



**ANCHORAGE  
CONVENTION  
CENTERS**

# **EVENT PLANNER'S GUIDE**



Policies, rental rates and equipment rental charges noted herein are subject to change without notice and supersede any version of this guide printed prior to January 1, 2025. This Event Planning Guide and its contents are incorporated by direct reference in your License Agreement.

Welcome!

Thank you for selecting the Anchorage Convention Centers for your upcoming event. As an ASM GLOBAL managed facility, you have our pledge of personal service, professionalism and performance.

Our Event Planner's Guide has been developed to provide useful information to assist you in planning your upcoming event. This handbook introduces the Center's policies and procedures, while offering beneficial information and suggestions.

We hope this handbook serves as your guide to a successful working partnership.

If you have questions that are not addressed in this guide, please contact the Sales and Marketing Department at (907) 263-2800 or [info@anchorageconventioncenters.com](mailto:info@anchorageconventioncenters.com).

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## **CONTACT INFORMATION**

Anchorage Convention Centers

Main: (907) 263-2800

[www.anchorageconventioncenters.com](http://www.anchorageconventioncenters.com)

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### **Dena'ina Civic and Convention Center**

600 W 7<sup>th</sup> Ave

Anchorage, AK 99501

Main: (907) 263-2850

Fax: (907) 644-2842

Security: (907) 263-2833

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### **William A. Egan Civic & Convention Center**

555 West 5<sup>th</sup> Avenue

Anchorage, AK 99501

Main: (907) 263-2800

Fax: (907) 263-2858

Security: (907) 263-2856

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AV Preferred Provider:

### **IMIG Audio Visual Services**

(907) 274-2161

Fax: (907) 279-0219

[www.imigav.com](http://www.imigav.com)

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### **Accounting**

Rental deposits are due in full prior to a group arrival. Check the Use Permit and Agreement (contract) for amounts and due dates. Invoices for deposits may be requested; otherwise, the License Agreement is the invoice. The Anchorage Convention Centers accept most major credit cards including VISA, MasterCard & American Express. If you would like to pay with credit card or ACH, please reach out to [admin@anchorageconventioncenters.com](mailto:admin@anchorageconventioncenters.com) and you will be sent instructions to make a secure payment. Please note that we will charge a 2.4% processing fee for any credit card charge over \$5,000.

### **Advertising/Branding**

Advertising/Branding in public (non-licensed) areas are subject to a fee. Please see your Sales Manager for more information. A promotion plan needs to be approved by the Sales Manager prior to application.

### **Americans With Disabilities Act**

The Center offers many features that make our facility friendly to our guests with disabilities. These features include automatic entrance doors, wheelchair/motorized scooter accessible elevators, accessible restrooms, and fire alarms for the hearing impaired. Please advise us thirty (30) days in advance of any delegates with special needs. We suggest that you include an area on your registration form to allow individuals with disabilities to indicate any special needs they may have.

### **Animals**

Except for guide, signal or service dogs, animals are not allowed in the facility without prior approval. Approval is based on whether the animal is legitimately part of a show, exhibit, or activity requiring the use of animals.

### **Audio Visual**

IMIG Audio /Video (907-274-2161) is the preferred audio-visual provider for the Anchorage Convention Centers. Groups are permitted to bring in third-party audio-visual suppliers, although Access Fees will be applied. Dedicated internet needs to be ordered through IMIG Audio Video.

### **Badging**

As a matter of security and for identification purposes, we ask that you provide your convention staff and delegates with badges that are clearly marked with their name and the event they are attending.

### **Banners and Signs**

Please advise your Sales/Event Services Manager in advance if you plan to bring in banners or signs. The Sales Manager will need to know the quantity, size and location of your banners. The Anchorage Convention Centers must hang all banners and signs. The copy on all banners/signs and their proposed locations must be reviewed and approved prior to your event (see Event Poster Policy in the Appendix E). To get an estimate for banner/sign installation, please contact your Sales/Event Services Manager.

### **Carpet & Surface Protection Requirements**

Heavy gauge Visqueen shall be laid down on permanent carpeted areas and in freight landing areas to prevent damage from lifts or wheeled equipment. Carpet protection is required at the Ballroom entrances for move-in and move-out. When carpeting the exhibit hall, non-residue tape (Gaffer's) must be used. Forklifts are to be operated by a certified operator and are not allowed in the lobbies or carpeted areas without prior approval from the Director of Operations.

### **Contractor Policies**

The Center has established policies for your General Contractors and Service Providers regarding accessible areas throughout the Center, check-in/out locations, and smoking areas. Show Management must provide the Convention Center with a list of contractors that will be used during the event at least thirty (30) days prior to the first move-in day. The list assists us with the preplanning of services and security programs.

### **Damage to the Facilities**

As the Licensee, you are responsible for any damage caused by your staff, contractors, exhibitors, or attendees. A pre-and-post walk through of your licensed areas can be mutually scheduled to verify the condition of the facility prior to your event. All damage, except for normal facility wear and tear, are the responsibility of the Licensee. Any damage to the Center property or equipment is to be reported immediately to the Center's Security Office located in the loading dock area.

### **Decorative Materials**

All decorative materials displayed or installed in the Center must be flameproof in accordance with the Public Safety and Fire Regulations. The Center does not allow anything to be taped, nailed, tacked, or otherwise affixed to ceilings, painted surfaces, doors, glass, fire sprinklers, columns, fabric or decorative walls. **Glitter, confetti, feathers, hay, straw or untreated cotton bales are prohibited.** Cleaning and/or removal of décor items such as confetti, streamers, balloons, etc. will incur additional charges.

### **Display Vehicles**

Display vehicles are allowed on the Exhibit Hall floor and limited areas of the public concourses.

Regulations on display vehicles are as follows:

- Equipment/Vehicles are to have **no more than 1/4 tank of gasoline.**
- Gas tank fuel pipe cover **must** be locked or taped.
- **Both** battery cables **must** be disconnected.
- Vehicles **must** have protective material (carpet, Visqueen) underneath the vehicle, bumper to bumper, at all times. During Move-in and Move-out of display vehicles, either the tires must be wrapped, or a path of protective materials **must** be laid on all carpeted areas.
- Center Security must receive keys to all approved display vehicles for emergency purposes.

### **Electrical**

Basic room rental includes standard house lighting and HVAC during event hours. The Center shall supply limited (20 amp) power in meeting and board rooms at no cost (excludes all areas used for exhibits). Additional electrical needs can be ordered through your Sales/Event Services Manager or IMIG Audio Visual. For trade show power needs, please contact your Sales/Event Services Manager.

### **Electricity Floor Pockets**

Floor pockets can be accessed at both the Dena'ina and Egan Centers. In addition to the floor pockets, there are standard wall plug-ins in all rooms.

### **Idlughet Exhibit Hall - Dena'ina**

The Exhibit Hall floor boxes contain the following:

- Electrical service up to 100 amps
- 110 volt
- 220 volt
- 600 Amp service equal to 5-110 volt plugs

- Category 5 internet connections

#### Ballroom - Dena'ina

- Electrical service up to 100 amps
- 110 volt
- Phone connections depending on floor pocket

#### Explorers Hall - Egan

- Electrical service up to 100 amps
- 110 volt
- 3 phase 60 amp plugs in every other row of pockets
- Phone connections depending on the floor pocket

#### Summit Hall - Egan

- Electrical service up to 100 amps
- 110 volt
- Phone connections depending on the floor pocket

#### Floor Pockets - Accessing Procedures

When it is necessary for outside companies (i.e. decorators, production crew, etc.) to access electrical power, video, microphone(s) in the floor pockets, you must contact Center Operations or IMIG Audio Video for assistance.

#### **Equipment Rental**

The Center offers a variety of equipment that you may rent for your event. Use of Center equipment is conditional upon proper operating safety. For a list of available equipment and rental rates contact your Sales/Event Services Manager.

If you require special items for your event that are not in the Center's inventory, contact your Sales/Event Services Manager for a list of local vendors that may be able to assist you. Should you handle your own rentals, be sure to advise the Center of the delivery/pick up schedule and location of where these items should be placed upon delivery.

If you rent lift equipment from an outside vendor, please note that all equipment must use propane or electric power. Wheels should be white rubber, non-marking tires or taped for use in carpeted areas. Lifts should be equipped with reverse beepers and operated at 5 mph for safety. Operators will need certification on file prior to operating equipment.

#### **Event Services**

When you host an event at the Anchorage Convention Centers, a Sales Manager and or an Event Services Manager will work closely with you on the details of your event. They will help you understand the Center's policies and procedures and will take on the responsibility of communicating event needs and requirements to the respective Center departments so that your event runs smoothly from beginning to end.

