



Vendor Checklist

- AHBA TERMS & CONDITIONS:** Review signed contract.
- ALASKA AIRLINES CENTER:** Review vendor information prior to move in.
- HOME SHOW DATES/TIMES:** April 20-21, 2024 from 10 a.m. to 5 p.m.
- VENDOR LIST:** Check your company name and booth # for accuracy.
- MOVE-IN/OUT TIMES:** Move-in is April 19 from 7 a.m. to 8 p.m.
Move-out is April 21 from 5 to 8 p.m. and Monday from 7 a.m. to noon.
 - Freight elevator schedule is in two hour increments, plan for your scheduled time.
 - If you do not need to use the freight elevator feel free to pull your vehicle up to the main entrance to unload and walk/cart items in to use the regular elevator, or there is a loading door next to the freight elevator. Vehicle must be moved as soon as your unloading is complete.
 - Move-out is on a first come basis.
- FREIGHT ELEVATOR:** An AAC staff person must operate the freight elevator.
 - Freight elevator is 12' wide x 25'6" long x 93" high
 - Weight capacity is 20,000 lbs
- ALASKA EVENT SERVICES:** Show decorators offer tables, chairs, carpet, etc. to rent.

AHBA provides pipe & drape (8' backdrop, 4' dividers) and 500 watts of power. If you need to rent booth items reach out to AES. If you're bringing your own no need to coordinate with AES.

Pipe and drape:

 - East Gym main floor booths automatically come with pipe and black drapery.
 - Concourse booths (9-41a) must request pipe and drape through Alaska Event Services- email info@alaskaeventservices.com, call (907) 345-8789 or fill out the application attached.

Electrical:

 - Most booths come with 500 watts of power
 - Limited power (lights only)- booths 1-3, 13-21, 27-35
 - No power- booths 6-8, 11-12, 186-188

VENDOR PROMO GRAPHICS: Promote your booth through social media and traditional advertising.

- 2024 Home Show logo
- General promo graphics
- Like [AHBA on Facebook](#) and share event posts
- Like [AHBA on Instagram](#)
- Promotional flyer

ADDITIONAL ADVERTISING OPPORTUNITIES: Special pricing on radio buys and more...

- Partner with Saggio, AHBA's marketing partner: The packages created will capitalize AHBA's efforts and create synergies for both your business and the Home Show. Saggio will utilize the materials already created for AHBA's Home Show marketing efforts to save you time and energy and produce high quality results.
- Show off: Advertise your company logo and/or company promo videos on the big screen in the East Gym - \$250 per logo and \$500 per video - on rotation throughout the weekend
- Get announced: DJs will talk you up on the radio during the show
- Advertise: Place an ad in the spring publication of Building Alaska, Anchorage's only real estate magazine

SOCIAL MEDIA: Like AHBA on [Facebook](#) and [Instagram](#)

VENDOR PARKING LOT: Park in PS2 and PS3 only. Leave main lot open for your customers. Or purchase a VIP parking pass for \$120. The lot is located in front of the building. Space is limited, email nikki@ahba.net.

VENDOR ENTRANCE: Vendors must enter through designated entrance during show hours. Vendor badge must be present. Please coordinate badge distribution prior to the show.

VENDOR BADGES: Two to four badges are provided per booth, depending on size.

- Additional badges are \$8 per badge; email request to nikki@ahba.net.
- Coordinate badge distribution prior to the show.
- Pick up badges at the Vendor Kickoff Party sponsored by Associated Builders & Contractors: Thursday, April 18 from 5 to 7 p.m. (301 Arctic Slope Ave., Ste. 100)

COMP TICKETS: Provide free entry to your family, friends, past clients, etc.

- How it works: AHBA provides vendors with comp tickets- vendors fill out the back of the ticket with company information- vendors distribute accordingly. AHBA will invoice vendors \$8 per ticket that's turned in.
- To request comp tickets email nikki@ahba.net.

WIFI: No password, open for public use.

FIRE MARSHAL: Booths must be complete for the walkthrough on April 20 at 9 a.m.

FIRE EXTINGUISHERS: Alaska Airlines Center provides the required number of fire extinguishers.