

Event Production Guidelines



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Alyeska Resort General Vendor Guidelines

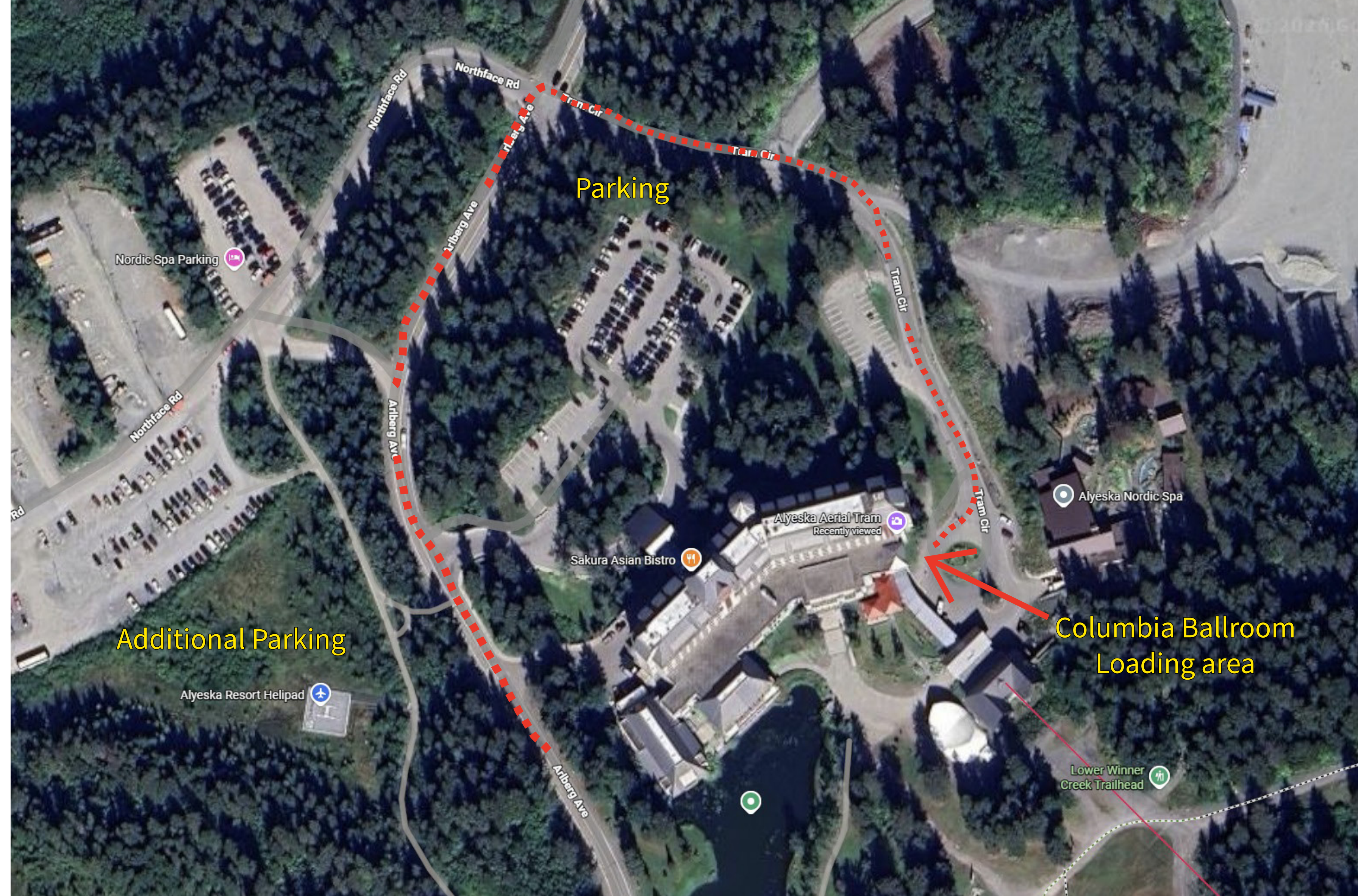
- The resort does not permit vendors to load-in/load-out from the primary guest entrance.
- Load-in and load-out times must be approved at least 72 hours in advance. Monday, May 4, will serve as the primary vendor load-in day. We will provide Alyeska Resort staff with a list of all sponsors and their estimated load-in times.
- The use of loading carts is based on availability. We will inform the event manager to have as many as needed during Vendor Load-in and Load-out times.
- Please reference Alyeska Resorts Columbia Ballroom online for a visual reference.
- You can view the ballroom here: <https://www.alyeskaresort.com/venues/>