#### **Exhibits**

The exhibit floor is to be returned to the Center in the same condition it was received. If the floor is not

returned in such condition, the Center will clean the area and bill you for the costs incurred, including the removal of tape and tape residue.

### **Exhibits in Permanently Carpeted Areas**

In the Ballrooms and Meeting Rooms there is limited access to power for individual exhibits, and no provisions for plumbing. Therefore, specific limitations have been set to maintain the furnishings of these areas.

- Tape may not be used to mark the carpeted floors
- Visqueen and plywood must be laid over the carpet before bringing freight or material handling equipment into the area
- Movement of equipment and material is limited to hand-carried items. The Centers have rolling carts to assist
- No trucks, carts, or other motorized devices are allowed on the carpet unless suitable floor coverings, as approved by the Director of Operations, are in place to protect the carpet

### **Exhibitor Kits**

Exhibitor Kits must be sent to your Sales Manager prior to distributing to your vendors/exhibitors. Please include all information concerning registration, rules and regulations and order forms. Your Sales Manager will review the information and make sure you have all the current information and correct forms.

### **Fire Protection/Smoke Removal**

The Center is fully protected by an automatic fire sprinkler system. In addition, fire hose cabinets are situated throughout the building. A fire pump provides water for sprinklers and firefighting services. A fire alarm and smoke detection system and manual pull stations are located throughout the facility. The use of hazers/fog machines, candles, open flame, or pyrotechnics are not allowed.

### **First Aid/Emergency Medical Services (EMT)**

Trained, in-house personnel are scheduled for events deemed by management or "higher risk". Any injuries are reported on the Dena'ina Center /Egan Center/ASM GLOBAL Incident Report Form.

The purpose of the First Aid personnel is to provide emergency first aid coverage at events at the Centers for individuals who become ill or injured. The services provided by these personnel are classified as Basic Life Support (BLS) services in that emergency care is provided until services, such as paramedics, can arrive at the scene.

First Aid personnel are to be certified to at least level of Advance First Aid (AFA) and CPR, with some being certified as Emergency Medical Technicians (EMT's).

### **Floor Plans**

The Center's exhibit and registration floor plan approval process is closely involved with the City of Anchorage Fire Department. Before commencing the sale of your exhibit space and entering into contracts with your exhibitors, **floor plans must be submitted for Fire Marshal approval. All decisions of the City of Anchorage Fire Department will be considered final.** Please note these basic rules for exhibit show floor plans:

#### Aisles

Aisle dimensions/locations are subject to Fire Marshal approval. Aisles must be a minimum of 8 feet wide. Nothing may intrude into the aisle space.

One hundred (100) linear feet of contiguous display space are allowable before a cross aisle must be present.

Aisles must be configured to provide clear access to all exit ways.

#### Exits

There must be ten (10) feet of clearance in front of all exits. The travel distance within any booth or exhibit enclosure to an exit access may not be greater than fifty (50) feet.

No exhibit booth, registration table or related material may be placed within 8 feet of main entrance/exit.

Clear access must be maintained to all Center services (i.e. restrooms, concession stands, utility rooms, etc.)

Doors, fire exits, including doors in partition walls, or access to any exit cannot be blocked or impinged upon by pipe, drape, exhibits, or other fixtures.

#### Miscellaneous

Direct access to fire extinguishers cannot be blocked.

Carpet runners or show carpet installed over the Center's permanent carpet is prohibited without prior written approval of the Director of Operations.

The following items must be designated on your floor plans:

- Booth spaces and contents in the booths
- Bulk spaces
- All booths are required to have 2A10BC Fire Extinguisher that has been inspected and certified with tag attached
- Proposed crate storage areas

For safety reasons all exits, entrances, air supply vents, ramps, sidewalks, hallways, stairways, elevators, escalators and aisles must be kept clear at all times. Exit signs must be visible at all times. Fire extinguishers, fire protection valves and fire hose cabinets must be kept clear at all times.

Floor plan drawings of all contracted spaces will be created by your Sales or Event Services Manager.

Any changes made to floor plans that have received final approval from the Center must be immediately routed to your Sales/Event Services Manager for review and approval from our Director of Operations and the Fire Marshal.

#### Freight Elevator

##### Dena'ina

- 10' X 8.5' with a capacity of 12,000 pounds (however, no single item is to be over 3,000 pounds).
- 19' 6" X 11' 4" and 10' tall with a weight capacity of 20,000 pounds and connects the Loading Dock to both the Meeting Room (2<sup>nd</sup> Floor) and Ballroom (3<sup>rd</sup> Floor) back of house corridors.
- No freight is allowed on the front-of-house passenger elevators.



## Egan

- 2 - 8' X 11' deep with a weight capacity of 8,000 pounds, connects the Loading Dock to Summit Hall back corridor.
- No freight is allowed on the front-of-house passenger elevators.

## **Hazardous Materials**

All hazardous materials must be registered with the Center. Please submit the OSHA Material Safety Data Sheet (MSDS) on your hazardous materials sixty (60) days prior to your event. Hazardous materials (chemicals, gases, batteries, paints, oils, petroleum products, corrosives, solvents, and biological contaminants including blood, body fluids, organic matter, cadavers, used first aid supplies, and sharps) are the responsibility of the Licensee and/or Exhibitor. All items must be placed in clearly marked product safe containers, safely stored and secured, and disposed of properly, according to local, state, and federal regulations. Items may not be left in the facility for later pick-up or disposed of in facility trash receptacles or sewage systems. Hazardous waste left in the facility will be disposed of immediately at the expense of the Licensee. This includes charges associated with identification, containment, transportation, disposal, and potential closures of the convention facilities or waste disposal site due to contamination. Contact your Sales Manager for a list of vendors that can assist you with hazardous waste disposal.

## **Hazardous Work Areas**

Exhibit halls during move-in and move-out, loading dock areas, and “back of the house” service areas are considered hazardous areas and as such, the following guidelines will be strictly enforced to insure a safe environment for all occupants of the Center:

- No consumption of alcoholic beverages.
- No horseplay, practical jokes, throwing of objects, or display of unsafe behavior.
- No use or possession of illegal or controlled substances. Violators will be prosecuted.
- No speeding or reckless use of vehicles, forklifts, carts, or equipment.
- Exit doors may not be blocked with freight, equipment, display material or any object.
- Children under the age of 16 years old are not permitted in hazardous areas.
- Proper footwear must be worn at all times.

## **Helium Balloons**

Helium balloons may not be distributed or sold inside the facility. With prior approval of your Sales/Event Services Manager, helium balloons may be used when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to Licensee.

## **Hours Of Operation**

The Convention Center’s Administrative Office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. Building access during events is generally between the hours of 7:00 am to 12 Midnight. After hours, a minimum of \$300 per hour will be charged.

## **Housekeeping**

Restrooms, lobbies, corridors, and other public areas will be maintained by the Center during event hours. Meeting rooms are refreshed throughout the day and will be serviced at the end of each event day. Please contact your Sales Manager if you require additional service.

## **HVAC**

Center to provide adequate heating/cooling for your event.

## **Room Identifier/Wayfinding Digital Screens/Marquee**

Dena'ina – There are several information monitors throughout the buildings. In the Lobby, event information and hours will be posted. There are also screens outside of all exhibit hall/meeting room/ballroom entrances for electronic posting. Company logos, pictures, and text may be displayed. There is an exterior marquee above the center lobby doors on 7<sup>th</sup> Avenue.

Egan - There are a number of information monitors throughout the buildings. In the Lobby, event information and room name will be posted. There are also screens outside of all exhibit hall/meeting room/ballroom entrances for electronic posting. Company logos, pictures, and text may be displayed. There are two exterior marquees above the center lobby doors on 5<sup>th</sup> Avenue.

Please contact your Sales/Event Services Manager to discuss signage options.

## **Keys**

At your request, up to four (4) keys can be issued upon arrival. Additional keys are \$5.00 each. There will be an automatic charge of \$50.00 per key for any key(s) not returned on your final move-out day. All keys will be issued to one member of your staff who will then be responsible for their return.

## **License Agreement**

Once all details of your program pertaining to space use have been determined with the Sales Manager, a License Agreement (contract) will be issued outlining the space specifications of your program and the standard terms and conditions for use of the Anchorage Convention Centers. The signed agreement must be returned along with the specified deposit to hold your space on a definite basis.

The License Agreement will also include the payment schedule for your program. Should your space requirements change once the agreement has been signed, you must contact your Sales Manager to make the necessary space adjustments. At that time, you will be issued an addendum to the agreement for your review and signature to make all changes official.

