



2010 ALASKA FORUM ON THE ENVIRONMENT

February 8-12, 2010 * Dena'ina & Egan Convention Centers * Anchorage, Alaska

INVITATION TO EXHIBIT

Conference Information

We are pleased to announce an opportunity to exhibit at the 12th 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."

About the Alaska Forum on the Environment

It is anticipated that the Alaska Forum on the Environment will bring together over 1,500 individuals from across Alaska and the Lower 48 to share information and provide training on important environmental issues facing Alaska. The 2010 conference is scheduled for February 8-12 and will be held at the Dena'ina Convention Center in downtown Anchorage. The 2010 Exhibit Show will feature new exhibit locations and options. This is a great opportunity to network and share your services and expertise to a broad range of individuals over two or four days, depending on your exhibit choice.

New for 2010

Based on feedback from last year, several changes have been made for Exhibitors:

- Exhibitor space will be solely at the Dena'ina Convention Center, February 8-11.
- Exhibit space will be on the 2nd and 3rd floors in the hallways to allow maximum exposure to conference attendees.
- Exhibitors may choose to exhibit for 2 or 4 days.
- Exhibitors who participated in 2009 will receive a 30% discount on their booth price.

Exhibit Dates and Primary Hours

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| ▪ Sunday, February 7 – Exhibitor Set-Up (Groups 1&3) | Time to be announced |
| ▪ Monday, February 8 – Show | 8:00am-6:30pm |
| ▪ Tuesday, February 9 – Show | 8:00am-5:00pm |
| ▪ Tuesday, February 9 – Exhibitor Tear Down (Group 1) | 2:00-3:00pm |
| Exhibitor Set-Up (Group 2) | 4:00-6:00pm |
| ▪ Wednesday, February 10 – Show | 8:00am-6:30pm |
| ▪ Thursday, February 11 - Dena'ina Exhibitors Show | 8:00am-2:00pm |
| ▪ Thursday, February 11 - Exhibitor Tear Down (Groups 2&3) | Dena'ina: 2:00-3:00pm |

Investment to Exhibit

The 2009 conference will feature some new exhibiting choices. These are described below:

Group 1:

Exhibitors choosing this category will set up on Sunday and exhibit only on Monday and Tuesday. Exhibitors choosing this category will pay a fee of \$475 for Commercial/Government organizations or \$195 for non-profit entities.

Group 2:

Exhibitors choosing this category will set up on Tuesday afternoon and exhibit only on Wednesday and Thursday. Exhibitors choosing this category will pay a fee of \$475 for Commercial/Government organizations or \$195 for non-profit entities.

Group 3:

Exhibitors choosing this category choose to exhibit all 4 days of the conference (setting up on Sunday) for a fee of \$600 for Commercial/Government organizations or \$250 for non-profit entities. The number of non-profit booths will be limited.

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 WILL NOT be reissued at the conference.
- Lunch during keynote lunch sessions if seating is available after regular conference registrants have been seated (seating has usually been available)

Booths are not automatically equipped with electricity or Internet access. Electricity may be ordered from the decorating company for an additional cost. Internet connections may be ordered directly from the Egan Center. Details on ordering electricity and other services will be mailed to exhibitors after their registration is received.

Booths do not come with a sign. If you would like a sign made for your booth, it may be ordered from the decorating company for an additional cost. Details on ordering signs will be mailed to exhibitors after their registration is received.

Exhibitor registration does NOT include admission to conference sessions or Keynote Luncheons. Those exhibitors who wish to attend regular conference sessions or the Keynote Luncheons must register separately for the conference and pay the conference registration fee. Conference registration is available at www.akforum.org.

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.com for more information.

To Reserve an Exhibit Space

Space is limited and booths are reserved on a first come, first serve basis upon 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 5, 2010

We encourage exhibitors to register as soon as possible and no later than January 5, 2010. A refund, less a processing fee of \$50, will be issued to those who cancel their booth in writing before January 5, 2010. No refunds will be issued after January 5, 2010.



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EXHIBITOR REGISTRATION FORM

Company/Organization

Contact Name and Title

Mailing Address

City

State

Zip

Phone

Fax

Email

Representative(s) authorized to man your booth(s)- Maximum of 4

Briefly describe the services you will be displaying at your booth(s)

Preferred Booth Space – Reference the exhibit booth layout and indicate your preferred space(s)

1st Choice: _____ 2nd Choice: _____ 3rd Choice: _____ 4th Choice: _____

I have read and accept all terms in the Exhibitor Rules and Regulations included with this form. By signing below, I agree to abide by all terms included in the Exhibitor Rules and Regulations.

