



July 17, 2011

Welcome to the upcoming “**2011 Annual Alaska Telephone Association’s Showcase and Meeting.**” The showcase is on October 26th & 27th 2011, and will be held at the Sheraton Anchorage. Enclosed is a packet of our rental items and services that we can provide you in addition to what ATA will be providing.

SHOW SCHEDULE

Drayage Move-in	Tuesday, October 25th, 2011	10am to 12 noon
Exhibitor Move-in/Set up	Tuesday, October 25th, 2011	12 Noon-5pm
Show Opens	Wednesday, October 26th, 2011	9am to 5pm
Show Opens	Thursday, October 27th, 2011	8am to 12pm
Exhibitor Move-out	Thursday, October 27th, 2011	12pm to 5pm
Rowan Move-out	Thursday, October 27th, 2011	12 pm til finished
Rowan Freight Logistics	Thursday, October 27th, 2011	12pm to 9pm

Discount Due Date: To qualify for our exhibitor discount, you must have your order, with payment in full, turned into our office by 5pm on **Wednesday, October 19th, 2011.** 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 24th of October, please take it with you to the show and turn it into our service desk, during move-in.

Show Freight: We welcome phone calls at our toll free number regarding your freight: (877) 276-1818, ask for Maryane

Show Orders: If you choose to order at the show, we will have an “Exhibitor Service Center” set up in the Atrium. We will be visible, and provide directional arrows if necessary! Please have your payment ready to insure prompt service.

The following will be provided by Show management:

- ◆ **An 8’ x 10’ Fabric Display Booth**
- ◆ **A 6’ x 24” Skirted Table in Blue & White w/ a White Vinyl Top.**
- ◆ **500 Watt Electrical Outlet**
- ◆ **1 Wastebasket w/liner**
- ◆ **7” x 44” Exhibitor ID sign, with a maximum of 29 characters**
- ◆ **A 2lb Fire Extinguisher as required by the facility**

If you have any questions or concerns regarding this information feel free to contact us using the office numbers and/or email addresses above. Thank you and have a wonderful day!

Sincerely,
 Staff at Rowan Pacific Rim Decorators