## **Lighting**

Dena'ina Center –

Idlughet Exhibit Hall:

The Exhibit Hall is equipped with LED lights. The lights are capable of being programmed using four (4) computerized settings.

Meeting Rooms:

The Meeting Rooms are equipped with LED and fluorescent lights with control panels and dimming systems. The lights are capable of being programmed using four (4) computerized settings.

Ballrooms:

The Ballrooms are equipped LED lights, with control panels and dimming systems. The lights are capable of being programmed using four (4) computerized settings.

### Egan Center -

#### Explorers Hall:

Explorers Hall is equipped with LED lights. All lighting is controlled through the security office and in the room. It can be adjusted to various settings.

#### Summit Hall:

Summit Hall is equipped with LED and fluorescent lights. Lighting can be controlled through the security office, with the option of limited controls in the Hall.

#### Boardroom/Conference Room:

Both are equipped with fluorescent and incandescent lights. Lighting can be controlled through switches inside the room.

If you have questions or think you might require additional lighting features, contact your Sales Manager.

### **Move-in and Move-out Information**

Staff and exhibitors driving POVs (privately owned vehicles) may load and unload in Center's loading dock area. Commercial vehicles requiring access to the loading dock for move-in/move-out should be scheduled through your Sales Manager.

The Center may be hosting several events simultaneously and must maintain access to loading docks and lobby entrances for all clients.

Exhibitor move-in/move-out is not permitted through the main lobby with the exception of small hand carried freight only.

Escalators and lobby elevators are restricted for passenger use only.

#### Concert/Special Event Productions

There is always evidence of oil or grease associated with metal chains and chain motors. Due to the presence of oil and grease on those metal parts, we take the following precautions:

- All metal chains, chain motors and associated type equipment must be placed on 3/4" sheets of plywood with polypropylene plastic under-liners while on the carpeted surface in the Ballroom
- Assembling light trusses must be accomplished with a polypropylene plastic covering as a minimum to protect against discoloration of the carpet from paint on the truss
- Touch-up painting or repair work of displays or exhibits is strictly prohibited

### **Parking**

There are more than 2,700 parking spaces within two blocks of the Centers.

JCPenney's Garage - 580 spaces

Fifth Avenue Garage - 1,160 spaces

Sixth Avenue Garage - 570 spaces

6<sup>th</sup> Avenue & H Street Garage - 471 spaces

Additional indoor parking may be available in the State of Alaska's Linny Pacillo Garage.

The parking fee in Municipal garages, JCPenney's, Fifth Avenue and 6th & H Garage is between \$1.25 - \$2.00 per hour, Monday through Sunday/24 hours per day. Special arrangements for parking may be made through EasyPark by calling (907) 276-PARK or their website at [www.acda.net](http://www.acda.net).

### **Pre and Post Convention Meetings / Post Event Evaluation**

Pre-Convention Meetings are scheduled for all major events. It is an informal meeting for your staff and our staff to meet and review key event requirements. It is hosted by the Center and coordinated by your Sales/Event Services Manager. A Center Representative from each department will be in attendance. Your key support staff as well as any service contractors for your show (i.e. decorator, audio-visual company, etc.) are encouraged to attend. At the conclusion of your show, we may also schedule a Post-Convention Meeting to get your feedback about the facility's performance.

### **Production Events**

Events requiring a production company will need to work closely with the Sales Manager to facilitate their move-in and move-out schedule, rigging and staging, and production requirements.

### **Pyrotechnics**

All forms of pyrotechnics are prohibited.

### **Rigging**

All rigging is required to meet with current state industry and safety standards. Rigging points are available in the Ballroom and the Exhibit Hall. Specific rigging grid plans with values are available through your Sales Manager. Please contact them for a copy of these plans prior to designing a rigging plan for your event. A copy of your final rigging plans must be provided to your Sales Manager 30 days prior to move-in to assure coordination of your room setup.

### **Room Sets**

Standard room set options include: theatre, classroom, u-shape/hollow square and rounds.

Included in the rental of each room is a one-time standard room and linen set up to your specifications, to include tables (with white linen), chairs, staging, (1) podium, wastebaskets and water cooler. Rooms will be refreshed on designated breaks throughout the day at no additional charge.

Banquet set includes a limited number of 6' x 8' risers/staging; white or black banquet linens and napkins, glassware, china, and flatware; (1) podium and a limited size dance floor.

Charges may apply if changes are made to the room set 24 hours prior to your contract day.

### **Security**

#### **Room Security**

The Center provides a convenient locking system to help you maintain security of the various rooms you use. We will also work with you to coordinate other security needs. It is important to remember that the Center must always have access to any area of the facility and reserves the right to access any area if necessary. For this reason, it is important to note that no doors may be locked or otherwise secured without prior written approval from the Center. Centers are not responsible of any items lost for stolen from anywhere in the building.

#### **Building Security**

The Centers offers a unique combination of security and service. Strong reliance is given to modern design and construction, utilizing a series of alarm systems/CCTV/building systems alarms as the first line of

security. The purpose of monitoring is to alert alarm companies, police, and fire departments of any potential threat to property, equipment, heating systems, or persons.

During events, security personnel interface between the alarm, CCTV monitors, patrons, and potentially needed Municipal services, such as community service patrol, police and fire.

### **Event Security**

The Centers require certain events to provide minimum levels of security coverage in any leased space and other areas (i.e. public access areas, registration areas, etc.) Such coverage will be at Licensee's expense.

As the Licensee, you are responsible and shall be charged for complete security within all contracted areas, from the beginning of the leased period until completion of move-out. Center management will evaluate each event according to its nature, attendance and areas in use for staffing your security needs. Event Security staffing is charged by the hour with a 4-hour minimum required.

All incidents of injury, vandalism, fire, theft, etc. should be reported to the Security Office immediately. Following notification of any incident, event staff will initiate appropriate reports and investigations. The use of armed guards, with the exception of officers of the law, is prohibited without written consent from the Center.

### **Shipping**

Clients of the Anchorage Convention Centers are responsible for coordinating all shipping directly through the company of their choice including labeling, packing and arranging delivery & pick-up. The boxes are to be stored by the Security/Control Office with the client contact information and cell number in case there is a need for follow-up.

The Center is unable to accept C.O.D. shipments under any circumstances nor can the Center accept responsibility for the costs associated with freight delivery/pick-up. The Center will not be liable for the security of freight left in the facility prior to or following the conclusion of your event move-out date(s), nor can the Centers assume responsibility for the shipping of such freight. Freight or packages left in the Center will be disposed of at Licensee's expense after 30 days.

### **Simultaneous Translation**

Contact IMIG Audio/Video to arrange the proper equipment for translation. The Egan Center is equipped with sound-proof translation booths if needed.

### **Smoking**

By Chapter 65 of Title 16 of the Anchorage Municipal Code (AMC 16.65) of the City of Anchorage, smoking in all public facilities is prohibited. Both the Dena'ina and Egan Centers are non-smoking buildings. Smoking is only permitted in designated open-air areas – outside the loading docks in the designated smoking areas, the Terrace next to the Ballroom Foyer area (at Dena'ina only), and outside the lobby doors.

### **Storage**

Box or crate storage is only permitted in limited areas of the Center. Once exhibit materials have been unloaded, crates must be removed by your service contractor who will store them safely and return them promptly to the appropriate booth location once the show closes.

## Refrigerated Storage

We have limited space for exhibitors requiring refrigeration of their products. Information on the storage of perishable items and applicable charges may be obtained from your Sales Manager.

## **Tape**

All wires and cables must be sufficiently taped down in a safe and secure manner. Only Gaffer's tape is authorized to be used. Duct tape and other similar types of tape tend damage surfaces. At no time shall any other type of tape be applied to any surfaces other than the approved tape. Applying tape to anything that is the property of the Center (i.e. walls, windows, doors, ceilings, equipment, etc) is strictly prohibited. Damages resulting from the use of tape are the Licensee's responsibility and cleaning/repair charges will apply. Gaffer's tape is available to trade show decorators and event planners at \$30 per roll from the Center. Any operations staff member can assist in acquiring this product.

## **Telephones (Public)**

There are no public telephones at the Anchorage Convention Centers. Phone lines can be set up by contacting IMIG A/V at 907-274-2161 or [information@imigav.alaska.com](mailto:information@imigav.alaska.com).

## **Trash Removal**

For all events, a trash compactor (30 cubic yards) is provided for use. The first trash pull is complimentary. All additional trash pulls will be charged the prevailing rate. Special services including open top dumpster rental and recycling programs are available upon request.