Signature

Title

Date

PAYMENT INFORMATION – PAYMENT MUST ACCOMPANY THIS APPLICATION

Booth Type	Fee	Quantity	Total
Commercial/Government Group 1	\$475	X	=\$ _____
Non-Profit Group 1	\$195	X	=\$ _____
Commercial/Government Group 2	\$475	X	=\$ _____
Non-Profit Group 2	\$195	X	=\$ _____
Commercial/Government Group 3	\$600	X	=\$ _____
Non-Profit Group 3	\$250	X	=\$ _____
Platinum Sponsor/Partner (\$15,000+)	\$0	X	=\$ _____
TOTAL			=\$ _____
LESS 30% IF YOU WERE A 2009 EXHIBITOR			_____
FINAL TOTAL			=\$ _____

Form of Payment: Check (make checks payable to Alaska Forum on the Environment)
 Credit Card (Visa, MasterCard or American Express)

Number

Exp. Date

Signature

NO CANCELLATIONS AFTER JANUARY 5, 2010 (Cancellations made by January 5 will be charged a \$50 processing fee)

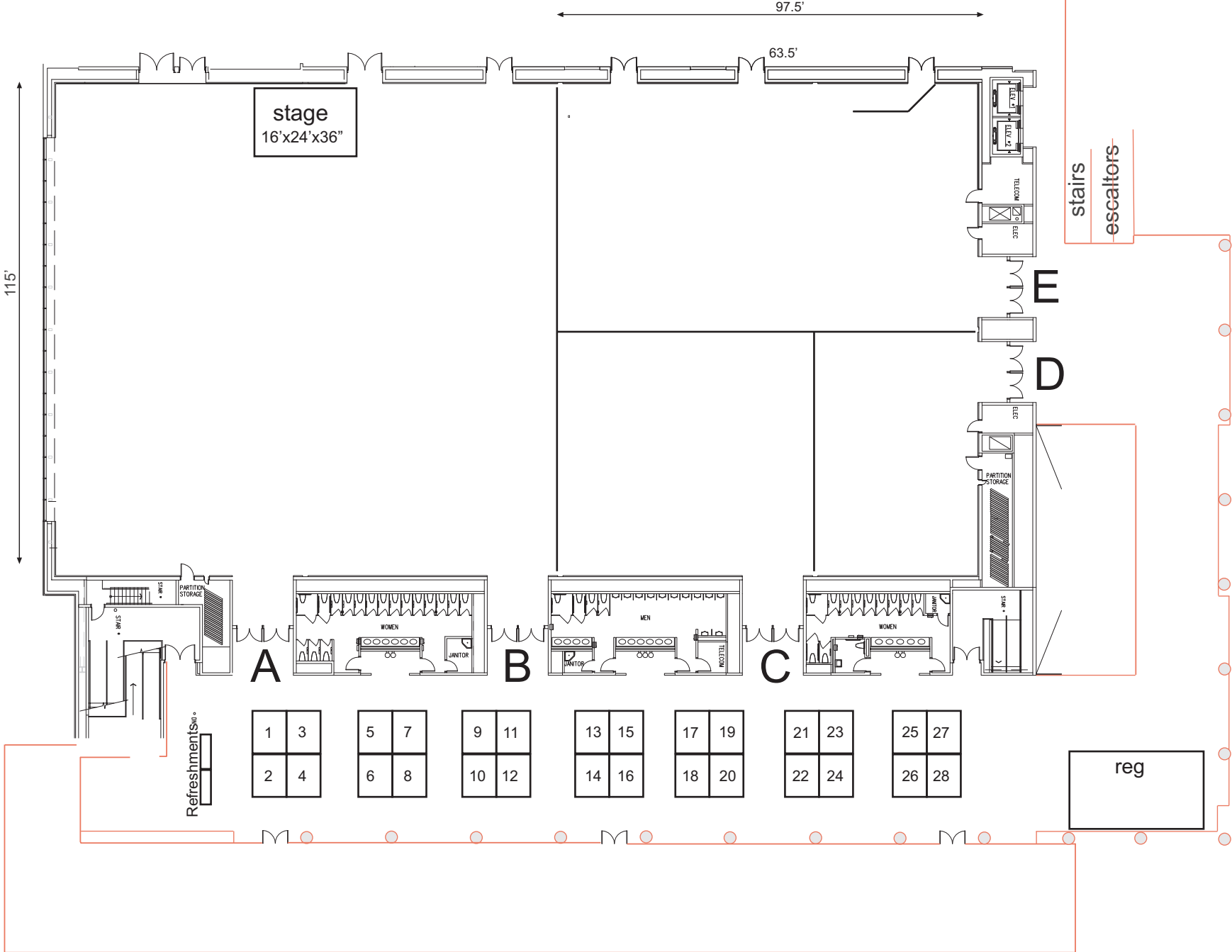
Return this form with payment to: **Alaska Forum on the Environment, P.O. Box 212409, Anchorage, AK 99521-2409; fax: 888/301-0185; phone: 888/301-0185**

