

ASTE Exhibitor's Guide



Click for [Exhibitor Information](#) in addition to the information below.

ASTE Tradeshow Dates: are February 17- 20, 2024

Booths and tables: All come with a 6 ft draped table, 2 chairs, and electrical power. Additional furniture and supplies can be arranged through our service contractor, Alaska Event Services (see link below)

Shipping: Attention! The Hotel Captain Cook does not have storage space to accommodate conference shipping and storage. To ship your supplies and booth accessories contact our shipping contractor for this event, Alaska Event Services, and set up an account (see link below). They will receive, store, and deliver your supplies to the booth you are assigned and then they will also return-ship the items to you after the event. Please ship after **Jan 15th and be received by Feb 9th, 2024 to address** 737 East 13th Ave Anchorage 99501 Clearly labeled "SHOW Management"

Booth information: Exhibit Hall booths inside the exhibit hall are delineated by pipe and drape. The exhibit hall is carpeted. The back wall is approximately 10 feet wide and each booth extends out into the floor with a half drape of 8 feet. Exceptions to this size are the corner booths and end booths which have varied sizes. Booth size is approximate and can not be guaranteed.

Wifi: Very robust wifi is provided throughout the building.

Trade Show Event Contractor: *Alaska Event Services, Inc.* has been selected as the show service contractor for the ASTE Conference.

Show management will provide you with a pipe & drape display booth space. Included in your booth space is one 6' skirted table, 500 watts of electrical service, and an identification sign. Please note that the exhibit space is carpeted and chairs are provided by the Captain Cook Hotel at no additional charge.

If you require additional services such as freight handling, additional electrical service, tables, etc., please place your order via <https://alaskaeventservices.com/>.

Please take this time to read through the information, make your selections, and submit your order to the office of *Alaska Event Services* for processing. These electronic forms are required only if you need services that are not automatically included with your space. A PDF copy of these forms is available online. If you have any questions, please call our Exhibit Service Representatives at (907) 345-8789, or email at info@alaskaeventservices.com.

[Exhibit Hall Map](#)
[Alaska Event Services](#)
[Exhibitor Policies](#)
[Discount Codes](#)
[Bag Gift Information](#)

EXHIBIT HALL SCHEDULE 2024

EXHIBIT HALL LOAD-IN:

- Friday, 2/16: 2:00 PM- 6:00 PM
- Saturday, 2/17: 8:00 AM-10:00 AM
 - **Note: If you are unable to check-in and set up your booth Friday afternoon, please contact director@aste.org.*
 - Receive shipped item from Alaska Event Services
 - Set up booth

EXHIBIT HALL HOURS:

- Saturday 2/17, 10:00 AM - 3:15 PM
- Sunday 2/18, 8:00 AM - 3:15 PM
- Monday 2/19, 8:00 AM - 12:30 PM

(Exhibit Hall will not be open on Tuesday)

EXHIBIT HALL CLOSING AND LOAD OUT

- Monday at 12:30 PM, Exhibit Hall closes
- Monday from 12:30 PM - **2:30 PM**, Pack-up booth items.
 - Check out with Alaska Event Services if needed
- Tuesday from 4:30-5:30, ASTE Annual Giveaway Event

- Vendors are invited to donate prizes for the giveaways and present your prize (optional).

EXHIBIT HALL EXCLUSIVE TIMES 2024

ASTE has all food served inside the exhibit hall to increase our attendee access to you!

In addition, ASTE has scheduled **exclusive** exhibit hall times during the conference. You can expect higher foot traffic in the exhibit hall at these times and no breakout sessions are scheduled during these times in competition with the tradeshow.

**Exclusive Exhibit Hall Times
No concurrent breakout sessions**

Saturday Kickoff

- 11:30 AM-12:30 PM
- 4:00 PM -4:30 PM

Sunday

- 8:00 AM - 8:45 AM
- 11:30 PM -12:30 PM
- 2:45 PM -3:15 PM

Monday

- 10:00 AM -10:30 AM
- 11:30 PM -12:30 PM
- 4:30 PM-5:30 PM-
 - ASTE Annual Vendor Giveaway Event