## **Water Station**

The Center offers complimentary water coolers in meeting rooms.

## **Wi-Fi**

- The Anchorage Convention Centers provides complimentary Wi-Fi throughout the facilities. 500 Mbps upload/download speed simultaneously, suitable for sending and receiving emails for up to 4,000 users.
- As with any public wireless network, we strongly recommend guests take measures to secure their devices and internet communications. We encourage using personal firewalls and virus protections to mitigate risk to personal data. It is the user's responsibility to take precautions and provide security measures suited to their situation and intended use of the service. Our wireless network should not be used for inappropriate or unlawful purposes.
- Anchorage Convention Centers and Imig Audio Video are not responsible for any personal information that is compromised or any damage caused to your hardware / software.
- Please Note: Guests and visitors should understand how to configure their computer or device and know what hardware or software is necessary to connect to the wireless network.
- Contact Imig Audio Video 907-274-2161 to get pricing on a dedicated broadband connection.
- ***Since building Wi-Fi is a shared network, Anchorage Convention Centers and Imig Audio Visual do not recommend using it for streaming, video conferencing, conducting financial transactions or gaming.***

## **FINANCE INFORMATION**

### Deposits & Payments

See Booking Policy

### Acceptable Forms of Payment

- Cashier's Checks
- Money Orders
- Approved Local or National Company Check or Personal Checks
- ACH or Wire Transfer (Processing Fee may apply)
- Credit Card - **a 2.4% processing fee will be applied to any amount over \$5,000.**

### Certificate of Insurance

The William A. Egan Civic & Convention Center and the Dena'ina Civic and Convention Center require the Lessee to procure, one month prior to the event, and maintain in full force during the Lessee's occupancy of said premises, including move-in and move-out, a policy of comprehensive general liability and property damage insurance from an insurer licensed to do business in the State of Alaska with A.M.'s Best Rating of A-7 or better, and subject to suit in the Municipality of Anchorage.

Additional insureds to include the Facility Management Entity (currently, ASM GLOBAL of Alaska, Inc.); DBA, William A. Egan Civic and Convention Center and/or the Dena'ina Civic and Convention Center, the Facility Ownership, the Municipality of Anchorage, and the Anchorage Convention and Visitors Bureau. The Lessee must be named as insured on said policy, with minimum policy limits of \$1,000,000 occurrence and \$2,000,000 aggregate for:  
injuries, including death, sustained by one person  
injuries, including death, to two or more persons, and  
property damage

Lessee agrees to furnish, and place on file with the Centers, a copy of said policy or a certificate that a policy of insurance has been issued, at the time of the execution of the License Agreement, the same to be subject to approval of the Centers.

A minimum of twenty (20) days advance written notice must be provided for any cancellation or changes of coverage. The Lessee can provide afore mentioned insurance from any company meeting requirements listed in above.

### Final Settlement Invoice

The final Settlement invoice will be issued no later than three (3) business days after your move-out. Any outstanding balance will be due net thirty (30) days upon issuance of the invoice.

### Gratuities

Anchorage Convention Center employees may work in service environments in which tipping or offers of a gratuity are traditional and/or customary, i.e., beer lounges and coat check operations. It is satisfactory for employees to accept tips or gratuities. However, employees shall not be soliciting such for services rendered.

## **FOOD & BEVERAGE SERVICES**

The Anchorage Convention Centers operate Savor...Alaska – Catering by ASM GLOBAL. We are proud to

be the exclusive caterer at the Centers. With our state-of-the-art kitchen, our Executive Chef along with the catering personnel, stand ready and offer the finest quality product and service for all your events. A complete range of offerings are available to you including catered meals and banquets, coffee and concession services, crew/staff and Green Room catering, and exhibit booth services. Your Sales/Event Services Manager is the primary contact for all food and beverage needs.

To ensure a successful food and beverage program, it is important that menu selections and accurate attendance estimates are provided to your Sales/Event Services Manager 30 days in advance. Function Orders will be prepared and distributed for each of your functions. The Function Orders are to be reviewed, approved, signed and returned 21 days prior to your event, along with the deposit requirements indicated on your License Agreement (contract.)

During the planning process, your Sales/Event Services Manager is your single source for planning your food service needs and works with the Food and Beverage Department to ensure the success of your event. Once on site, the Catering Staff, along with your Guest Services Manager, will attend to the details of your event.

The following are answers to some frequently asked questions to help get you started in the planning of your event.

**When do I have to make my menu selections?** Menu selections should be made well enough in advance of your program to ensure that final approved Function Orders are returned to your Catering Sales Manager 30-45 days prior to your program.

**What is the guarantee policy?** For most functions, we require a guarantee three (3) working days prior to event move-in.

**When do I need to pay?** Full payment of anticipated charges is due two (2) weeks prior to the event. Any additional items will be billed or credited on your final Settlement.

**What are the Administrative Fees and Sale Tax charges?** Currently our Administrative Fee is twenty-two percent (22%) and applies to all food and beverage sales (including alcohol). There is a 5% tax on all alcohol purchases.

**Does the Anchorage Convention Centers allow food sampling?** Due to Food and Beverage being an exclusive in-house operation, no samples of food products, alcoholic or non-alcoholic beverages or other consumables may be distributed without prior written permission from the Centers' catering department.

Sampling to the trade and sampling to the public fall under different health department regulations. It may be necessary to apply for "Food Establishment Permit" and/or "Exhibition Booth Diagram" form. Contact your Sales/Event Services Manager who will assist you in completing and submitting the appropriate forms and applications.

#### **GENERAL INFORMATION AND CATERING POLICIES**

Proposals, agreements and contracts regarding the use of service and facilities of the Anchorage Convention Centers are subject to rules and regulations of the "Savor...Alaska" – Catering by ASM Global



and shall include, but are not limited to, the following terms and conditions:

**EXCLUSIVITY:** Food and beverage items will be purchased exclusively by the Anchorage Convention Centers catering department.

**GUARANTEES:** Guarantees are due to the Sales/Event Services Manager by 12:00 noon, (Alaska Standard Time) three (3) business days prior to the event start/move-in day. Holidays are not considered business days. For functions of 1,000 or more persons or with multiple entrees will require that final guarantees are due five (5) business days prior to event move-in. **Guarantees given are not subject to reduction.** Anchorage Convention Centers will use the tentative planning number as the guaranteed figure if a guarantee is not submitted when due.

**ADDITIONS/INCREASES:** Any increases to guarantees within three (3) business days are subject to the approval of the Director of Food & Beverage and Chef. Any increase above the original set figure, menu additions or added functions are not guaranteed and will be subject to a 15% surcharge. The revised guarantee will not receive an overset amount: the new guarantee is the set amount.

**LENGTH OF SERVICE:** To ensure quality, integrity and safety of food and beverage products, food service duration is limited to a maximum of two (2) hours. At its sole discretion, the Centers' catering department reserves the right to extend or limit this timeframe. Additionally, menu prices are formulated based on customary service durations.

**MENU SELECTIONS:** Menu selections should be made well enough in advance of your program to ensure that final approved Function Orders are returned to your Sales/Event Services Manager 30-45 days prior to your program. Our standard menus are designed as guidelines to assist you in the selection of your food and beverage services. The Anchorage Convention Centers welcome the opportunity to customize your menus and service needs.

**SERVICE FOR UNDER 50 GUESTS:** An under minimum fee will apply for all meal functions of 50 guests and under.

**PRICING GUARANTEES:** Prices quoted more than 6 months prior to an event are subject to increase.

**ADMINISTRATIVE FEE:** Food and beverage charges are subject to a twenty-two percent (22%) Administrative Fee.

## APPENDIX A

### ANCHORAGE CONVENTION CENTERS SECURITY PLAN

ASM Global offers a unique combination of security and service. Strong reliance is given to modern design and construction, utilizing a series of alarm systems/CCTV/building systems alarms as the first line of security. These systems are in place and monitored on a 24-hour basis, seven days per week. The purpose of monitoring is to alert alarm companies, police, and fire departments of any potential threat to property, equipment, heating systems, or persons.

During events, security personnel interface between the alarm, CCTV monitors, patrons, and potentially needed Municipal services, such as community service patrol, police and fire.

Events that draw large crowds also draw a cross section of community problems, from patrons under the influence, to fights. ASM Global's commitment to service has taken the initiative of supplying sufficient personnel to aid the patrons' rapid entry, locating their purchased seating and reducing confusion. Additionally, these guards are given specific training in identifying and controlling problems, use of radios, summoning aid, observations, and report writing. In this manner the flexibility of security is cost effective and in direct proportion to the potential need.

