

IABA

PO Box 80412

Fairbanks, AK 99708

(907) 474-9082

kourtney@fairbanksevents.com www.fairbanksevents.com

2025 IABA Home Show Vendor Packet

Welcome and thank you for participating in the IABA Home Show. We have an incredible lineup of businesses and agencies in this year's show and we know with your help and enthusiasm we will produce a very successful event. So, let's get on with the show!!! This is the official Home Show packet and it should answer most, if not all, of your questions about the event.

Page 2	Important Info and Advertising
Page 3	Directions to Center, Shipping Info, Alaska State Business License
Page 4	Layout Map with Move-in and Move-out Schedule
Page 5	Early Move-in for Bulk Vendors
Page 6&7	General Information, times, dates, and the rest of the what to do's
Page 8&9	Vendor List with Space Numbers
Page 10	Rainprotection Insurance Program Information

Where can I get my passes?

At the vendor check in table during move-in

What are the hours of the show?

Move-in:

Thursday, Mar 27 8am - 7pm

Friday, Mar 28 8am - 2pm

Show Hours:

Friday, Mar 28 2pm - 7pm

Saturday, Mar 29 10am - 6pm

Sunday, Mar 30 11am - 5pm

Move-out:

Sunday, Mar 30 5pm - 11pm

*** Booth fees are due in full Mar 1.**

**For those of you that have an outstanding balance, we have emailed a statement.
If you do not receive a statement, you are paid in full.**

REMEMBER: All exhibitors must have an Alaska State Business License and a 2.5 lb. ABC rated fire extinguisher their booth.

Important Information

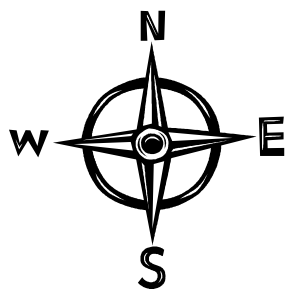
PLEASE READ THE FOLLOWING!!!

- If you require the loading bay for move-in, please know that we will close the loading bay to set up for opening at 11am on Friday. We need to curtain that area and warm the arena up before doors open to the public at 2pm. If you need to use it, you **MUST** be moved in before 11am. After 11am will be Pass Gate entrance only.
- All vendor move-in must take place through the back entrance (Pass Gate) or the loading bay. The front doors will not be open during move-in due to the damage that vendor move-in causes on the carpet in the front lobby. Please park in the back parking lot and come through one of the back entrances.
- If you sell a brand of product that other reps may sell (Scentsy, Rodan & Fields, etc.), and you have not let us know that you sell it, please make sure we know. We only allow one rep from each company in an event and if you haven't let us know you carry it, we will have to ask you to take the display down if we already have that product in the event.
- If you are not present 30 minutes before doors open on Friday, we may give away your space.
- If you need to borrow tables or chairs from the Carlson Center, they are available first come first serve and must be picked up before the show opens on Friday. Once the show is open to the public, extra items will be put away and not accessible.
- Do not use any type of tape other than duct tape on the floor of the arena,
- Do not break down or move out before the doors close to the public on Sunday. Doing so may result in you losing your space for next year. It is a liability to have vendors moving out while the public is still in the building. Absolutely no carts, dollies, or wagons are allowed through while the public is present.

Advertising

This year the IABA will spend approximately \$7,000 to advertise "The IABA Home Show". We will advertise on the radio, in the newspaper, on social media, on streaming TV, and with signage around town. Media co-sponsors bring our advertising value up to nearly \$10,000!

The Radio Station will be our radio co-sponsor. We'll be all over the radio with great coverage before and during the show. Free passes will be given away on the air and the show will be highlighted during these give-a-ways. **Vendor Opportunity** Pre-show radio advertising is a way to let people know you're involved in the event and post radio advertising is a great way to bring customers into your business after the event.. For prices and information call Paul Stitt @ 451-5910.



Directions to the Carlson Center

The Carlson Center is located at 2010 Second Avenue

FROM THE:

Airport - take Airport Road East turn North (left) on Wilbur St.

Parks Highway - take the Airport Road East Exit to Airport Road turn North (left) on Wilbur St.

Richardson Highway - go West (left) on Airport Way turn North (right) on Wilbur St.