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 2010 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.
5. The Conference, sponsoring Associations or Dena'ina and Egan Convention Centers 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 and Egan Convention Centers 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 of the elements 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 and Egan 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, The Coordinators Inc., 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 Exhibits Coordinator (The Coordinators Inc.) on behalf of the Conference.
16. All personnel who are representatives of the exhibiting company must register as an "Exhibitor." 4 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 at the Coordinator's office. 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 5, 2010, a full refund will be made, less a \$50 processing fee. NO REFUNDS after January 5, 2010.
Show hours are outlined in the "Invitation to Exhibit."
20. **Drayage and material shipping services are available through Art Services North decorating company. Neither the Dena'ina, Egan 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.**
21. 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. Neither the Conference nor the Dena'ina and Egan Convention Centers shall take responsibility for exhibit booth items and materials.

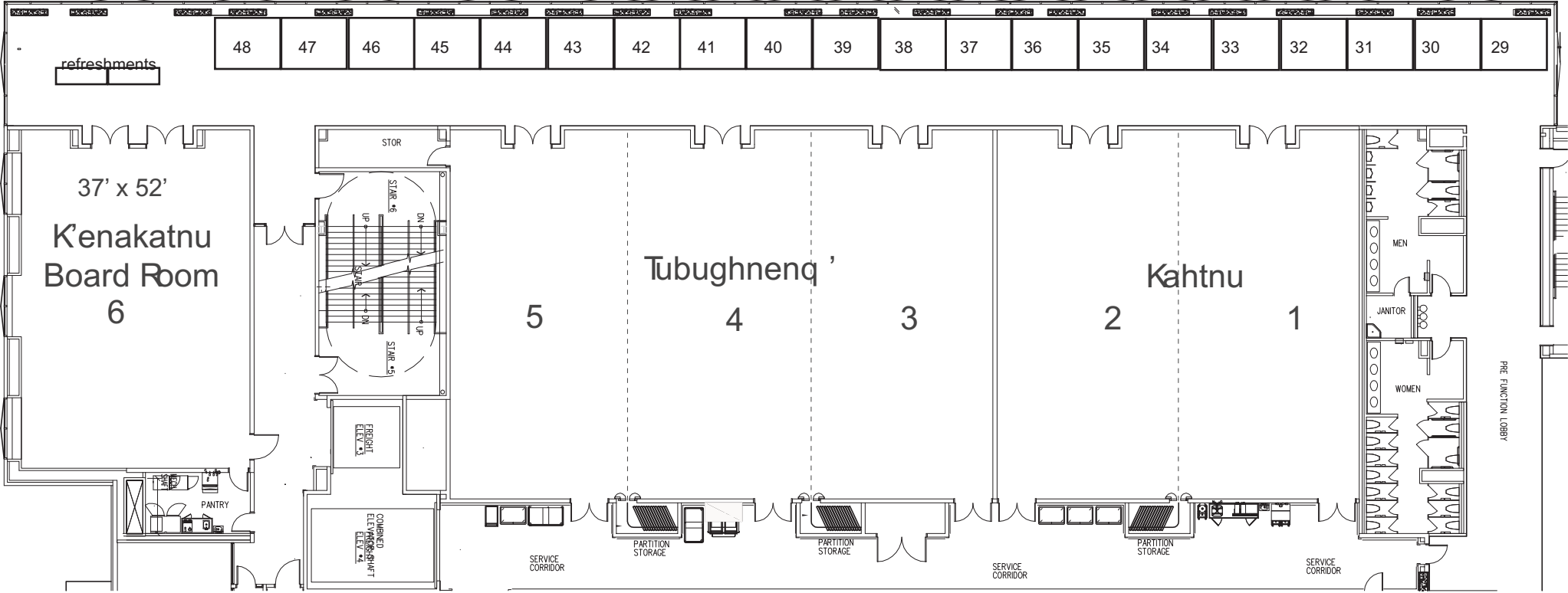
Dena'ina Tikahtnu Banquet Hall

Scale approx 1/32" = 1'-0"



Dena'ina Civic and Convention Center Meeting Rooms 1-6 and Board Room

(20) 8'x10' booths along windows



Scale Approx 1" = 24'