

Rowan Pacific Rim Decorators 655 East Ship Creek Ave/Anchorage 99501 907-276-1818 phone 907-276-6894 fax EXHIBITOR KIT /SHOW DATES: March 30 - April 2, 2017 crystal@rowandecorators.com



DEAR EXHIBITOR:

Welcome to the "Great Alaska Sportsman Show", presented by Aurora Productions. It will be held at the Sullivan arena on March 30th - April 2nd, 2017. The following is a check list of what you need to know about this event, with an attached packet(s) of our services. If you have any questions feel free to contact us using the information above.

Show Schedule

Exhibitor move in	Wednesday, March 29th, 2017	4:00 pm to 8:00 pm
Exhibitor move in	Thursday, March 30th, 2017	9:00 am to 3:30 pm
Show Opens	Thursday, March 30th, 2017	4:00 pm to 9:00 pm
Show Opens	Friday, March 31st, 2017	12:00 pm to 8:00 pm
Show Opens	Saturday, April 1st, 2017	10:00 am to 8:00 pm
Show Opens	Sunday, April 2nd, 2017	10:00 am to 5:00 pm
Show Closes	Sunday, April 2nd, 2017	5:00 pm

DISCOUNT DUE DATE: To qualify for our exhibitor discount, you must have your order with payment in full turned into our office by 5pm, FRIDAY, March 24th, 2017. We will accept exhibitor packets by fax or email. If you have not turned in your kit to our office by the 24th of March, please take it with you to the show and turn it into our service desk during move-in Wednesday 3/29/17. You may submit your order by fax or email and request a call/or call us with your credit card number. We have a toll free number for your convenience: (855) 906-1818. *ORDERS RECEIVED AFTER 3/24/17 WILL NOT BE ELIGIBLE FOR THE DISCOUNT*

BOOTH DELIVERY: In order to ensure that you get what you ordered, we bring out chairs, fire extinguishers, wastebaskets, easels, (almost anything under 20lbs.) right before the show. We will start delivery 2 hours before the show opens, so please be patient, and we will get your items to you as soon as possible. You may come up and agree to 'sign out' the item (showing that we got it to you). This is to prevent booth "borrowing" (without permission).

SERVICE DESK: If you choose to order at the show, we will have an **"Exhibitor Service Center**" set up over by the Green Doors of the Sullivan Arena. We have free "Sign Hooks" at the side of the desk. You can get your badges during "move in" days through the Yellow Doors, diagonally across the arena. <u>Have your payment ready to ensure prompt service</u>. Orders will be put to the side, "while you go look for your wallet, look for your wife, or while you call the boss for the "ok".

THE EXHIBITOR KIT: Our exhibitor kit is full of items to help you build your display. We welcome customers to our shop located at 655 East Ship Creek Ave., Anchorage, AK 99501. If you make an appointment (preferred), we can pull whatever items you want to see and have it ready for you to view. If you live out of town, or are short on time, we will be happy to email you selected pictures of our display inventory.

FREIGHT & DRAYAGE: If you are shipping any freight to or from the show, we would be happy to offer our drayage service for your convenience. Please refer to the last 3 pages of this packet for shipping information and feel free to contact us with any further questions.



Rowan Pacific Rim Decorators 655 East Ship Creek Ave/Anchorage 99501 Ph. (907) 276-1818/Fax (907)276-6894



DISCOUNT DUE DATE: March 24th, 2017 (Friday)

PAYMENT POLICY: We require your credit card to be on file with Rowan Pacific Rim Decorators-

Credit cards will not be processed until the show is over in case there are any last minute order changes! Payment may be made by checks drawn on a U.S. Funds Account made payable to Rowan Pacific Rim Decorators and we accept

all major credit cards.

Any balance due at the close of the show incurred as a result of show site orders will be billed to your account.ADVANCE ORDERS:To receive Discount Rates, full payment must accompany your order by Friday March 24th, 2017.SHOW SITE ORDERS:Show site orders will be subject to standard rates and processed only with full payment when placed.