The Center is at the end of Wilbur Street (approx. 3 blocks from Airport Road).

Business Licenses

Remember you must have a copy of your current state and city Business License and any other licenses/endorsements your business requires. If you do not currently have an Alaska State Business License you will need to apply for one before the show.

Applications may be obtained by calling:

State of Alaska, Department of Business Licensing
Anchorage (907) 269-8160 Juneau (907) 465-2550

Or purchased online at www.commerce.state.ak.us/occ/

Click the Business License...

Under "Business Licensing"

Click "Purchase or Renew a Business License"

We will let you determine what other licenses you require based on where your business is located and the type of business you are in but please make sure to do so by the event.

Shipping Information

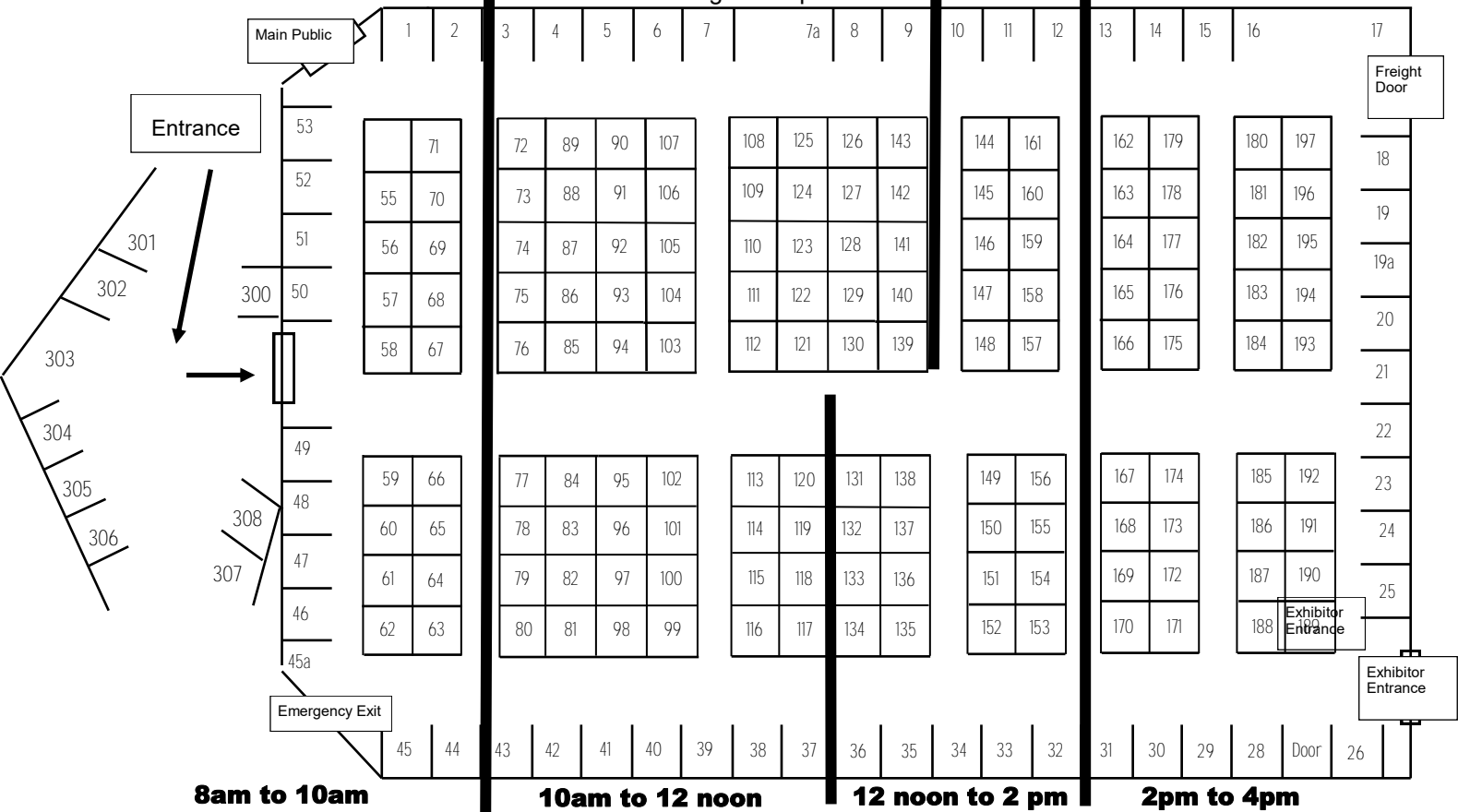
If you are having your goods shipped to the show by a freight forwarder, please remember to do the following:

1. Address pallets to: Carlson Center IABA Home Show 2010 Second Ave, Fairbanks, AK 99709
2. Put your business name, space number, and my name (Kourtney Shannon) on your shipping form.
3. Schedule delivery for Wednesday, March 26 or Thursday, March 27
4. Schedule pick up of any unsold merchandise for 8am Monday, March 31
5. **Bring a roll of plastic wrap to secure your goods on the pallet for the shipment home and make sure your name and the freight forwarders name is clearly labeled on your return shipment**

Give us a call 474-9082 if you have questions or need help with anything from accommodations to freight shipping. We want this to be easy and fun for you as well as profitable.

Thursday, March 27 Move-In Map

Move-in for all Pioneer Room spaces Thurs 8am-7pm or Fri morning 8am-2pm.



Can't remember your space number? See page 8 and 9 of this packet.

MOVE-IN PROCEDURES: To eliminate confusion, a move in schedule has been set up for Thursday, March 27. Different move-in times have been assigned to blocks of booths and noted above. If you are not able to come during your allotted time, you are welcome to move-in whatever time that day works for you (within 8am-7pm). All move-in must take place through the back entrance (Pass Gate) or the freight door. **The freight door will be closed at 11am on Friday and only the Pass Gate will be available for move-in until 2pm when doors open to the public.** Move your vehicles away from the freight entrance as soon as you have unloaded. Exhibitor parking is in the back half of the rear parking lot. Do not park in any other area.

The Carlson Center will be available for additional move-in times on Thursday from 4pm to 7pm and Friday from 8am to 2pm (loading bay until 11am). The show will open at 2pm on Friday and all spaces must be set up at this time.

MOVE-OUT PROCEDURES: Per show policy and in the interest of public safety, all exhibits must remain set up until 5pm Sunday. All exhibits are to be removed from the facility no later than 11 pm, Sunday, March 30. Please do not bring any cars or trucks to the freight entrance prior to the close of the show.

Having your product shipped to the Carlson Center? See shipping information on page 3.

Out of town vendors who can not make their allotted time may move in at their convenience.

Confused.....questions.....call us.....474-9082

Bulk vendor??? See the next page for Wednesday move in hours.

Early Move-In Wednesday, March 26

The Carlson Center will be open from 9am until 5pm on Wednesday for early move in. This time has been set up for the large vendor with "lots of stuff". It will enable you to drive very close to your booth and drop your merchandise off. Actual arranging of merchandise should be done on Thursday. Below is the staggered schedule to date. We will be setting the show front to back (setting pipe and drape, running electrical, etc.) as each of you moves in and it will be critical that you follow the move in time you have been assigned. **If you have not been scheduled for early move in and would like to take advantage of the extra time, you must call 474-9082 to be put on the Wednesday schedule.**

9am to 11am

Northland Wood
SBS
White Spruce Trailers
Hoffer Glass

11am to 1pm

Arctic Home Living
Florcraft
Walden Home Group
Fairbanks Carpets Plus
Alyeska Builders

1pm to 3pm

PanAlaska
Craig Taylor Equipment
Equipment Source
Prospector Plumbing
Fairbanks Sheds

Your space numbers are listed on page 8 and 9 of this packet.

A big *THANK YOU* sent out to our show sponsors!

Title sponsors

Renewable Energy Systems
and Alaska Ecowater

Co-sponsors

Alaska Housing Finance Corporation
3-Tier Alaska
Cold Climate Housing Research Center
The Radio Station.

**Dates
And
Times**

MOVE-IN HOURS

Wed., March 26

Multi space only

Thurs., March 27

8am - 7pm

Friday, March 28

8am - 2pm

SHOW HOURS

Friday, March 28

2pm - 7pm

Saturday, March 29

10am - 6pm

Sunday, March 30

11am - 5pm

MOVE-OUT HOURS

Sunday, March 30

5pm - 11pm

IABA Home Show 2025

General Information

All exhibitors are required to have a 2.5 lb. ABC rated fire extinguisher

The show will not open until the building operations manager and the city Fire Marshall have walked through the trade show and examined each booth.