Non-uniformed personnel work closely with and among the varying patron groups; isolating potential problems, resolving problems as they occur, and screening problems that will require the aid of local authorities, from fire to police personnel.

Contingency plans are created with the aid of local authorities to cover those potential threats to safety which allow ASM Global personnel to take immediate, efficient and approved actions when interfacing with Municipal services in a crisis.

Duties of security personnel are outlined for each employee. Each employee is also given rules and regulations regarding their expected conduct. The emphasis is on service and public safety.

#### *Scope of Operations*

The Security Department provides security for the Anchorage Convention Centers through installed, automated security systems, appropriate security plans, and security work force personnel. It further monitors activities that could result in personnel injury and loss or damage of property and equipment in the facility. It provides advice and guidance to the Dena'ina Convention Center Management. We will maintain established liaison with local law enforcement authorities.

The Security Department interfaces with patrons and customers of varied interests from a cross-section of the community's population. This includes events which are family oriented, such as sporting events, trade shows, and non-profit group presentations, i.e. religious meetings. It also includes events which attract specific crowds such as teenagers and people in their early twenties age group that associate with current entertainment trends, such as alternative rock or rap concerts.

### SECURITY DEPARTMENT TEEN DANCE / ALL AGES CONCERT PLAN

The Security Department will be broken down into (3) main areas.

#### *Full-Time Security Control Officers:*

The Security Control will consist of three full-time guards with additional part-time guards. They will staff the security control center and will oversee the day-to-day security requirements of the Convention

Centers.

*Event and Part-Time Security Officers:*

The Event Security department will consist of one security manager and a pool of approximately 75 security guards including supervisors. The security manager will staff all event related security positions and will be responsible for all event security operations only.

*T-Shirt Security: (Concerts Only):*

T-shirt Security will be made up of Security department staff. They will be responsible for staffing security positions during concerts on the main floor, behind the stage barricade, around the stage, in the dressing room areas and other backstage areas.

## APPENDIX B

### **Anchorage Convention Centers' Facility Booking Policy**

#### STATEMENT OF PURPOSE

The Dena'ina Civic and Convention Center (DCCC) and the William A. Egan Civic and Convention Center (Egan Center) form a Complex (the Anchorage Convention Centers) that are national and international conventions, trade show, and multi-purpose facilities owned by the Municipality of Anchorage. The Anchorage Convention Centers were built with the primary objective of promoting and facilitating events and activities which generate substantial economic benefits to Anchorage.

In addition, the Convention Center Complex was developed with a secondary objective of providing services and facilities which respond to the needs of the citizens of Anchorage and local activities which promote business and generally enhance the quality of life for the community the Center serves.

#### DEFINITION OF TERMINOLOGY

In the process of scheduling the facility and dates, the following terms and definitions shall always apply to scheduling commitments, i.e., reservations issued by the Centers:

##### **Prospect**

Facility and dates will be temporarily held pending notification to the contrary by either party. In the event a prospective commitment is released by the Center, the requesting party will be notified that the space and/or dates have been released.

##### **Tentative**

Events are considered tentative when a License Agreement has been offered for a specific date/room(s) to a group or individual, but that License Agreement has not been returned to Center Management Entity along with deposit, for countersignature and execution. Space and dates reserved on a tentative basis will not be superseded by a second requesting party within the same scheduling priority without first offering the party holding the first option an opportunity to either execute the License Agreement or release the reservation. A first option held by a Second Priority Event can always be superseded by a First Priority Event, unless a License Agreement has been previously executed. At the discretion of the General Manager, a party with a First Priority Event holding a first option may be required within seven (7) days of written notice to execute a License Agreement or risk that tentative space/date hold being released for sale to the public.

##### **Definite (Confirmed by Contract & Deposit)**

Space and dates are considered confirmed or under contractual commitment only upon execution of a Dena'ina Civic and Convention Center or William A. Egan Civic and Convention Center License Agreement by the event sponsor and the Center's management entity. For First Priority Events outside the 13-month booking window – the Anchorage Convention and Visitors Bureau becomes the final executor of License Agreements.

No variance from the Centers' agreement represented in the terms above may be made in any case except upon the prior express written approval of the General Manager.

#### BOOKING RESPONSIBILITIES

Long Term: Reservations more than thirteen (13) months before the requested date(s), for conventions and trade shows, are normally confirmed by the Anchorage Convention & Visitors Bureau, and are subject to the guidelines in Section IV (A) and (B) below.

Short Term: Reservations less than twelve (12) months before the requested date(s) are normally confirmed by Complex Management firm (currently ASM GLOBAL of Alaska, Inc.), and are subject to the policies outlined herein.

## RESERVATION PRIORITIES

### First Priority Events

Conferences, Conventions and Trade shows which are international, national, regional or state in nature, and which have a significant impact in terms of generated hotel bed tax are given priority dates as defined by 400 contracted guest room peak or 1,000 contracted guest rooms for the event's run. Such events shall be considered as "First Priority Events".

Reservations: Date(s) requests for First Priority Events may be made as far in advance as necessary or appropriate and may supersede requests for other events and activities, unless a License Agreement has been previously executed by the Complex management entity and the user for such other events.

Contracts: A signed, fully executed License Agreement for First Priority Events will be required twelve (12) months prior to the event.

Deposits: A minimum deposit in the amount of fifty percent (50%) of the total estimated rental is required upon execution of the License Agreement. At the sole discretion of the Center management entity, a greater deposit may be required depending upon when the License Agreement is being executed in relation to the date of the event

Multiple-day, consumer/trade shows are also considered "First Priority Events" if they utilize hotel rooms and meet the following criteria:

Hotel Room Usage: Minimally, hotel room usage must meet or exceed 400 contracted rooms peak night, and/or 1,000 contracted hotel room nights for the event's run.

Hotel Room Pick-Up: Actual hotel room pick-up must be confirmed by the Convention & Visitors Bureau, Convention Services department.

Advance Booking: Consumer / Trade Shows that qualify as "First Priority Events" are provided the ability to contract up to thirty-six (36) months if they agree to a "three-week window of flexibility before or after their original date" up to eighteen (18) months prior to the event, should the need arise to book a First Priority Convention.

### Second Priority Events

Multiple-day, local trade shows, and consumer shows shall be deemed as "Second Priority Events" and will be given second priority status on dates. (A consumer show is an event which is open in whole or in part to members of the public. The Center's General Manager has full and final authority for defining whether an event is or is not a consumer show.)

Reservations: Multiple-day, local trade shows and consumer shows shall not be booked more than twelve (12) months in advance of the date(s) requested.

Contracts: A License Agreement can be issued up to eighteen (18) months prior to the date(s) requested. Upon request by Center, within the period of twelve (12) to eighteen (18) months prior to date(s) requested, Licensee agrees to cooperate with Center to re-schedule such dates in order to accommodate a First Priority Event.

Deposits: A minimum deposit in the amount of fifty percent (50%) of the anticipated rental amount is required upon execution of the License Agreement. The Center's General Manager has the full and final authority to increase such minimum deposit. A greater deposit may be required depending upon when the License Agreement is being executed in relation to the date of the event.

Food functions, meetings/seminars, meal services, fundraisers, social events, receptions, conferences or any other events will be given dates on a space available basis.

Reservations: These events shall not be booked more than twelve (12) months in advance.

Contracts: A License Agreement shall be executed by both parties a maximum of twelve (12) months prior to the date(s) requested.

Deposits: A deposit in the amount equal to 50% of the minimum room rental and/or anticipated food/beverage expense is required upon execution of the License Agreement with second and third deposits of 25% each of anticipated expense due at six (6) months and three (3) months respectively, prior to the event. The final payment is required in fourteen (14) days prior to the first day of the event.

#### PROTECTION CLAUSE

A Protection Clause shall be granted to long standing recurring local, regional, national and international public and trade shows with a proven record of success and financial ability. A Protection Clause will be included in the License Agreement, which will not be issued earlier than twelve (12) months prior to the event (thirty-six (36) months for First Priority Events). The protection period shall not exceed a total of twenty-one (21) days prior to the first day of the event and twenty-one (21) days after the event. If a Protection Clause is granted, it will read as follows:

Lessor agrees that it will not lease any portion of the Anchorage Convention Centers to any competing event for the period commencing twenty-one (21) days before Lessee's first event day and concluding twenty-one (21) days after Lessee's last event day (the "Protection Period"). A "competing event" is hereby defined as an event which has thirty-five percent (35%) or more of the total number of exhibitors/booths in the event showing/selling product lines the same or substantially similar to the product lines in the Lessee's event, provided, however, that a show that is open to the public shall never be deemed a competing event with a show open only to the trade, and vice versa. The determination of whether an event is a "competing event" shall be solely within the discretion of the General Manager and shall be based upon the product lines in the proposed event's prior shows.