CREDIT CARI	AUTHORIZATION	(Information mus	st be Provided)	Expira	ation Date
□Maste	r Card 🛛 🗌 Visa	Discove	er 🗌 Americ	an Express	/
Account Nur	nber			Secu	rity Code
	-	-	-		
PRINT CARD	HOLDER NAME		X SIGNATUF	RE OF CARDHOLDER	
	Cale	culation of O	rders		TOTAL
\bigtriangleup	Furnishings and Carpet:	("Chairs and Stoc	ols delivered 2 hours	before show time") \$	
\triangle	Electrical Service: ("outle	et" price includes all	4 days show is open	!) \$	
	Drayage			\$	
	Installation/Dismantle La	bor		\$	
	Other Rowan Services (Specify)		\$	
	Full Payment in U.S. fu	nde drawn on a ll	S. Bank		
To simplify pa	yments & records: Please fil		S. Dalik	TOTAL \$	
	and we will email or fax an	1	Charge my credi	t card in the amount of \$	
	ipt copy to you after show				
closing.	Check No.		Date	In the amount of \$	
	Billing Add	ress		Office Use C	Only
Company/ Your name			Booth#	Date Received	
Address		Col	untry	Check #	\$
			lling Zip		
City			in β ζιγ	Credit Card	\$
Phone ()		Fax ()		Total	\$
Email	1			Invoice Number	

 Mailing Address:
 Zip

 if different from above
 State

 City
 State

 Your Signature
 Today's Date

Posted by:

Date:





TERMS AND CONDITIONS FOR ALL SERVICES BY ROWAN PACIFIC RIM DECORATORS TO LESSEES/CUSTOMERS

- 1. This lease/contract comprises the entire lease/contract between Rowan Pacific Rim Decorators, Inc. (hereafter referred to as the Company) and the LESSEE/CUSTOMER. It is acknowledged that there are no understandings, representations, warranties, promises, verbal or otherwise, pertaining to this lease/contract or to the equipment, which are not incorporated herein expressly by reference or rider attached hereto.
- 2. Company shall have the right without notice to terminate this contract in the event of breach of any of its terms, conditions or promises.
- 3. We suggest that you arrange all-risk insurance coverage on your exhibits and materials, as Rowan limits its liability to \$5.00 per article, with a maximum of \$50.00 per each claim situation.
- 4. TERMS: Please refer to the "Payment Policy" paragraph on the first page of this kit. Unless otherwise arranged through Rowan Pacific Rim Decorators, all prices are net upon presentation.
- 5. UNPAID BALANCES- For those with credit extended: terms will be net, due and payable upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and any excess finance charge received by ROWAN PACIFIC RIM DECORATORS shall be either applied to reduce the principle unpaid balance or refunded to the exhibitor. This Payment Policy agreement shall be governed by and construed in accordance with the LAWS OF THE STATE OF ALASKA.
- 6. The person signing this order or an order form at an event for the customer, guarantees payment of the account personally.
- 7. All charges are earned upon performance by the Company, regardless of subsequent events.
- 8. The said equipment shall at all times remain and be the sole and exclusive property of the Company and the LESSEE shall have only the right to use it under the conditions here contained. The leased equipment shall not be transferred, leased, used or subject to any person other than the LESSEE. This lease shall not be assigned by LESSEE by his own act or by the operation of law. The equipment will not be removed from said premises and will not be used at any other place or for any other purpose except that stipulated.
- 9. The LESSEE shall at all times and at his own expense keep the leased equipment in good, safe and efficient working order, repair and condition and shall not permit anyone to injure, deface, or remove it or any part thereof.
- 10. At the Company's sole option, and without any obligation on its part, Company shall at all times have the right of free access to the lease equipment for the purpose of inspecting it and watching its se or operation or determining the nature and extent of its use.
- 11. All rental equipment will be subject to a clean-up and damage charge, and LESSEE will be charged for any equipment not available for pickup and return to Company at the close of the event.