BOOTH SPACE: Main arena booth rental at the Carlson Center includes 10'x10' booth with pipe and drape (**one 8' high back drape** and two 3' high side drapes corner spaces have one 3' high side drape), and electric. Pioneer Room booth spaces are 8'x8'. There are no height restrictions on constructed booth walls however **all side walls must be finished on both sides.** All walls that are not considered finished by show coordinator will be removed before opening of show. **Booth roof coverings of any kind will require a smoke detector inside.**

Tables and chairs are available on a first come, first serve basis at the Carlson Center. We urge you to get them promptly as there are limited quantities available....if you are a late, last minute move-in, we can't guarantee that there will be one there for you. Extra items are put away and no longer accessible once the public enters the building.

Electrical power will be made available as close as possible to each booth space. It is the vendor's responsibility to provide their own 25 foot extension cords. The city Fire Marshall requires extension cords to be 14 gauge or longer with grounded plug. One duplex outlet can provide 2400 watts. However, a continuous load **MAY NOT** exceed 8% of 2400 watts or 1920 watts. Extension cords must be kept out of the aisles. Any cords lying on the floor of a vendors booth must be taped down with duct tape only.

All merchandise must be confined within your booth space. All aisles must be kept clear and free of any trip hazards. Booth carpet that is provided by the vendor must have all edges taped down to eliminate trip hazards inside vendor booth space. This taping is the vendor's responsibility. Please only use duct tape as other adhesives leave a residue that the vendor may need to pay the Carlson Center to have removed.

Exhibitors will be able to restock their booths one hour prior to show opening on Sat. and Sun.

Storage and freight is not the responsibility of the Carlson Center and will not be accepted unless previously arranged with show promoter. The Carlson Center and KO Productions will not be responsible for goods left in the building after the designated move-out hours.

EXHIBITOR ENTRANCE AND PASSES: Entrance to the Carlson Center will be through the pass gate. Single space exhibitors will be provided with 4 three day passes and multi-space vendor will receive 8. Each person working the show must have a pass to gain access to the Carlson Center. Passes will be available at the vendor check-in table throughout move-in. Additional exhibitor passes are \$4.00 each.

Day passes for your customers and friends may be purchased for \$2.00 (full price is \$5). If you're interested, email Kourtney@fairbanksevents.com with how many passes you'd like to purchase.

General Information continued

CLEANING OF EXHIBITS AND ARENA: Show management will arrange for sweeping of the aisles. Exhibitors will be responsible for their own trash removal during move-in and set up. All packing materials and boxes must be broken down and removed to the dumpsters at the rear of the building prior to the show opening. Exhibitors must keep their spaces in good order. Set any trash accumulated during the show in the aisle after closing each evening and it will be removed. No one will enter your booth to collect trash. All exit areas must remain clear. Doors will not be open to the public until the facility manager is satisfied that all exit areas are clear for safe egress.

SECURITY: We wish to provide the tightest security possible for the protection of your exhibit properties. Carlson Center staff as well as KO Productions will be onsite at all times while people are in the building and the alarm system will be activated when the building is empty. The Carlson Center, the Fairbanks North Star Borough, the IABA, KO Productions, nor our insurance companies are financially liable for losses or disappearances of any kind. It is recommended that all exhibitors contact their insurance agents to confirm proper coverage of exhibit materials at the show.

FOOD & BEVERAGE SAMPLES: The Carlson Center concessionaire reserves the right for all concessions in the facility. Promotional food or beverages are not allowed by vendors without prior approval by Carlson Center management. If you will be handing out food or beverage samples at the show you must contact the Environmental Health Officer at 451-2111.

If you buy food from businesses other than the Carlson Center Concessions you will not be allowed to eat the food in the main arena.

VEHICLE GUIDELINES: For shows with vehicles inside the arena, the Fire Marshall requires the following: Fuel tanks shall contain no more than one-eighth (1/8) tank or two(2) gallons, whichever is less. Fuel caps must be locked or taped closed. There shall be no fueling or de-fueling in the Center. The electrical systems must be disabled by: a) removing the battery (ies); b) removing the cables; c) disconnecting the battery cables and covering them with electrical tape. The doors will not open until these requirements are satisfied.

