



OCTOBER 14 & 15, 2018

Welcome

Welcome to the 37th Annual Anchorage, Alaska College and Career Fair!

Thank you for registering for the 2018 Anchorage, Alaska College & Career Fair (AACCF). We are excited about the commitment your institution and/or organization has made and are confident that your participation will be an invaluable addition for Alaska's students and adults towards their education and career goals. Please find the enclosed information pertaining to **check-in, lodging, booth operation, shipment of materials**, and **parking** to assist you prior to and during the Fair. Our goal is that you have a productive and enjoyable experience as you represent your institution and/or organization to thousands of Alaskan attendees.

GENERAL INFORMATION

The AACCF will be held on **Sunday, October 14th from 1:00pm to 4:00pm** and **Monday, October 15th from 9:00am to 12:00pm** at the **Alaska Airlines Center**. This is a two-day public event, which will include 45 minute workshops on Sunday, October 14th on the topics of: Career Exploration, College Admissions, and Financial Aid. For your convenience, the AACCF website will include the following information as it becomes available:

- Event schedule
- Event and Save-the-Date flyer/poster
- List of the attending and previous exhibitors

For more information about the Fair, please visit our website at:

<https://www.uaa.alaska.edu/students/student-outreach-transition/college-and-career-fair/index.cshhtml>

CHECK-IN

On Sunday, October 14th, check-in and set up for the AACCF is scheduled from **11:00am to 12:45pm** at the Alaska Airlines Center (Address: 3550 Providence Drive, Anchorage, AK 99508). A map is provided for your convenience. All representatives should set-up during this period. All booths **MUST** be ready by **1:00pm**.

On Monday, October 16th, check-in is scheduled for **8:15am to 8:45am**. All booths **MUST** be ready by **9:00am**.

Note: Exhibitors may leave their materials overnight at the Alaska Airlines Center if attending the fair for both days.

DROP OFF EXHIBITOR MATERIALS

On the day of the Fair, if you have Fair materials to unload, please drive to the loading zone in front of the main doors of the Alaska Airlines Center. An AACCF representative will be available on site to assist you and to ensure your set-up is as efficient as possible.

- Carts are available if needed.
- Once your vehicle is unloaded, it must be moved **immediately** to allow for others to unload. Under no circumstances may vehicles be left in the loading area unattended or after unloading.

BOOTH SPACE ASSIGNMENTS

Booth space assignments will be filled on a first come first serve basis. Please be aware that the later registration occurs, the more likely you are to be placed in the pavilion level.

Exhibitors 1 through 85 will receive a booth placement on the main arena floor. Booths 86 and above will be on the pavilion level. Booths with the electricity option will be on the main arena floor regardless of the time of registration and may affect your booth location.

SHIPMENT OF MATERIALS TO ANCHORAGE

If you wish to ship your materials prior to the Fair, please fill out the form from **Alaska Event Services (AES)**. The ship-to address and information is provided on the form. Remember to confirm shipping deadlines to ensure delivery and availability of your materials on the day of the Fair.

Note: You can access the shipping form from AES by going to the Anchorage, Alaska College and Career Fair website under the drop down menu "Shipment of Material".

Contact the AACCF coordinator for additional details.

DISTRIBUTION OF MATERIALS

Based on past Fairs, we anticipate an attendance of approximately 3,000 students, parents, and other interested individuals who will attend; please plan materials accordingly.

PARKING

There is **FREE** parking on the South side of the Alaska Airlines Center. Please see parking map below for more details. Additional overflow parking is located in the Providence garages marked PS2 and PS3 and on the North Side of Providence Street near the UAA/APU Consortium Library and the Fine Arts Building. Parking in Providence surface parking lots is not permitted and cars will be towed or ticketed.

LODGING

This year's AACCF does not have a host hotel. Please visit our website for a list of hotel options in the area (includes distance from the venue) or visit the **Visit Anchorage Alaska "Places to Stay"** site to explore your options.

The Anchorage, Alaska College & Career Fair committee would like to thank you for your participation in the 37th Annual AACCF!

Please feel free to contact our office at (907) 786-6707 or anchoragecollegcareerfair@alaska.edu should you need further assistance.

Thank You

Alaska Airlines Center Event Parking available in the following lots:

- Alaska Airlines Center Main Lot (Gold)
- Alaska Airlines Center Reserved Lot (Purple)
- Providence Parking Structure PS2 & PS3 (Blue) After 5PM
- UAA Library Lot (Green) Free Parking Fri. Sat. Sun and after 7:30PM
- UAA East Lot (Green) Free Parking Fri. Sat. Sun and after 7:30PM

**Please DO NOT PARK in
Providence Hospital Surface Lots
and**

**Providence Parking Structure PS1
Violators may be towed**

Subject to Change for Special Events

Check website for updates

www.AlaskaAirlinesCenter.com