ELECTRICAL SERVICE:

Rowan Pacific Rim Decorators 655 East Ship Creek Ave/Anchorage 99501 907-276-1818 phone 907-276-6894 fax EXHIBITOR KIT /SHOW DATES: March 30 - April 2, 2017



Your order for "plug in service"-an outlet is good for the entire event. It is not charged by the day. Floodlights and electrical outlets must be ordered separately. You can't order a light and get the power for free. 24 hour power is charged at one and a half times the price of the outlet-this service is for those who must keep power to their exhibit (such as a refrigerator) at all

times". Labor is included for the outlets and lights.

				24* Hour=1.5 x rate-if
Discount	Standard	Quantity	Amt	needed!
\$71.25	\$79.00			
\$80.50	<u>\$89.50</u>			
<u>\$85.75</u>	<u>\$</u> 94.75			
\$96.25	\$105.25			
\$107.75	\$115.75			
'S" or "T")				
\$104.25	\$119.75			
\$111.75	<u>\$128.75</u>			
<u>\$119.45</u>	<u>\$137.25</u>			
\$127.75	<u>\$147.00</u>			
<u>\$137.00</u> hibitors needing 24 ho	<u>\$157.75</u> our service, for ex	xample a refrigerat	or! ****	
	\$71.25 \$80.50 <u>\$85.75</u> \$96.25 \$107.75 'S" or "T") \$104.25 \$111.75 <u>\$119.45</u> \$127.75 <u>\$137.00</u>	\$71.25 \$79.00 \$80.50 <u>\$89.50</u> <u>\$85.75</u> <u>\$94.75</u> \$96.25 \$105.25 \$107.75 \$115.75 'S" or "T") \$104.25 \$119.75 \$111.75 <u>\$128.75</u> <u>\$119.45</u> <u>\$137.25</u> <u>\$119.45</u> <u>\$137.25</u> <u>\$127.75 <u>\$147.00</u> <u>\$137.00</u> <u>\$157.75</u></u>	\$71.25 \$79.00 \$80.50 <u>\$89.50</u> <u>\$85.75 <u>\$</u>94.75 \$96.25 \$105.25 \$107.75 \$115.75 \$104.25 \$119.75 \$114.25 \$119.75 \$111.75 <u>\$128.75</u> <u>\$119.45 \$137.25</u> \$127.75 <u>\$147.00</u> <u>\$137.00 \$157.75</u></u>	\$71.25 \$79.00 \$80.50 <u>\$89.50</u> <u>\$85.75 </u> \$94.75 \$96.25 \$105.25 \$107.75 \$115.75 \$104.25 \$119.75 \$114.25 \$119.75 <u>\$111.75 \$128.75</u> <u>\$119.45 \$137.25</u> \$127.75 <u>\$147.00</u>

ELECTRICAL LABOR (1 Hour Minimum) Labor comes with above outlets! This is a service for your equipment.

Straight time = 7am – 8pm 7days a week Overtime = 8pm- 7am - 7days a week ADDITIONAL EQUIPMENT & SERVICE	<u>\$61</u> \$92		 	
500 Watt Overhead Floodlight (Includes outlet and labor)	\$67.50	\$77.25	 	
300 Watt Overhead Floodlight (Includes outlet and labor)	<u>\$61.50</u>	<u>\$71.25</u>	 	
Power Strip	\$14.25	\$16.25	 	
Ground 25ft extension cord	<u>\$10.75</u>	<u>\$12.50</u>	 	
Cube Tab	<u>\$11.75</u>	<u>\$13.75</u>	 	

AN ELECTRICAL INVENTORY IS PERFORMED BY ROWAN IN THE MORNINGS. ANY ELECTRIC USED BUT NOT PAID FOR, WILL BE CHARGED TO THE EXHIBITOR THE FOLLOWING DAY. "POWER PIRATES" WILL BE DISCONNECTED. POWER WILL NOT BE AVAILABLE UNTIL PAID FOR!

Electrical 208 Volt Outlets

Price does not include labor or material, one of which is required if exhibitor's equipment does not match Rowan's receptacle.

