

# Alaska Airlines Center

## *Rules & Regulations of Facility*

REMEMBER! Booths will be set up on a \$1.3 million maple basketball floor. There will be a 4mm vinyl covering protecting the floor. AVOID any type of object with sharp or pointed edges. Damage of the floor can result in fees ranging between \$3,000 & \$5,000. Please notify staff ASAP if damage to the floor is done.

- No more than 100 lbs. per square foot on floor  
*(there are ways to work with this so please contact AHBA if you have concerns.)*
- No water or other liquids allowed in displays. Drinking water bottles only.
- No outside food or beverage will be permitted in the building.
- No vehicles, trailers or forklifts on floor.
- No open flames.
- No duct, gaffers, or scotch tape. Only painters tape for affixing signage to building. See building management for questions.
- There will be approximately 20 approved push carts for vendor use during move-in & move-out. Carts will **not** be held by staff. If you would like to bring one of your own carts please call AHBA for approval.
- Forklifts will be available for vendor use.
- No helium balloons.
- No hard plastic wheels.
- PARKING: Friday– vendors park in main AAC lot;  
Saturday & Sunday– vendors park in Providence garages.
- Only use freight elevator (*East Gym booths*) when operator is present. Staff will be there at all times.

**Freight elevator is 12' wide x 25'6" long x 93" high.**

**Weight capacity is 30,000 lbs.**

- No firearms.
- Only store items in assigned storage areas.
- BALCONY VENDORS: Pop up tents are not allowed in balcony.

Alaska Airlines Center staff will be on site during move-in hours to assist with questions.

**If you have any questions regarding the Alaska Airlines Center list of rules & regulations please contact AHBA at 522-3605.**