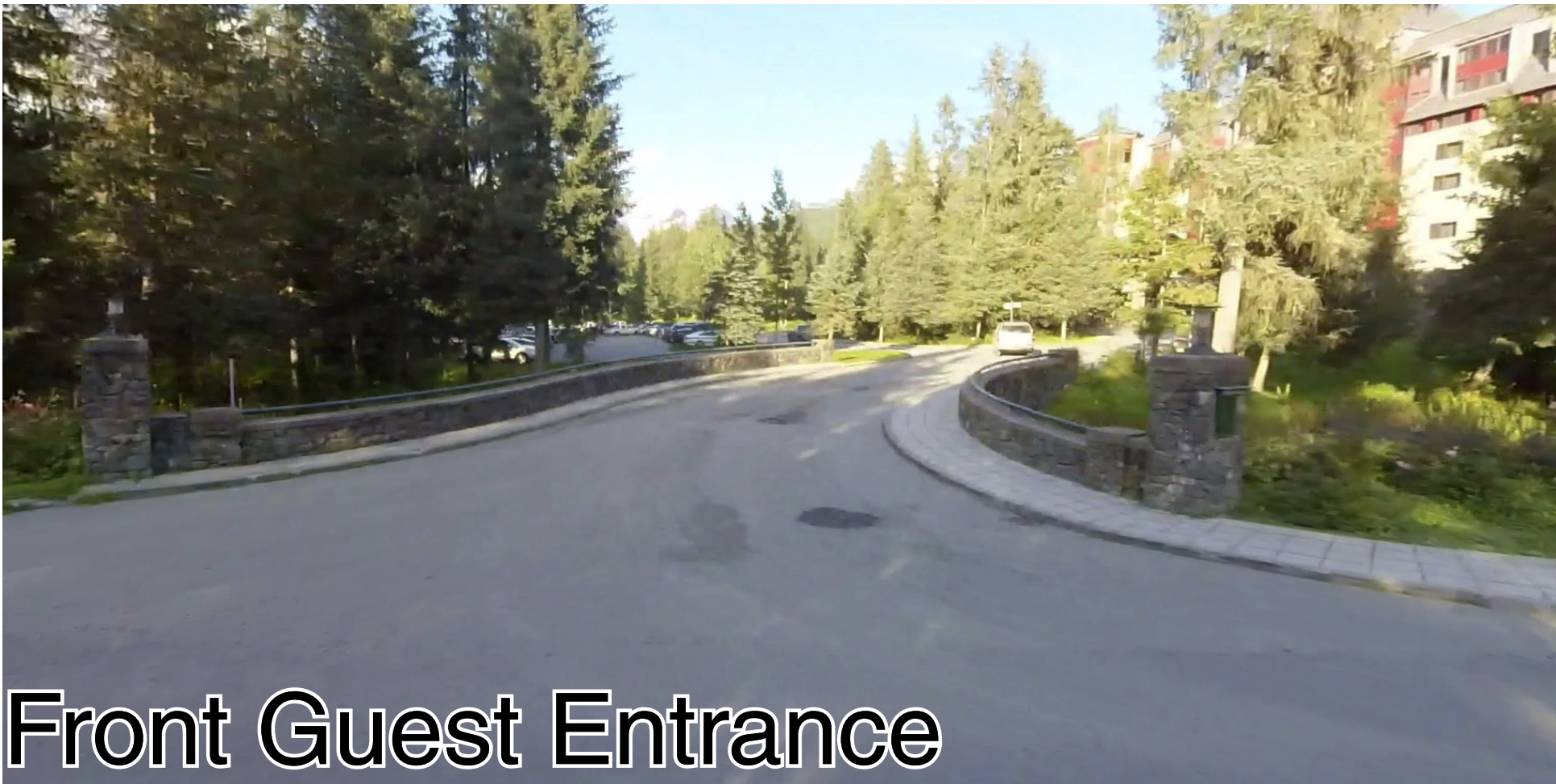
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Loading and Vehicle Parking Information

