



## Rowan Pacific Rim Decorators

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January 8, 2010

Dear Exhibitor:

Welcome to the upcoming "Alaska Women's Show," presented by Aurora Productions. The *premier* women's show in the state is on April 23<sup>rd</sup> through the 25<sup>th</sup> 2010, and will be held at the Sullivan Arena. The following is a check list of what you need to know about this event, with an attached packet of our services. If you have any questions or concerns regarding this information feel free to contact us using the office numbers and/or email addresses above.

### Show Schedule:

Exhibitor Move In	Thurs. April 22 <sup>nd</sup> , 2010	9:00 am to 9:00 pm
Show Opens	Friday, April 23, 2010	11:00 am to 6:00 pm
Show Opens	Saturday, April 24, 2010	11:00 am to 6:00 pm
Show Opens	Sunday, April 25, 2010	11:00 am to 6:00 pm
Show Closes	Sunday, April 25, 2010	6:00 pm
Exhibitor Move out	Sunday, April 25, 2010	6:00 pm to Midnight

**Discount Due Date:** To qualify for our exhibitor discount, you must have your order ***with payment in full*** turned into our office by 5pm, **Wednesday, April 14, 2010**. We will accept exhibitor packets by fax or email. However, due to the high volume of calls, we will not take orders by phone. If you have not turned in your kit by the 20<sup>th</sup> of April, please take it with you to the show and turn it into our service desk, by the green doors, during move-in.

**Show Orders:** If you choose to order at the show, we will have an "Exhibitor Service Center" set up over by the Green Doors of the Sullivan Arena. **Please have your payment ready to insure prompt service.**

**Electricity: YOU ARE RESPONSIBLE FOR THE ELECTRICAL POWER IN YOUR BOOTH.** If you need help in assessing how much after reviewing the electrical page, call us at the phone number listed below. As in years past, we will inventory each booth and you will be financially responsible for power used.

**The exhibitor kit:** Our exhibitor kit is full of items to help you build your display. We welcome customers to our shop located at 655 East Ship Creek, Anchorage. If you call ahead, we can pull whatever items you want to see and this saves time setting it up. We are always ready to show you "live" what your display will look like, but if you live out of town, or are short on time, we have increased our library of photos, and we will be happy to email you selected pictures of our display items.

Thank you and have a great time at the AWS!

Cordially,

Rowan Decorators