



ALASKA AIRLINES CENTER

VENDOR INFORMATION

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

- ❖ Alaska Airlines Center will provide ABC rating fire extinguishers.
- ❖ No open flames.
- ❖ No more than 100 lbs. per square foot on the gym floor.
- ❖ No water or other liquids allowed in displays. Drinking water bottles only.
- ❖ No vehicles or trailers on the floor.
- ❖ FORKLIFTS: Two will be on site for vendors to access during move-in/out; vendors are not allowed to drive forklifts, only AAC staff.
- ❖ No duct, gaffers, or scotch tape. Only painters tape for affixing signage to building.
- ❖ There will be approximately 6 approved push carts for vendor use during move in/out.
 - Feel free to bring your own push cart with soft wheels
- ❖ No helium balloons.
- ❖ No firearms.
- ❖ FREIGHT ELEVATOR: Only use during scheduled move-in/out time and when AAC staff is present to operate.
 - **Freight elevator is 12' wide x 25'6" long x 93" high**
 - **Weight capacity is 20,000 lbs**
- ❖ VENDOR ENTRANCE: Enter through designated entrance during show hours.
 - Vendor Badge must be present to enter.
- ❖ VENDOR PARKING: Park in the Providence parking garages (lots 2 & 3) during show hours; leave main lot open for your customers.

AHBA staff and AAC staff will be present all weekend. Feel free to reach out with any questions.