Hubbell#: 3523C, (10A) NEMA# 2510A, (20A) NEMA# L21-20R 28101A, (30A) NEMA# L21-30R

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Electrical labor or adapter plug must be ordered for 208 volt outlets. Indicate the manufacturer's NEMA number of your plug so that Rowan can try to match your equipment

Adapter plug to match exhibitor equipment plug: Hubble/NFMA# @\$42.50

Your electrical service will be "on" at the start of the show. There may be outages as we lay in, so please inform us at the service desk if you need to test your equipment before exhibition. Labor is not required but should be ordered for specialized exhibits, equipment or connectivity needs. One outlet is provided per line per order. You can find your power at the rear of your booth. We are not responsible for fluctuations (or failures), so do bring or rent a power strip/surge protector! The power is turned off one (1) hour after the close of the show (except for those who have ordered 24 hour service).

YOUR ELECTRICAL ORDER MUST BE RECEIVED BY MARCH 24TH BEFORE MOVE IN TO RECEIVE DISCOUNT PRICE!

SHARING POWER BETWEEN BOOTHS IS NOT ALLOWED!

THERE ARE NO REFUNDS FOR ELECTRICAL SERVICE!

EXHIBITORS MUST PROVIDE THEIR OWN AIR REGULATOR(S), FITTING(S) AND ADAPTOR(S)

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8' x 16" Two-Step Riser.....

