



Rowan Pacific Rim Decorators

655 East Ship Creek Avenue / Phone: 907-276-1818 Fax: 907-.276-.6894

Email: nicole@rowandecorators.com

July 11, 2011

Dear Exhibitor:

Welcome to the upcoming “**2011 Alaska State Fair Vendors Exhibits at Raven Hall**” to be held at the Pavilion on August 25th through September 5th. The following is a schedule of the exhibition hours, move in times, and move out times.

Show Schedule:

Exhibitor Move-in	Wednesday, August 24, 2011	10am to 8pm
Opens: Fair Hours-Week Days	Thurs.(Aug/Sept) 8/25 to Fri. 9/1, 2011	10am-10pm
Opens: Weekends	Sat/Sun: (Aug/Sept) 8/26 & 27 and 9/3 & 4, 2011	10am-10pm
Opens: Labor Day	Mon. September 5, 2011	10am to 8pm
Exhibitor Move out starts:	Mon. September 5,2011	After 8pm to 10pm
Exhibitor Move out:	Tuesday September 6, 2011	8an 'til done

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 **Friday August 12, 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 August 12 deadline, please take it with you to the show and turn it into our service desk, during move-in.

Show Orders: If you choose to order at the show, we will have an “Exhibitor Service Center” set up over between the **Freight Doors of Raven Hall**. Please have your payment ready to insure prompt service.

The following will be provided by Show management:

- ◆ **An 10' x 10' Fabric Display Booth**
- ◆ **500 Watt Electrical Outlet**
- ◆ **7" x 44" Exhibitor ID sign, with a maximum of 29 characters**

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