Propane and compressed gas tanks are prohibited.

IMPORTANT MISCELLANEOUS:

1. The Carlson center is a smoke-free facility. Ashtrays have been provided outside the entry doors.
2. Exhibitors using sound equipment will limit the volume to their own booth area.
3. Remember to bring an extension cord if you will be needing electricity...the outlets are not always in your booth. Install a surge protector on electrical equipment. The Center will not be responsible for fluctuations or failures.
4. **NO HELIUM BALLOONS.** Released balloons can cause control problems for the ventilation system. Vendors that distribute balloons which are released into the facility will be charged \$150 to cover maintenance costs for removal plus additional costs if there is damage to the ventilation system.
5. All decorations (cut trees, branches, artificial garland, etc.) must be fire retardant or sprayed with a fire retardant.
6. No open flames may be used at any time in a vendor booth.
7. Nothing is to be pinned to the booth drapes. Exhibitors must supply their own hanging racks. KO Productions will provide S hooks for hanging items from the pipe and drape.

2025 Home Show Vendor List As of February 18

2DT LLC	40, 41	Equipment Source Inc.	110, 111, 112, 121, 122, 123, 128, 129, 130, 139, 140, 141
A Clean View	14	Ever Dry Roofing, LLC	158
Alaska Blacksmithing	67	Fairbanks Block and Building Materials	175, 176
Alaska Clean Tanks	5	Fairbanks Carpets Plus	108, 109, 124, 125
Alaska Communications	65	Fairbanks Chimney and Stove	192
Alaska Department of Environmental Conservation	403	Fairbanks Daily News-Miner	56
Alaska Division of Forestry & Fire Protection	179	Fairbanks Sheds, LLC	131, 132, 137, 138
Alaska Door	35, 17x25 outside space	Fairbanks Soil & Water	17
Alaska Ecowater Systems	76	Fairbanks Stump Grinders	159, 160, 161
Alaska Housing Finance Corp.	54, 55	Felicia Johnson Art	39
Alaska Industrial Hardware	116, 117	Firesafe Chimney Service	13
Alaska North Star Builders	162	Florcraft Carpet One Floor & Home	97, 98, 99, 100
Alaska Ornamental Iron	157	FNSB Air Quality	48
Alaska Quality Insulators	25	FNSB Community Planning	174
Alaska Residential Boiler Tune Up Co.	7a	FNSB Emergency Operations	49
Alaska Unlimited	308	Frontier Supply Company	193
Alaska Vein Care	168	Frozen Puddle Artworks	167
Alaska Waste	166	GC Handrail	71
All Steel	18, 19	Ginger Orem - Crown Real Estate Alaska, Inc.	406
Altrol Heating, Cooling, & Plumbing	42, 43	Glass Doctor	59
Alyeska Builders	113, 114, 115, 118, 119, 120	Global CU Home Loans	182
Apex General Contracting	44	Global Siding Solutions LLC	419
Arctic Home Living	74, 75, 76, 85, 86, 87, 92, 93, 94, 103, 104, 105	Golden Heart Waste Management	16
Arctic Plumbing and Heating	24, 25	Golden Valley Electric Assn.	63, 64
Arctic Wax Art	11, 12, 20, 21, 22, 23, 413, 414	Great Alaska Tree Cutting	195, 196
AutoScott Services LLC	2, 3	Great Land Window	149, 150, 151, 152
Broker Associates of Fairbanks	50, 51	Guardian Security Systems Inc.	10
C&D Perfect Pudding Parfaits	70	HeatSource Mechanical	148
Chena North Handyman	48	Hoffer Glass	79, 80, 81, 82
Chena Tool Library	402	Hutchison High School ACADECA Team	420
Cold Climate Housing Research Center	416	Hvac LLC	37, 38
Costco Wholesale	412	HydroTech	53
Craig Taylor Equipment	186, 187 188 ,189, 190 191, 25x30 front	Hydrovac Pro & Septic Pro	305 and 10x50 outside
Cutco Cutlery/P	184	Interior Gas Utility	28
Denali State Bank/Mortgage	171, 172	International Homes of Cedar, Inc.	144, 145
Dimond Fencing Company	31	Invest Alaska Real Estate Group	411
Edward Jones Investments/D	6	J&S Siding	183
Empire Realty	68	Jade Contractors	153,154, 155, 156
		Jazzy Gourmet Popcorn LLC	197
		Jmac Creations	32
		Kris Yoder State Farm	301
		Leaders Real Estate Team - Hedgecock Group	36

Vendor list continued...

