service	Cost	Suggested Uses	Per Day*	Total
Analog Telephone Line	\$30		\$30 X _____	
1 Mbps	\$65	email reference, shared with Wi-Fi network **	\$65 X _____	
2 Mbps	\$195	live internet presentations, Prezi, logmein, webcasting, registration desk	\$195 X _____	
5 Mbps	\$295	Videoconferencing, interactive displays, HD webcasting, VLAN	\$295 X _____	

\*a one-time \$65 connection fee is required for each internet and phone line

\*\*VLAN is not available on shared network

Credit Card/Type/Number (MC, Visa only): \_\_\_\_\_

Name on Card: \_\_\_\_\_

Exp Date: \_\_\_\_\_ CSV: \_\_\_\_\_

Billing Address: \_\_\_\_\_