#### RESERVATION STATUS

Prospect reservations are subject to the approval of the Center's General Manager, and are subject to the following:

All Prospective reservations can be cancelled by the Center. If a Prospect reservation is cancelled by the Center, the requesting party will be notified that the dates have been released by the Center.

All tentative reservations are subject to challenge as set forth in Section VII. Anchorage Convention Centers Booking Policy.

A tentative reservation, for which a License Agreement has been issued but not executed by both parties, for a single-day event, outside of six (6) months is subject to cancellation with a forty-eight (48) hour notice at the discretion of the Center. First Priority events that have not executed a License Agreement and/or delivered the agreed upon deposit prior to eighteen (18) months before the first day of the event are subject to cancellation with forty-eight (48) hour notice.

All events are considered on a tentative hold until there is a fully executed Facility "License Agreement." Until a License Agreement is fully executed, and the full amount of agreed upon deposit is received, sub-contracting, advertising or assigning of facility space or access is prohibited.

#### CHALLENGES

If dates have been tentatively reserved for first or second priority events, but the client has not returned the signed License Agreement with deposit and another Client wants those dates, then such other Client (the "Challenger") may deliver to the Center a deposit of fifty percent (50%) or more of the Challenger's estimated minimum room rent and/or food & beverage estimated expense.

The Center will then advise the client or firm holding the tentative reservation (the "Date Holder") of the challenge. Such notice may be by telephone or e-mail. Within forty-eight (48) hours of such notice, the Date Holder must submit to the Center a deposit equal to fifty percent (50%) of the Date Holder's estimated minimum rental and execute a License Agreement in a form acceptable to the Center. The Center may at its sole discretion waive these requirements or extend the time limits for up to five (5) days.

The Center may decline to approve any application for any Client based on credit references, financial ability or prior experience. A Client who has failed to perform any obligations under a prior License Agreement with the Center or a similar facility, has cancelled or failed to proceed with a confirmed reservation, or whose conduct is, in the opinion of the Center management entity, detrimental to the best interest of the Centers.

Events and circumstances not covered in the above scheduling policies may be subject to special conditions as deemed appropriate by the Center's General Manager.

#### INSURANCE REQUIREMENTS

The William A. Egan Civic & Convention Center and the Dena'ina Civic and Convention Center requires the Lessee to procure, one month prior to the event, and maintain in full force during the Lessee's occupancy of said premises, including move-in and move-out, a policy of comprehensive general liability and property damage insurance from an insurer licensed to do business in the State of Alaska with A.M.'s Best Rating of A-7 or better, and subject to suit in the Municipality of Anchorage.

Additional insureds to include the Facility Management Entity (currently, ASM Global); DBA, William A. Egan Civic and Convention Center and/or the Dena'ina Civic and Convention Center, the Facility Ownership, the Municipality of Anchorage, and the Anchorage Convention and Visitors Bureau. The Lessee must be named as insured on said policy, with minimum policy limits of \$1,000,000 occurrence and \$1,000,000 aggregate for:

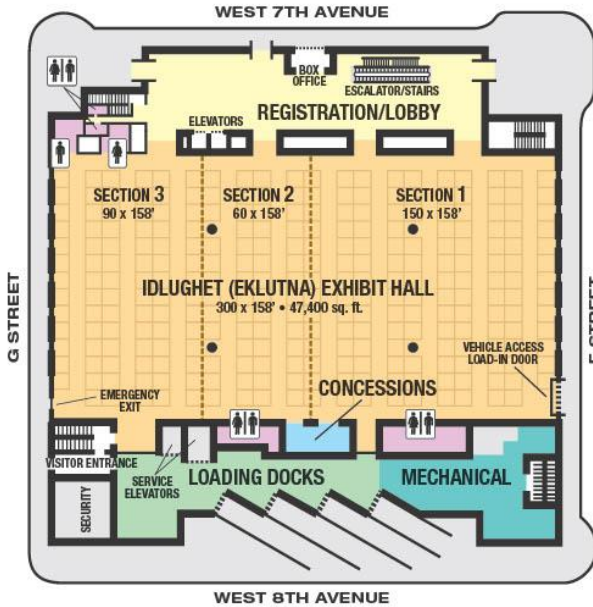
injuries, including death, sustained by one person injuries, including death, to two or more persons, and property damage Lessee agrees to furnish, and place on file with Center Management Entity, a copy of said policy or a certificate that a policy of insurance has been issued, at the time of the execution of the License

Agreement, the same to be subject to approval of Center Management Entity.

A minimum of twenty (20) days advance written notice must be provided for any cancellation or changes of coverage. The Lessee can provide afore mentioned insurance from any company meeting requirements listed in Items 1 and 2 above or the Management Entity can provide insurance at the Lessee's expense.

Room Rental Rates / Floor Plans

ANCHORAGE CONVENTION CENTERS



**EXHIBIT HALL**  
STREET LEVEL IDLUGHET (EKLUTNA)

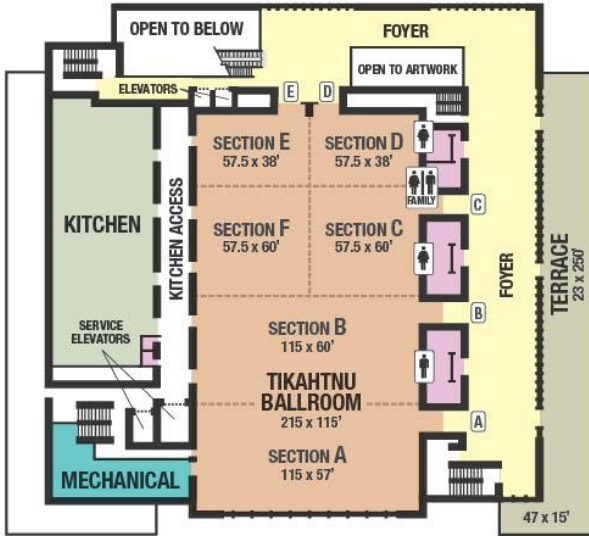
ROOM	SQ. FT.	THEATRE	CLASSRM.	BANQUET* BOOTHS
Entire Hall	47,400	5,000	3,262	2,700 274
Section 1	23,700	2,500	1,631	1,290 137
Sections 1&2	33,180	3,486	2,336	1,770 195
Sections 2&3	23,700	2,500	1,631	1,290 137
Section 3	14,220	1,512	1,126	840 83

\*10 per table

- Booth capacity based on standard 10 x 10 ft. booths
- Four loading docks/three at-grade delivery areas
- Drive-in/drive-out capability at multiple locations
- Service elevators: 12,000 lbs. and 20,000 lbs. capacity
- Floor-to-ceiling beam height: 30 ft.



# ANCHORAGE CONVENTION CENTERS



## BALLROOM

### THIRD LEVEL TIKAHOTU (COOK INLET) BALLROOM

ROOM	SQ. FT.	THEATRE	CLASSROOM	BANQUET*
<b>Full Ballroom</b>	<b>24,840</b>	<b>2,867</b>	<b>1,664</b>	<b>1,510</b>
<b>Section A</b>	<b>6,555</b>	<b>672</b>	<b>420</b>	<b>320</b>
<b>Section B</b>	<b>6,900</b>	<b>728</b>	<b>420</b>	<b>320</b>
<b>Section C</b>	<b>3,450</b>	<b>286</b>	<b>180</b>	<b>160</b>
<b>Section D</b>	<b>2,185</b>	<b>154</b>	<b>108</b>	<b>100</b>
<b>Section E</b>	<b>2,185</b>	<b>154</b>	<b>108</b>	<b>100</b>
<b>Section F</b>	Must be combined with other Sections to allow for guest entry			
<b>Section C&amp;F</b>	<b>6,900</b>	<b>728</b>	<b>420</b>	<b>320</b>
<b>Section E&amp;F</b>	<b>5,635</b>	<b>598</b>	<b>288</b>	<b>280</b>
<b>Terrace 6,110</b>	Accommodates up to 900, event-dependent			

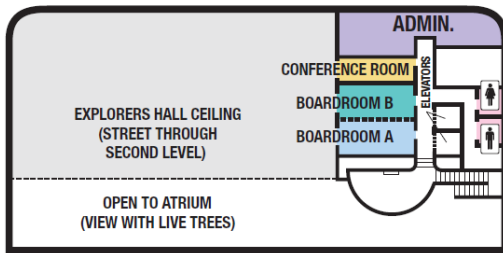
\*10 per table

- Space will accommodate up to 116 standard 10x10 ft. booths
- 15,000 sq. ft. pre-function lobby space
- State-of-the-art kitchen can support 5,000+ person events
- In-house catering by Savor... Alaska
- Unparalleled vistas of the Chugach Mountain Range
- 30-ft.-high beamed ceiling allows for specialty lighting and sound installation

