

Rural Alaska Marketplace Information

Alaska Event Services will be handling the set up of the Marketplace. If you have any special needs for your display, please call George Quinto at 263-9826.

Vendor set-up will begin at 3:00 p.m. on Monday, February 13th, in the Howard Rock Ballroom, the Ballroom entry and the Atrium; the Marketplace will open at 9:00 a.m. on Tuesday, February 14th. Please check with the Registration Desk for your space number. The Ballroom must be completely empty by 3:00 p.m. Thursday, February 16th. The set-up of the Howard Rock Ballroom gives opportunity for more vendors to participate in the Rural Small Business Conference, and we are adding more time for the participants and vendors to visit. This year the Ballroom will be separated with a wall between the Marketplace and the General Gathering area during the entire conference. During the General Gatherings I would appreciate it if noise levels and visiting are kept to a minimum, as not to distract from the speakers and presentations going on.

Vendor Introductions will start at 9:00 a.m. on Tuesday. Each vendor will have 3 minutes plus to introduce their company, explain who they are and what services they provide. Please use this time to capture the participant's attention and to display your booth.

Guardian Security has been hired to patrol the Marketplace from 7:00 p.m. until 7:00 a.m., Monday, Tuesday and Wednesday. If you do not feel comfortable leaving your display items, **TAKE THEM WITH YOU.**

Each participant will receive a canvas bag to carry his or her conference materials. If you would like to contribute a small promotional item, such as a key chain, pen, magnet, etc., please give me a call or deliver them to our office, located at 1577 C Street, Suite 304, no later than Tuesday, February 7th, 2012.

If you would like to contribute a door prize, contact me right away. All drawings will be held during the Closing Luncheon, Thursday, February 16th. Door prizes will be picked up during the conference or you can leave them at the Registration Desk. If you are conducting an "in-booth" drawing, I would be happy to announce your winner.

The Sheraton Hotel has offered a room rate of \$99.00 per night single/double for conference vendors and participants. Please make sure you mention you are part of the Rural Small Business Conference when making your room reservation. Parking is \$7.00 per day for vendors participating in conference.

Wednesday morning at 8:00 a.m. there will be a Rural Urban Networking Breakfast. Each booth will receive two meal tickets and each tabletop will receive one meal ticket for this event. Extra tickets can be purchased for twenty dollars each.