



Exhibitor Rules, Regulation and Policies

The Exhibit Fair will take place on October 19-21, 2023, at the Dena'ina Center in Anchorage. The rules, regulations and policies are below. They incorporate both AFN and the Dena'ina Center Rules.

1.0 Purpose. The Exhibitor Policies outlined below is to provide organizations who market their product, service, or program at the Annual AFN Convention with guidance regarding permitted booth operations and interactions with the thousands of members, staff, delegates, participants, guests and attendees.

2.0 Eligibility. An organization may apply for an Exhibitor Booth if they meet the definition of the categories A, B or C below:

A. 501(c)3 Nonprofit Organization/Educational Institution (Booth Cost: \$2,500)

- i. 501(c)3 Organization. a corporation, trust, unincorporated association, or other types of organization that is exempt from federal income tax under section 501(c) of Title 26 of the U.S. Code.
 1. Churches. non-denominational religious organizations may not coerce members, staff, delegates, participants, guests and attendees into a specific faith, or participate in religious activities, worship services or profession.
- ii. Educational Institution. public or private entities that provide instructional services, vocational training, professional, higher education or education-related services of a school, college or university.

B. State or Federal Agency/AFN Member (Booth Cost: \$3,500)

- i. State/Federal Agency. a federal or state government office that is responsible for the oversight and administration of specific functions.
- ii. AFN Member. a federally recognized tribe, village for-profit corporation, regional for-profit corporation, regional not-for-profit organization or tribal consortium.
 1. ANCSA Regional For-Profit Corporation Subsidiary. subsidiary companies must coordinate with their parent company for exhibit space.

C. Political Campaign (Booth Cost: \$5,000)

- i. Political Campaign: an organized effort that seeks to influence the decision-making process within a specific group by general or primary election and candidates for head of local, state or federal government.

All for-profit businesses who are interested in obtaining an exhibitor booth must become an AFN Sponsor.

3.0 Criteria. Exhibitor applications are subject to approval by AFN based on the following criteria:

- A. The information, programs or services must be consistent and compatible with the mission of AFN and its values; and do not unfairly exploit AFN.
- B. Exhibitors without alignment with the AFN mission, values or priorities will be excluded.
- C. AFN reserves the right to reject or restrict any exhibit and/or contents that contain materials that are graphic, obscene, objectionable, or otherwise undesirable.
- D. Multi-Level Marketing Companies, Distributors and Direct Selling, i.e., Health supplements, Beauty and Household products, pharmaceutical companies are prohibited.
- E. A sponsoring organization that declines the exhibit space provided for them **may not** donate the exhibit space to another organization.
- F. Application for an exhibit both is on a first-come, first-serve basis. Payment is required to guarantee booth space as the event space is limited.
- G. Exhibitors point of contact information is very important to communicate that your exhibit table application has been received & confirmation of available space, table location, set up information, etc. If the POC changes, it is your responsibility to contact AFN to update.

4.0 Hours of Operation.

October 19-20, 2023, 8:00 a.m. – 6:00 p.m.

October 21, 2023, 8:00 a.m. – 3:00 p.m.

5.0 Photography, Video and Audio Recording and Materials

Examination, copying or photographing of other exhibitors' equipment or materials without permission is prohibited. No materials are permitted to be distributed beyond your exhibit booth space; e.g., no materials placed on the chairs in the plenary session or other areas of the Dena'ina Center.

6.0 Space Size and Assignment Location. Exhibit space is 10'x10' with one 6' skirted table and 2 chairs. Displays must be confined within this space and cannot overflow into the aisle or over the sides. Specific requests for booth location will not be accepted. Exhibit location is in the sole discretion of AFN, and AFN reserves the right to move booths as needed.

7.0 Indemnification

Each exhibitor shall indemnify, defend, save and hold the Alaska Federation of Natives and the Dena'ina Convention Center harmless from any claim, lawsuit or liability, including costs and reasonable attorney's fees allegedly arising from loss or stolen items, damage or injury to persons or property occurring in the course of the space rental during the AFN Exhibit Fair, October 19-21, 2023. In the event of Convention cancellation due to fire, venue closure, acts of God or other causes beyond AFN's control, AFN or its agents shall not be held liable for failure to hold the convention.

8.0 Cancellations

- A. Cancellations are non-refundable and exhibitors must submit notifications in writing to AFN.
- B. Booth space unoccupied by 10:00 a.m. on Thursday, October 19 will be declared vacant and reassigned.

9.0 Application & Non-refundable Payment

AFN, 3000 A St., Ste. 210, Anchorage, AK 99503

Checks – payable to Alaska Federation of Natives (include the Exhibit Booth company name on check memo).

Credit Card – Email the application to nstoops@nativefederation.org to receive the credit card invoice payment link. Note: A 3% processing fee will be added.

On September 25, 2023, Exhibitors will receive an email notification with set-up information, the floor plan and assigned table number.

AFN Staff Contact: Nikki Stoops

Main: 907-273-1307

Email: nstoops@nativefederation.org