## ANCHORAGE CONVENTION CENTERS



WILLIAM A. EGAN  
CIVIC & CONVENTION  
CENTER



ROOM	SQ. FT.	THEATRE	CLASSRM	BANQUET*
<b>Boardroom A&amp;B</b>	<b>946</b>	<b>80</b>	<b>60</b>	<b>60</b>
<b>Boardroom A</b>	<b>387</b>	<b>20</b>	<b>16</b>	<b>20</b>
<b>Boardroom B</b>	<b>559</b>	<b>40</b>	<b>32</b>	<b>40</b>
<b>Conference Room</b>	<b>355</b>	<b>10 person table</b>		

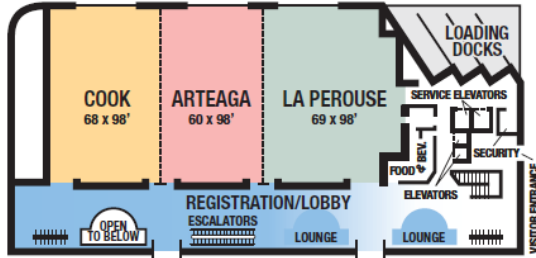
\*10 per table

- Finished ceiling height - 9 ft.

## BOARDROOM UPPER LEVEL

ANCHORAGE CONVENTION CENTERS

**WILLIAM A. EGAN  
CIVIC & CONVENTION  
CENTER**



ROOM	SQ. FT.	THEATRE	CLASSROOM	BANQUET*
Entire Hall	19,306	2,540	1,400	1,280
Cook Hall	6,664	850	500	400
Arteaga Hall	5,880	700	400	320
LaPerouse Hall	6,762	850	500	400

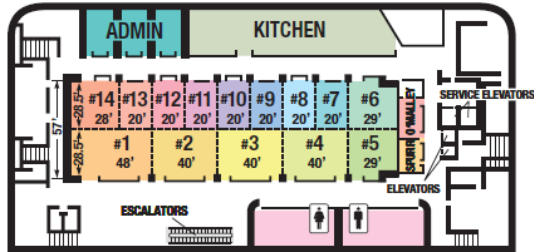
\*10 per table

- Space will accommodate up to 132 standard 8x10 ft. booths
- Facility designed to allow streamlined loading and unloading
- Recessed metal halide and incandescent lighting
- Fabric-covered moveable walls with sound dampening
- All three Hall floors are carpeted
- 24-foot-high finished ceiling with targeted track lighting

**EXPLORERS HALL** STREET LEVEL

ANCHORAGE CONVENTION CENTERS

**WILLIAM A. EGAN  
CIVIC & CONVENTION  
CENTER**



ROOM	SQ. FT.	THEATRE	CLASSRM	BANQUET*
Entire Hall	11,228	1,400	680	780
<i>Highly flexible: Divides into up to 14 breakout rooms of 570 to 1,368 sq. ft. and any combination thereof</i>				
Space 1	1,368	130	64	60
Spaces 2-4	1,140	100	64	60
Spaces 5-6	826	60	32	40
Space 7-13	570	40	32	20
Space 14	798	60	48	40
O'Malley	368	20	16	20
Spurr	315	20	16	20

\*10 per table

- Space will accommodate up to 65 standard 8x10 ft. booths
- Recessed lighting with individual controls
- Fabric covered moveable walls with sound dampening
- Completely carpeted floors and 12-foot finished ceiling

**SUMMIT HALL** LOWER LEVEL

## APPENDIX C

### Concert/Special Events & Show Management Guidelines

The following guidelines outline the policy and procedures which must be followed when staging an event at the Dena'ina Center.

#### *Procedures During Setup and Dismantling of Shows*

The Show Management will be responsible for the following setup and dismantling of shows:

Show Management must have the approval of the Fire Marshal or his designated representative for commencement of setup or dismantling of the shows.

Removal of crates and packing materials.

Restriction on use of materials and equipment during setup and dismantling must be adhered to.

#### *Exhibitor's Guidelines*

These guidelines have been developed to help maintain an acceptable level of fire and life safety within the ASM Global managed facilities.

These guidelines contain:

Prohibited Materials and Equipment

Materials and Equipment Requiring Special Permit

Acceptable Booth Configuration

Acceptable Materials for Booth Construction

Prohibited Equipment and Operations During Show Setup and Dismantling

#### *Prohibited Materials and Equipment*

The use of the following materials or equipment is prohibited:

Fireworks

Blasting agents

Explosives

Flammable cryogenic gases

Aerosol cans with flammable propellants

Display literature exceeding reasonable quantities (reserve supplies shall be kept in closed containers and stored in a neat and compact manner)

Smoking in posted "no smoking" areas

Fueling of motor vehicles

Liquefied petroleum gas

Wood matches with all-surface strikes

Hazardous refrigerants such as sulfur dioxide and ammonia

Cellulose nitrate motion picture film

Portable heating equipment

Combustion engines or other flammable fueled engines must meet the following guidelines:

Fuel tanks shall contain no more than 1/4 tank of fuel per vehicle.

Caps for fuel tank fill pipes shall be locked or taped closed.

The electrical system shall be de-energized. This is done by:

Removing the battery(ies), removing the battery cables; or disconnecting both battery cables and covering them with electrical tape or other similar insulating material.

#### Acceptable Materials for Booth Construction

The following types of materials will be acceptable for booth construction and decoration:

##### Wood

Combustible materials having a flame spread rating of less than 225 and a smoke density rating of less than 450, as determined by ASTM E48(Tunnel Test)

Non-combustible materials as defined by the Municipality of Anchorage Building Code, “

Booth may not have a canopy larger than 10' x 20'.

#### Prohibited Equipment and Operations During Setup and Dismantling

- Materials-handling equipment, other than electrically powered, will not be permitted in the facility during shows or overnight
- Powered tools and equipment, except materials handling equipment, other than electrically powered and air powered
- Electrically powered tools and equipment other than those listed by Underwriters Laboratories, Inc. or approved by a nationally recognized testing laboratory
- Portable heating equipment
- Welding, cutting, or brazing without special permit
- Painting with flammable or volatile paints and finishes
- Smoking in posted "no smoking" areas
- Use of other equipment or operations that increase risk of fire and life safety

#### Interior Finishes and Furnishings

The use of the following materials and furnishings is controlled:

- Drapes
- Hangings
- Curtains
- Drops
- Decorative fabrics
- Christmas trees
- Motion picture screens
- All other decorative materials, including plastics

All Materials and Furnishings shall be

Made from non-combustible materials; or treated and maintained in a flame-retardant condition by an approved flame-retardant solution process. Flame retardant treatments shall be renewed as necessary and after each cleaning. An identification tag showing the date, type of treatment, and the firm treating the material shall be located on or affixed to all treated materials; or approved by the Fire Marshal or his designated representative when containing or constructed of plastics.

Interior furnishings and materials shall not be located as to obstruct or block exit ways, fire and life safety devices or equipment.

## APPENDIX D

### Parking

There are more than 2,700 parking spaces within two blocks of the Centers.

JCPenney's Garage – 580 spaces

Fifth Avenue Garage – 1,160 spaces

Sixth Avenue Garage – 570 spaces

6<sup>th</sup> Avenue & H Street Garage – 471 spaces

Additional indoor parking may be available in the State of Alaska's Linny Pacillo Garage.

<https://www.easyparkalaska.com/locations>

<https://www.diamondparking.com/find-parking/>

<https://childsupport.alaska.gov/child-support-services/information/building-parking>



## APPENDIX E

### **Event Poster Policy**

The lobby is deemed an area of public forum and is open for the exchange of information and ideas, with certain limitations. The Dena'ina Center is primarily intended to be used for public and private meetings, for which a rental fee is paid. Any public use which disrupts a meeting in the Center, or which inhibits or prevents the public from access to a meeting, is prohibited.

During large events (Fur Rondy, concerts, large conventions, etc.) the lobby area may be rented by the client. The lobby then becomes closed to the public and admission to the building will be by ticket, invitation, or upon express permission of the event promoter.

