



### 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 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.**

<b>120 Volt Electrical Services</b>				
Qty		Discount Rate	Standard Rate	Total
_____	500 Watt Outlet	\$66.50	\$99.75	_____
_____	1000 Watt Outlet	\$98.50	\$147.75	_____
_____	1500 Watt Outlet	\$125.50	\$188.25	_____
_____	2500 Watt Outlet	\$145.50	\$218.25	_____
_____	3000 Watt Outlet	\$169.50	\$254.25	_____

<b>Overhead Lighting &amp; Miscellaneous Equipment</b>				
_____	300 Watt Flood Light	\$75.75	\$113.50	_____
_____	25' Electrical Cord	\$8.50	\$12.75	_____
_____	Power Strip	\$5.75	\$8.50	_____
_____	Cube Tab (3 way adapter)	\$5.00	\$7.50	_____

<b>208 Electrical Services</b>				
_____	20 Amp	\$135.50	\$203.25	_____
_____	30 Amp	\$175.50	\$263.25	_____

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

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

LCL

**Show or Event Name** \_\_\_\_\_ **Booth #** \_\_\_\_\_

**Company Name** \_\_\_\_\_

**Alaska Event Services**  
Telephone (907) 345-8789 Fax (907) 345-5018

**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.....\$100.00
- 201-2000 LBS.....\$50.00 CWT (.50 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. 13<sup>th</sup> 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

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 13<sup>th</sup> Ave. Anchorage, Alaska 99501) - please find an *AES* representative at the Exhibitor Service Desk to approve and inspect your freight packaging and labels. 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.....\$100.00

201-2000 LBS.....\$50.00 CWT (.50 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 13<sup>th</sup> 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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Company Name \_\_\_\_\_