Lifewater Engineering	7	Vertex Insulation	169, 170
Lost Eskimo Enterprise's	405	Walden Home Group	95, 96, 101, 102
Lotto Alaska	173	White Spruce Trailer Sales	72, 73, 88, 89, 90, 91
MAC Federal Credit Union	60	Whole North Home and Lifestyle	303
Majors Realty Group, LLC	106, 107	Wilbur Brothers Mechanical Contractors	180
Midnight Sun Mowing & Irrigation	15	Wright Way Services	146, 147
Moana Crystals And Beauty	33, 34		
Mosquito Authority	181		
Mountain Beam	306		
Mr. D's Pest Solutions	29, 30, 500 sq ft		
Mt. McKinley Bank	185		
Nice & Bella Fashion Jewelry/J	410		
Northland Wood Products	57, 58		
Pacific Homes	1		
PanAlaska LLC	133, 134, 135, 136		
Platinum Renovators	8, 9		
Powerful Creations	415		
Prospector Plumbing and Heating	126, 127, 142, 143		
Pruhs Real Estate Group	26		
Renewable Energy Systems	74, 75		
Renewal By Andersen	177, 178		
Rivers Wood Products	46, 47		
Samson Hardware	164, 165		
Santa Fe Gallery	401		
Save Our State	417		
Scentsy/S	4		
Scorpion Mortgage	302		
Seamless Supply	52		
Somers Sotheby's International Realty	61, 62		
Spenard Builders Supply	77, 78, 83, 84		
Spirit of Alaska Federal Credit Union	66		
Stew's Electric & Lighting	163		
Superior Hardwoods	407, 408		
Tamarack Door Solutions	304		
Taylored Restoration Services	69		
The Georgeson Botanical Garden Friends	409		
The Plumbing Showcase	194		
Theresa Anders Pottery	45		
Tundra Walker Studio	19a		
UAF Cooperative Extension Service	163		
Ventilation Solutions	301		

Exhibitor Liability Insurance Program

We strongly recommend for all our show exhibitors, to carry general liability coverage from an insurance company in good standing with minimum policy limits of \$1,000,000 per occurrence and \$2,000,000 aggregate.

This insurance must be in force during the lease dates of the event, March 28-30, 2025, naming KO Alaska LLC dba KO Productions (P.O. Box 10705 Fairbanks, AK 99710) as the certificate holder. The following must be named as additional insured: Interior Alaska Builders Association, KO Alaska LLC dba KO Productions, and FNSB Carlson Center.

Rainprotection Insurance Program

If you do not have insurance, or you would rather not use your own insurance, (similar to when you rent a car – so that claims would not be filed against your policy), we have set up a program with Rainprotection Insurance through which, you can purchase compliant insurance instantly online.

Benefits of using this program:

- No Deductible – unlike your corporate policy, Rainprotection’s policy has no deductible. Should there be a claim, you will have no out of pocket costs and your future rates will not go up since you would not need to submit a claim on your policy.
- No Hassles – you will not need to go back and forth with your broker adding additional insureds and making your insurance compliant with show requirements.
- Coverage for exhibitors who do not have an existing policy.
- Coverage for international exhibitors whose insurance will not cover them in the U.S.A.
- Easy and Inexpensive to purchase instantly online.
- Already pre-filled with all the proper show information.
- Submitted to show management for you - Once purchased, they automatically receive a copy.

Make This Process Simple - Purchase Your Insurance Now and Forget About It

Click the link below to purchase your Liability Insurance for \$99 (plus any applicable taxes).

[https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=ulpiAXtOOcl\\$](https://www.totaleventinsurance.com/app/Customer/ExhibitorAnnual.aspx?eid=ulpiAXtOOcl$)

After reading the above information, you may still choose to provide your own insurance. Please have proper coverage for events such as this to protect yourself.

Sales@rainprotection.net