General public use of the lobby areas shall be restricted by the following considerations:

Signs, including but not limited to posters, photographs, or notices, may be affixed to the premises only when they are used for promotion of a Dena'ina Center event or activity for which there is a signed Use Agreement, and only in locations and by means approved by the Center Manager. All other signs not used for Dena'ina Center event promotion shall only be permitted in accordance with the restrictions set out below.

All signs not used for Dena'ina Center events or activity promotion shall be no larger than 17" x 22". Sticks or poles extending beyond the dimension of the sign are prohibited.

The Center Manager may designate specific locations in the Dena'ina Center lobby for leafleting, picketing, and petitioning which would not unduly interfere with rental use or public enjoyment of the Center facilities. Unless the user rents the lobby, then the listed activities must take place on the sidewalk outside of the building.

Only single sign pickets shall be allowed per person and subject to the size restrictions specified in provision Number 2.

No audio or video equipment, including television, radio or social broadcasting and any type of audio amplification equipment may be used on the lobby area without first obtaining a signed User Agreement. This restriction shall not apply to audio/visual equipment in use by members of the press for coverage of a newsworthy event or activity occurring in the Centers.

The lobby area is intended to provide a quiet and relaxed atmosphere. Therefore, any excessively loud or boisterous activity is prohibited.

Persons not complying with the above policy may be asked to vacate the premise. Should they refuse, they may be escorted out of the facility and/or arrested for trespassing.

A client renting the lobby areas may elect to allow picketing or petitioning in the lobby. Before ejecting a picketer or petitioner, Center staff should check with the client as to whether they want the group in the lobby areas or not.

## APPENDIX F

### **Lost and Found Policy**

The company policy on lost and found items is to secure, store, and make a diligent effort to return each item to its rightful owner.

Items found in the Center or around the perimeter will be turned in to Control room. This should be done as soon as possible.

If a patron reports an item missing send them to the Control Room so the Control Guard can take their name, address, phone number, and a detailed description of the item. The person manning the Control Office will log, tag and secure/store the found property.

Found property may be claimed at the Control Office during business hours, Monday through Friday. Arrangements can be made to pick up found items during non-business hours by requesting found items be taken out of lost and found storage and made available for pick up from the on-duty Control Guard.

A detailed description of lost property and name, address, and phone number of the owner, will be obtained on each item reported lost. The person manning the Control Office during business hours will record the information in the lost and found log.

Found items will be stored in the building for 30 days. After 30 days, items of value, with the exception of clothing, will be turned over to the Anchorage Police Department. Clothing will be donated to a charitable organization. Items of no value will be destroyed.

## APPENDIX G

### **Dance Event Booking Policy & Guidelines**

The following policies are to apply to all dances booked at the Anchorage Convention Centers (ACC):  
Booking Policy

College and High School Dances/Proms inquiring before 6 months prior to the event will be placed as a second hold on our calendar. A contract securing space can be written within 6 months from the date of event.

Groups wanting to return the next year have first rights to the same space on the same day they had the previous year (pending space available). For example, if a group had the 2nd Tuesday of April, they have first rights to contract for the 2nd Tuesday of April the following year. If the date or space changes, first rights are waived. Please note that even with this understanding, ACC maintains the right to change event space allocation, as is mandated per all contracts for all events. Only one school dance may be booked per building on the same date.

Groups must rent out the entire ballroom (Tikahtnu Ballroom, Explorers Hall, or Summit Hall) at the regular rate even if they only use a portion of it. The exception is the Dena'ina Idlughet Exhibit Hall where groups may rent the section they need, if available, at the regular rate.

ACC requires an adult (21 years of age or older) representative of the school to be the signer for all legal or binding documents. Students are not authorized to request services or changes to billing provisions.

A deposit of 50% of the total estimated invoice is required upon execution of the contract with final payment in full due 1 month prior to the event.

ACC is required to provide extra security staff for all Group dances. The ratio is 1 ASM GLOBAL Security staff per 50 guests and 1 Security Supervisor. The security staff rate is \$22 per hour. The supervisor rate is \$26 per hour. The Group may also provide their own security, but the facility is required to maintain security at the above levels and the Group is required for payment of such.

Also required at the client's expense is (1-2) First Aid personnel at \$42 per hour. Staff ratio to be determined by your Sales/Event Services Manager.

The ASM GLOBAL security staff will coordinate entrance into the dance. Visual and or wandung inspections will be required to search for weapons, alcohol & drugs, such as asking guests to open their coat, lift their pant legs, open their purse, etc. The school is welcome to bring their own security, but it will not reduce the number of ASM GLOBAL security staff required.

ACC security will not allow re-admittance to building. Guests can leave the dance, but they will not be allowed to return.

If dance/prom cancels within 60 days of event, the deposit is non-refundable but can be applied to a future dance within 12 months of the original event date.



All small decorations must be approved by the Sales/Event Services Manager in writing before the day of the event. The following decorative materials are prohibited: Candles, glitter, beading, confetti, stickers, hay/straw, sheaves of grain, moss, leaves, feathers and other similar small items. Clean-up fees of \$100 per hour will be added to the final invoice in the event any of the above listed items or similar small items are used without permission and require clean-up.

Please note ACC allows helium balloons in both facilities when they are permanently affixed to authorized displays. If helium balloons are released for any reason within the facility, labor costs associated with the removal of the balloons from ceilings and air handlers will be charged to Licensee.

ACC prohibits attaching materials of any kind to the walls, windows or doors. Ask your Sales/Event Services Manager for recommendations on other options for displaying your décor.

Any decorations hung from the ceiling must be coordinated and contracted through Imig A/V. Please contact them at 907.274.2161.

ACC recommends ordering additional power for DJ's in advance to prevent overloading circuits. ACC can provide additional 110 volt electrical service at a rate of \$50 per piece, per day which will be added to the final invoice. If the DJ would like to patch into ACC house system, they must contact Imig Audio Video at 274- 2161 to coordinate installation and patch fees.

All electrical cords must be taped down with Gaffer's tape--NO Duct tape. Similar products are not allowed as they damage the Centers' surfaces. If requested, Gaffer's tape can be provided by ACC at \$30 per roll.

Please note there is a limited area of dance floor available during prom season. Therefore, all dance floors must back up to the DJ stage.

All high school dances must end by 11:30pm.

## APPENDIX H

### **Alcohol Awareness Levels Procedure**

#### Green

- 2 alcoholic drinks per customer per transaction (exception example when delivering to a dining table of more than 2 persons, with one payer, by management authorization.)
- Proof identification of 21 years of age for each transaction.
- No service to visibly intoxicated person.
- Discontinuance of service at pre-determined times set by facility management.
- Manager/Supervisor staff on-site for any alcohol event.
- Promoter/Show Manager briefed on ASM GLOBAL alcohol policies.
- Proper signage informing patron of reports when applicable/warnings of consuming alcohol.

#### Yellow

*All procedures included in Green and the following additional procedures.*

- 1 Alcohol Awareness Supervisor per 8 locations serving alcohol.  
Alcohol Awareness Supervisor (AAS) – responsible for identifying intoxicated patrons, server violations, underage drinking.
- Security of facility trained and instructed on how to notify Alcohol Awareness Supervisor if violations or incidents occur.
- Proper documentation and discipline of any server of alcohol violating policy and procedures.
- Alcohol shut-off times pre-determined and adjusted as necessary by management throughout event.
- Routine “test” of serving procedures by a Mystery Shopper- this should be arranged at various events throughout the year but is not mandatory for all yellow events.

#### Red

*All procedures in Green and Yellow with the following additions/modifications.*

- 1 Alcohol Awareness Supervisor per 5 locations serving alcohol.
- Wrist banding for all patrons drinking alcohol. Wristbands may be issued at separate stations; however, ID should be re-checked at point of sale each time a sale occurs.
- Security of facility increased per facility event management criteria.
- All visibly intoxicated persons refused service and all AAS’s notified of specific “cut-off” people to prevent further service.
- Highest level of disciplinary action if server violates “drink per transaction” limit during Red event.
- Internal “mystery shoppers” monitoring patrons and servers to document that program is being properly implemented.

#### ADDITIONAL OPTIONS FOR ALCOHOL AWARENESS

Beer Gardens- create alcohol service areas that are partitioned and have a separate entrance with ID checking and wrist banding. A patron must consume alcohol in the service area and cannot take the alcohol out of the area.

- 1 drink per patron per transaction
- Ejection of any visibly intoxicated person from the facility- this action should be coordinated with

facility management and security to avoid further complications.

- Beer and Wine service only- no spirits
- Earlier times for shutoff of alcohol service
- No Alcohol service
- Increase of local police presence
- Alcohol Awareness refresher course completion for all servers (must have attended in the past year) prior to working the Red event.