



ANCHORAGE CONVENTION CENTERS

Service Company/Decorator Policy

Thank you for booking your event with the Anchorage Convention Centers (ACC). We welcome Service Companies or Subcontractors of your choice, such as Decorators, Event Planners and Audio-Visual Services companies to perform event-related tasks you have contracted for under the terms and conditions below.

Please note that special conditions apply to A/V work. We recommend using our Preferred Provider Imig Audio-Visual Inc. but should you opt for another A/V Company, they will need to coordinate their activity with and via IMIG, as access to our Communication Rooms is limited to IMIG or ACC personnel only, and access fees (see attachment) will apply.

1. Service Company shall provide ACC with current proof of insurance. Insurance requirement minimums include the following; General liability - \$1,000,000 aggregate (\$1,000,000 per Occurrence, \$1,000,000 Products Compensation, \$1,000,000 Personal & Advertising Injury, \$1,000,000 Fire Damage, Medical Expense (Any one person) \$5,000, Automobile Liability - \$1,000,000 aggregate; Workman's Compensation – Statutory Limits for each event.
2. Service Company shall provide ACC with a copy of their business license annually.
3. Intended décor/lighting/rigging plan to be submitted to ACC management no later than two weeks prior to event.
4. Requested Setup Time (start to finish) is to be approved by ACC management.
5. All set-up and strike work to be accomplished within the hours defined by client's Lease Agreement.
6. All setup and strike work not accomplished during client's Lease Agreement may be able to be completed during regular business hours (8am – 5pm) the day prior or day after, if the space is available. Approval must be approved by your Sales Manager or Center Managers.

7. All other setup or strike times performed outside of the approved timeline will be charged to the client (not to Service Company) at the rate of \$300.00 per hour, on written ACC management approval.
8. Please note that the use of glitter and confetti of any kind, including snowflakes/stars, grass, hay, decorations or feathers, etc. is prohibited. If prohibited items are used, a cleaning fee will be applied. For larger rooms, glitter removal from chairs and carpeting can be in excess of \$3,000. Cleaning fee determination is at the sole discretion of ACC management. If you are unsure whether your particular items are allowed, please ask your Sales or Event manager.
9. Open flames of any kind are prohibited.
10. Helium balloons may be used for decorations, but a labor charge of \$25 *per balloon* will apply if they escape to the ceiling and ACC must retrieve.
11. Please note that **no** items of any kind may be taped or otherwise attached to the building's walls, paneling, doors or windows.
12. Patch Fees for client provided audio/visual equipment – please reach out to Imig Audio Video to patch into house sound. Fees are the responsibility of the contractor and should be reflected in the quote/estimate to the contractor's client.

Name of Event

Date of Event

Client Signature

Date

Service Company Name

Date