



## **2023 AFN Convention Exhibit Fair Frequently Asked Questions (FAQs)**

AFN works closely with Alaska Event Services to coordinate and organize the Exhibit Fair during the Convention.

**1. Can I send my materials ahead to the AFN Convention?**

Yes. However, you must submit the following in writing to the Alaska Event Services: Company name, contact info, deliverer, date/time of delivery, number of items expected. The Dena'ina Center or AFN will not be responsible for any loss or damage to freight nor be responsible for delivery costs. All freight must be prepaid.

**2. If you require additional services such as freight handling, electrical service, additional tables, chairs, or other equipment, please place your order directly with Alaska Event Services.**

Please call AES at: 907-345-8789, or email at: [info@alaskaeventservices.com](mailto:info@alaskaeventservices.com).

**3. Where is the Dena'ina Civic and Convention Center located?**

600 W 7th Avenue, Anchorage, AK 99501

**4. Is there internet access?**

Yes, there is unsecured wireless internet throughout the Dena'ina Center.

**5. Will someone be there to help me carry my materials in and out?**

No, please plan accordingly.

**6. Where do we unload our exhibit materials?**

No entry is permitted through the front doors of the Dena'ina Center for unloading materials. Access is through the rear loading dock to set up. The loading bays are located on West 8<sup>th</sup> Avenue, between F & G Streets. The Dena'ina Center has limited dollies and carts for moving boxes. Note: The Native Customary Art Show participants will also be unloading their artwork and items during this time.

**7. When can I start setting up?**

Early set-up is on Wednesday, October 18, 2023, from 3:00 p.m. – 5:00 p.m.

**8. What are the 2022 Exhibitor hours?**

Thursday, October 19th from 8:00 a.m. – 6:00 p.m.

Friday, October 20th from 8:00 a.m. – 6:00 p.m.

Saturday, October 21st from 8:00 a.m. – 3:00 p.m.

**9. When is move out?**

Saturday, October 21st from 3:00 p.m. – 4:00 p.m.

**10. What is included in the booth space?**

One 10'x10' booth space, one 6' skirted table; two chairs and one 500-watt outlet. Also, pipe and drape with side dividers separating each booth. Note: space is not carpeted.

**11. My stand-up display?**

It needs to fit inside the 10x10 area space and not interfere with other exhibitors. All aisles must be kept clear of any trip hazards.

**12. Do we have to staff our table all the time? Does our staff need to register?**

AFN prefers that your exhibit table be staffed always. The Convention is open to the public. No, you do not need to register to attend.

**13. How will I find my table?**

In mid-September, AFN will email you your table space assignment, along with a floor plan for the first floor Exhibit Hall. On move-in day, each numbered table will have your organization name listed on a sign that will be taped to your assigned booth. AFN staff or volunteers will be onsite to guide you to your assigned table.

**14. Can I switch tables?**

No, each space has been pre-assigned.

**15. How many materials and giveaways should I bring?**

Past exhibitors have brought as many as 3,500 materials/giveaway items. In Anchorage, we anticipate many local shoppers, downtown office workers and guests that travel to AFN. We usually plan for about 5,000 people.

**16. Can I leave my exhibit materials overnight?**

Yes, the exhibit hall will be locked each night. However, neither the Alaska Federation of Natives, Alaska Event Services nor the Dena'ina Center is responsible for loss or damage.

**17. What about concessions?**

The Dena'ina Center reserves the right to all monitor all concession activity. "SAVOR...Alaska" is the exclusive caterer for Anchorage Convention Centers. No outside food and beverage are allowed in your booth for sale. One exception is that exhibitors may provide their own individually wrapped candies/mints with a maximum size of a standard business card. Any exhibitor who wishes to bring in their own bottled water or food items must pre-arrange and have approval from center management in advance and will be charged \$0.75 per bottle or item, payable in advance to Dena'ina Center. No homemade products are allowed.

**18. Is there onsite shipping—what if I want to pack my materials at the Dena'ina Center and mail it back from there?**

No, please make prior arrangements on your own.

**19. What about animal policies?**

Assistance animals only are allowed in the building.

**20. Gas Tanks/Candles?**

No source of flame or propane/compress gas tanks may be used at any time.

**21. Where do we park?**

Metered street parking around the facility. Pay parking is also available at the JC Penny garage, 5<sup>th</sup> Avenue Mall garage, 6<sup>th</sup> Avenue garage, 7<sup>th</sup> Avenue garage and limited parking at the Linny Pacillo garage. Details below.

<b>JC Penney's (580 spaces) Open 24 Hours</b>	Sixth Avenue, one way driving East, immediately past F Street on the right (south) side
<b>Fifth Avenue (1,160 spaces) Open 24 Hours</b>	On B Street between Fifth and Fourth Avenue from both directions. On Fourth Avenue between B and C Street, from both directions
<b>Sixth Avenue (570 spaces) Open 24 Hours</b>	On H Street, Eastside between Seventh and Sixth Avenue, from both directions
<b>Seventh Avenue (471 spaces) Open 24 Hours</b>	On G Street, one way driving South, on the right (West) side between Sixth and Seventh Avenue

**Linny Pacillo Garage (7th Avenue across from Dena'ina Center & Atwood Tower)**

This Garage is the State of Alaska's Employee & Visitor Garage, **not** the Dena'ina Center's garage. It is available for public parking after regular business hours on weekdays and on weekends as listed below:

Entrance:	E Street, one way going North on left (West) side between Seventh and Sixth Avenue
Hours:	Open to the Public: Mon-Fri 5:30pm-2:30am and Sat-Sun 6:00am-2:30am