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DISPLAY TABLES CHAIRS Discount Qty Amount Standard Discount Standard Qty Amount Rates Rates Padded Chair - Grav \$26.00 \$34.50 Standard Height (28" High) Padded Arm Chair - Gray 4' x 24" Table-Draped \$34.25 \$50.50 \$49.50 \$65.50 Chrome Folding Chair - White 4' x 24" Table- Plain..... \$19.25 \$25.50 \$7.75 \$10.25 Padded Stool <u>\$4</u>3.50 \$56.25 6' x 24" Table-Draped..... Wooden Stool \$16.25 \$21.75 \$62.50 \$80.25 6' x 24" Table-Plain..... \$24.75 \$33.00 **TABLES:** Round & Cocktail 42" Round Table Draped 8' x 24" Table-Draped \$71 75 \$68.75 \$93.25 \$87 75 42" Round Table Plain 8' x 24" Table-Plain..... \$29.75 \$40.00 \$30.00 \$40.00 42" Round Counter Draped Counter Height (38" High) \$75.75 \$101.00 42" Round Counter Plain 4' x 24" Counter-Draped...... \$36.00 \$44.25 \$59.25 \$73.75 4' x 24" Counter-Plain..... \$32.50 \$40.75 Cocktail Table (24"d x 15"h) \$47.75 \$62.50 Writing Pedestal Table (24rd x 30rh) 6' x 24" Counter-Draped...... \$70.00 <u>\$50.75</u> \$66.50 \$87.25 Café Pedestal Table (24"d x42"h) \$52.75 \$69.00 6' x 24" Counter-Plain..... \$43.50 \$32.50 ACCESSORIES 8' x 24" Counter-Draped...... \$81.00 \$100.00 8' x 24" Counter-Plain..... Wastebasket..... \$8.75 <u>\$11.50</u> \$36.00 \$48.00 Sign Easel..... \$19.75 \$26.25 TABLE SKIRTS (for your own table) Coat Tree..... \$21.25 \$28.50 Table Skirt..... 6' Rolling Garment Rack..... \$56.50 \$36.50 \$42.50 \$42.25 Chrome Sign Holder (22" x 28") Counter Skirt..... \$40.50 \$53.75 \$39.75 \$45.75 Bag Stand..... \$53.75 Fourth Side Skirted..... \$40.50 \$26.25 \$35.25 Literature Rack..... \$40.50 <u>\$53.75</u> **Table Skirting/Fabric Draping Color Preferred** Chrome Aisle Stanchion...... \$25.50 \$19.25 2^{lb-5lb} Fire Extinguisher..... Blue Red Gold Brown Black Teal White <u>\$17.50</u> Plastic Chain (Price per foot).... Forest Green Dusty Rose Silver □*Lime Green \$2.00 <u>\$2.50</u> You may only draped in front of the existing fabric Red Velour Rope (Per/ft.) New! In stock!! \$3.75/Ft \$5.00/ft **FABRIC WALL** 8' Tubes and Bases..... GASS is draped in Red & White \$12.00 6'-10' Expandable Rail...... 36" High Fabric Wall..... <u>\$14.75</u> \$5.50/ft \$6.75/ft 3' Tubes and Bases..... \$8.00 7' High Fabric Wall..... \$6.75/ft \$7.75/ft 8' High Fabric Wall..... \$7.00/ft \$\$8.00/ft **DISPLAY PANELS** 11' High Fabric Wall..... \$9.50/ft \$12 50/ft ↓PLEASE INDICATE SET UP DIRECTION FOR PANEL(S):↓ Perforated Board (Pegboard) Vertical Horizontal Note: There is no hanging of material off the fabric curtain without prior approval 2' x 8' (White) \$46.25 \$34.75 **BOOTH CARPET** 4' x 8' (White) \$68.25 \$90.50 *Price includes installation and taping from edge" ↑(Hardware not included-1/8") 9' x 10'/ (8' x 10') Carpet..... \$86.75 \$99.00 Velcro Display Panel 9' x 20'/ (8' x 20') Carpet..... \$170.25 \$195.75 2' x 8' (Gray)..... 9' x 30'/ (8' x 30') Carpet...... \$246.00 \$280.50 \$37.25 \$50.00 9' x 40'/ (8' x 40') Carpet...... 4' x 8' (Gray)..... \$76.25 \$309.25 \$101.00 \$378.50 *Carpet larger than 9' x 40' please call for quote" Pro-Panel Custom Cut Carpet ___ft x ___ft 7' x 38" (Gray)..... \$34.25 \$45.50 Call for Quote ↑ (Double Sided, Vertical Only) Carpet Padding/sq. ft. ___ft x ___ft \$.55/Sq. Ft. \$.75/Sq. Ft. *Vinyl covered panels 1-1/2 times regular price Visqueen Covering ___ft x ___ft \$1.25/Sq. Ft. \$2.25/Sq. Ft. Burlap Panel, 4' x 8' (Tan) Additional Taping per linear ft. \$65.75 \$87.75 ...\$.80/LF. ..\$1.04/LF. TABLE TOP RISERS Carpet Color Preferred: Blue Red Forest Green Black Gray Burgundy One-Step Risers (8" High) 4' x 8" One-Step Riser..... \$17.75 \$23.75 BANNER FRAMEWORK 10' span 20' Span 6' x 8" One-Step Riser..... \$23.50 \$31.00 Circle Choice \$ 34.25 \$ 59.50 Two-Step Risers (16" High) 4' x 16" Two-Step Riser...... \$21.50 \$26.75 6' x 16" Two-Step Riser...... Vinyl Draping (discount) \$5.00 Per Lineal Foot \$27.50 \$36.50

FURNITURE AND CARPETING: Our furniture and carpet choices are designed to offer you maximum comfort and convenience throughout the show, as well as giving your booth an attractive and professional appearance. To ensure proper order fulfillment, chairs, stools, wastebaskets, and other small items are delivered to you 2 hours before the show opens.

Vinyl Draping (standard)

\$6.75 Per Lineal Foot

\$49.25

\$38.75

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ADVANCE TO WAREHOUSE: INBOUND FREIGHT AND DRAYAGE

Rowan offers complete "drayage" (material handling services) whether you need assistance before the show, or getting your equipment out of town after the show or both. For the Great Alaska Sportsman's Show we offer top notch service for your ADVANCE inbound shipment.

