



2011 Mayor's Marathon Expo & Bib Pickup

EXPO LOCATION

Don't miss your chance to showcase your product or service! The Sheraton Anchorage Hotel & Spa and the University of Alaska Anchorage are hosting the Mayor's Marathon Expo & Bib Pickup on June 16th and 17th, 2011. The Expo will be held in the Howard Rock Ballroom at the Sheraton Anchorage Hotel located at 401 E. 6th Avenue, Anchorage, Alaska 99501. This will also serve as the official Bib Pickup that will bring approximately 3,000 runners to this location over the two-day event.

COST

An 8' X 10' booth will be \$350.00 for both days and payment must accompany the application. We will not be able to reserve space with out full prepayment. See Application for additional items and cost.

BOOTH INCLUDES

All booths are 8' X 10' and include: 8' Skirted Table, 10' Back Drape and 4' High Side Drapes, 1 Chair, Garbage Can and ID Sign. Internet connections, power cords and other special accommodations will be available for an additional charge. Exhibitors may choose to rent more than one booth side-by-side based upon availability.

LOAD IN TIME

Thursday, June 16 th	Vendor Setup	7am – 3pm
Thursday, June 16 th	Expo Hours	3pm – 8pm
Friday, June 17 th	Expo Hours	10am – 6pm
Friday, June 17 th	Vendor Teardown	6pm – 10pm

Note: Bib pick-up will be open during show hours on both days. Typically Thursday has been a slow day. Please make sure you have someone to watch your booth and give you bathroom/food breaks. These breaks will not be provided by the Hotel or Expo staff.

GUEST ROOM RESERVATIONS

For guest room reservations at the Sheraton Anchorage Hotel call 1-800-478-8700 and ask for the Mayor's Marathon room rate, or visit the Mayor's Marathon website www.mayorsmarathon.com

SHERATON ANCHORAGE HOTEL EXHIBIT RULES AND REGULATIONS

Fire and Safety

- All exhibits and displays must conform to the Fire Regulations of the City of Anchorage. This includes mandatory use of only flame proofed materials and proper electrical wiring and installation. Motor vehicles or gasoline-powered equipment on display must have all gas removed and battery disconnected when on display inside the hotel.

Security

- The doors of the Howard Rock Ballroom will be locked after hours. The hotel will not be responsible for anything lost or stolen. Additional Security can be hired to secure your materials but must be cleared through the Hotel and the Catering Department.

Exhibit Material Storage

- Due to the hotel's limited storage availability, we will not be able to accept early shipments of materials. The hotel will accept material no earlier than 2 business days prior to the event. Boxes must be clearly marked with vendor name and arrival date. If you need to ship equipment or materials earlier please contact Alaska Event Services at 907-345-8789. They will accept your materials and deliver them to the hotel on the day of setup. Payment is the responsibility of the individual exhibitor.

Floor Limits, Loading Dock & Freight Elevators

- The floor limit is 125 pounds of live load per square foot. The hotel has two loading docks, both with elevating platforms. The freight elevators have a load limit of 4,000 pounds per elevator. The dimensions are as follows: Door 4' X 7', Depth 8'. No forklifts are allowed on the premises of the Sheraton Anchorage Hotel.

Property Protection

- Nothing may be nailed, tacked, taped or otherwise attached to walls, doors, pillars, furniture, or any other part of the building. The exhibitor will be held liable for any damage incurred. Any garbage or materials left behind, the hotel will assess a cleanup fee up to \$75.00 per Booth. Please break down all boxes.

Exits

- All exits must be kept clear (6' - 8' from object to exit). All aisles are to be a minimum of 6' wide.

The Sheraton Anchorage Hotel and the University of Alaska are looking forward to another successful Expo Event and Mayor's Midnight Sun Run. Please feel free to contact Melinda Allen with any questions regarding the Expo and Bib Pickup.

Melinda can be reached at (907) 343-3159 or fax at (907) 343-3145 or e-mail at melinda.allen@sheratonanchorage.com.

You may also contact the Catering Coordinator, Neil Shibe, at (907)-343-3112

We look forward to seeing you at the 9th Annual Mayor's Midnight Sun Run Expo & Bib Pickup!



Mayor's Midnight Sun Run Expo & Bib Pickup – June 16th & 17th, 2011

Vendor Booth Registration Form

ATTN: Melinda Allen

FAX: (907) 343-3145

Company Name: _____

ID Signage (if different from above): _____

Company Attendee Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email Address: _____

Telephone Number: (_____) _____ Fax Number: (_____) _____

Quantity

_____ - 8' x 10' Vendor Booth(s) - \$350.00 per booth. Space Request # _____

_____ - Phone Line for Credit Card Charges - \$125.00 for 2 days

_____ - Hi-Speed Internet Access- \$180.00 for 2 days (Access for 1 computer)

_____ - TV / DVD - \$160.00 per day

_____ - Power Strip - \$15.00 each per day

_____ - Extension Cord - \$15.00 each per day

_____ - Additional Table – Limit (1) per Booth - \$30.00 per table

TOTAL: \$ _____

- Payment in full must accompany Vendor Registration Form in order to hold booth space.
- Space is limited and will be filled in order of response.