The following is a list of what is provided with the service for "ADVANCE to WAREHOUSE" service:

- Receive notification of freight arrival
- ✓ Store up to 30 days prior to the show-at no additional charge
- ✓ Deliver to the booth so it is ready during "vendor installation"
- ✓ Removal and storage of empty containers
- ✓ Delivery of empty containers to booth at close of show
- ✓ Support & tracking throughout shipping process

DRAYAGE CHARGES

<u>1 – 200 LBS</u>..... \$85.00 per shipment

201 or more LBS...... \$0.4375 CWT (.4375 cents per lb.)

WHERE DO I SHIP TO???



WHAT DO I NEED TO FILL OUT FOR YOU REGARDING MY SHIPMENT?

The following worksheet helps us to track your freight from the point where you ship from until it arrives. It also helps you in calculating your costs. Things may change between the time you send this back and the time you actually ship. That is ok, you can update by email, (just let us know if tracking #'s change), or amount of items shipped changes. We will email you when your load gets here, and what it weighed.

Multiple loads which arrive at the warehouse on different days are regarded as separate shipments and start the "1-200 lb." calculation all over again. That is to encourage shippers to consolidate their loads, and allows us better control when it all comes in at once. Should your shipper "forget" to get a package off the truck or leave one behind, no worries- Rowan will NOT charge you in case of that happening.

Please go to the next page for the worksheet.

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INBOUND FREIGHT INFORMATION					
# Pcs. (1/1)	Weight in Ibs.	Description & Tracking # (if available)	Carrier		
		Community Consta if array 200 LDa			

Compute Costs if over 200 LBs								
Total lbs:		-200	= Ibs.	x \$.4375	= \$	+\$87.50	=\$	

Shipper Contact		Phone #
E-mail	Name of Shipper (Fed Ex, UPS, etc)	
This is what your form should	look like:	

This is what your form should look like:

# Pcs. (1/1)	Weight in Ibs.	Description & Tracking # (if available)	Carrier
<mark>1</mark>	<mark>50#</mark>	Black Display Case	Fed Ex Ground
1	<mark>15</mark>	Carton 9" x 9" x 9"	Fed Ex Ground
1	<mark>32</mark>	Carton 12" x 18" x 24"	Fed Ex Ground
1	<mark>145</mark>	Crate	Fed Ex Ground
Total	242 lbs.	3/3 pieces of freight-Master Track # 12345678	Fed Ex Ground
		See below: The first 200 lbs is \$87.50 + \$18.37. If the load is under 200 lbs, then we only charge the flat rate.	

Compute Costs if over 200 LBs									
Total lbs:	<mark>242</mark>	<mark>-200</mark>	Ш	42	lbs.	<mark>x \$.4375</mark>	<mark>= \$18.37</mark>	<mark>+\$87.50</mark>	<mark>= \$105.87</mark>

Shipper Contact George Fish	Phone # (888) 888-8888
E-mail: gofish@lookadatlake.com	

Please go to next page for our "Outbound!" Shipping





OUTBOUND!

(MATERIAL HANDLING) Flat Rate: \$85.00

(ask for quote for packing, banding, etc.)

YOUR INFORMATION- PLEASE FILL OUT COMPLETELY!						
Name	Company			Phone-(direct or mobile)		
Carrier Selected			Type of service: Ground, Air, etc.			
Carrier Account #		Number of Pieces Shipping #		Pieces Shipping #		
Billing Address:						
City		State		Zip Code		
Credit Card #		Exp. Date		CVV2 code (3 digit on back)		

	"SHIP TO" INFORMATION	
To: NAME	PHONE () - X	
ADDRESS		
ADDRESS		
CITY		
STATE		

Is there a declared value? Yes \square No \square

All Fields Are required to be filled out for service!

Orders for outbound services must be accompanied by a credit card info sheet (page 1 of this kit) and your shipper account

number for the carrier you choose. Rowan will not, and cannot ship for you without the appropriate paperwork. We will have our customer service personnel on hand at the show to assist you with getting your material back "home" to you.

Questions: Please contact Crystal crystal@rowandecorators.com **(907) 276-1818**



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