- Vendors should arrive via the main Alyeska Resort access road and follow the primary loop road that circles the property (indicated in red on the map).
- Continue along this loop past the main parking areas until reaching the west side of the main building.
- From Arlberg Ave, turn right onto Tram Circle and proceed to the roundabout.
 - **Vehicles may not remain in the tram circle for more than 20 minutes.**
- Once inside the building, proceed down the hallway past Tramway Cafe, and turn right toward guestrooms 237-253.
- Use the "Staff" door to access the elevator to the third floor.
- Exit in front of "Aurora Bar & Grill" and then proceed down the hall towards the Columbia Ballroom.
- Same process for load-out.



Loading and Vehicle Parking Information



Front Guest Entrance



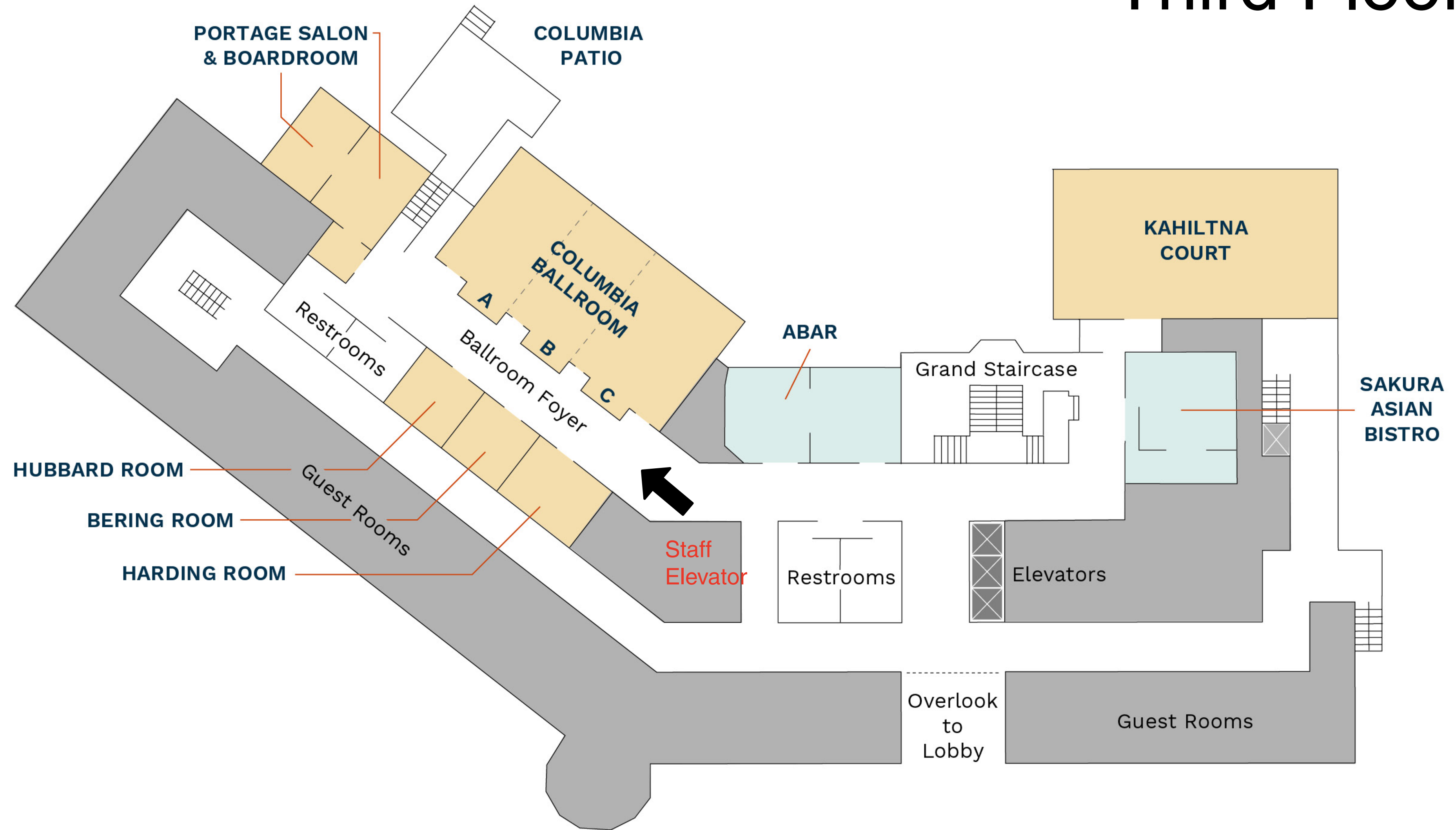
Loading Area



Not a loading zone

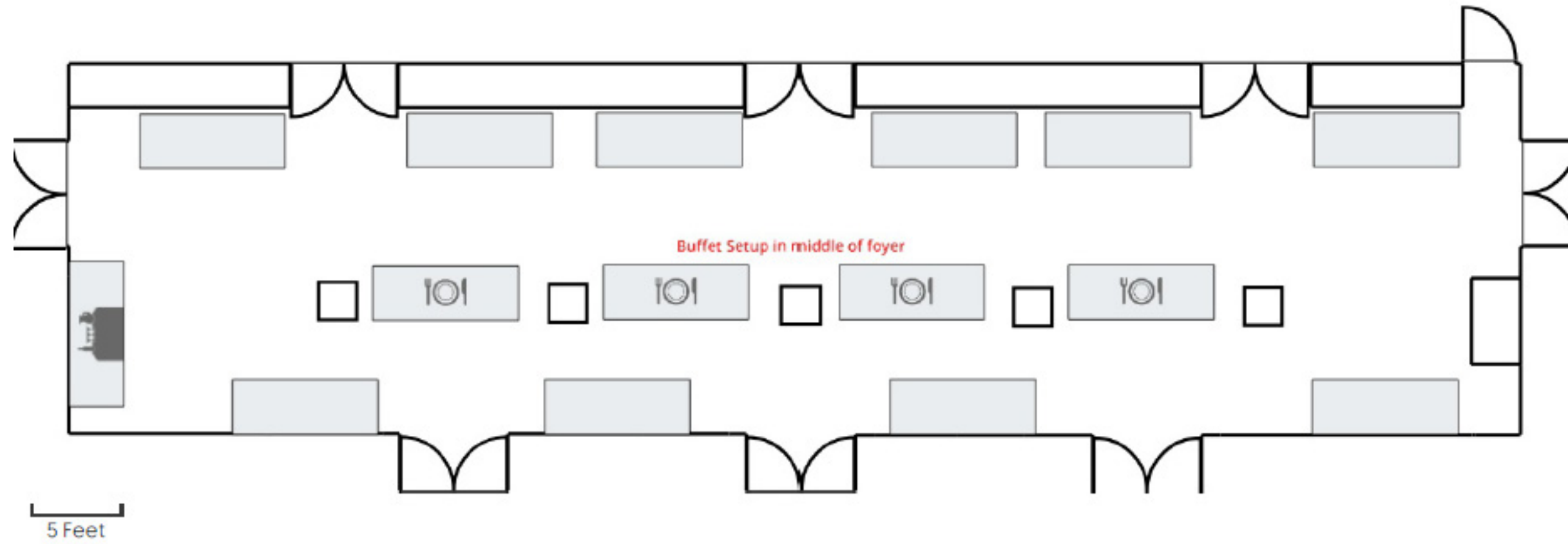


Third Floor

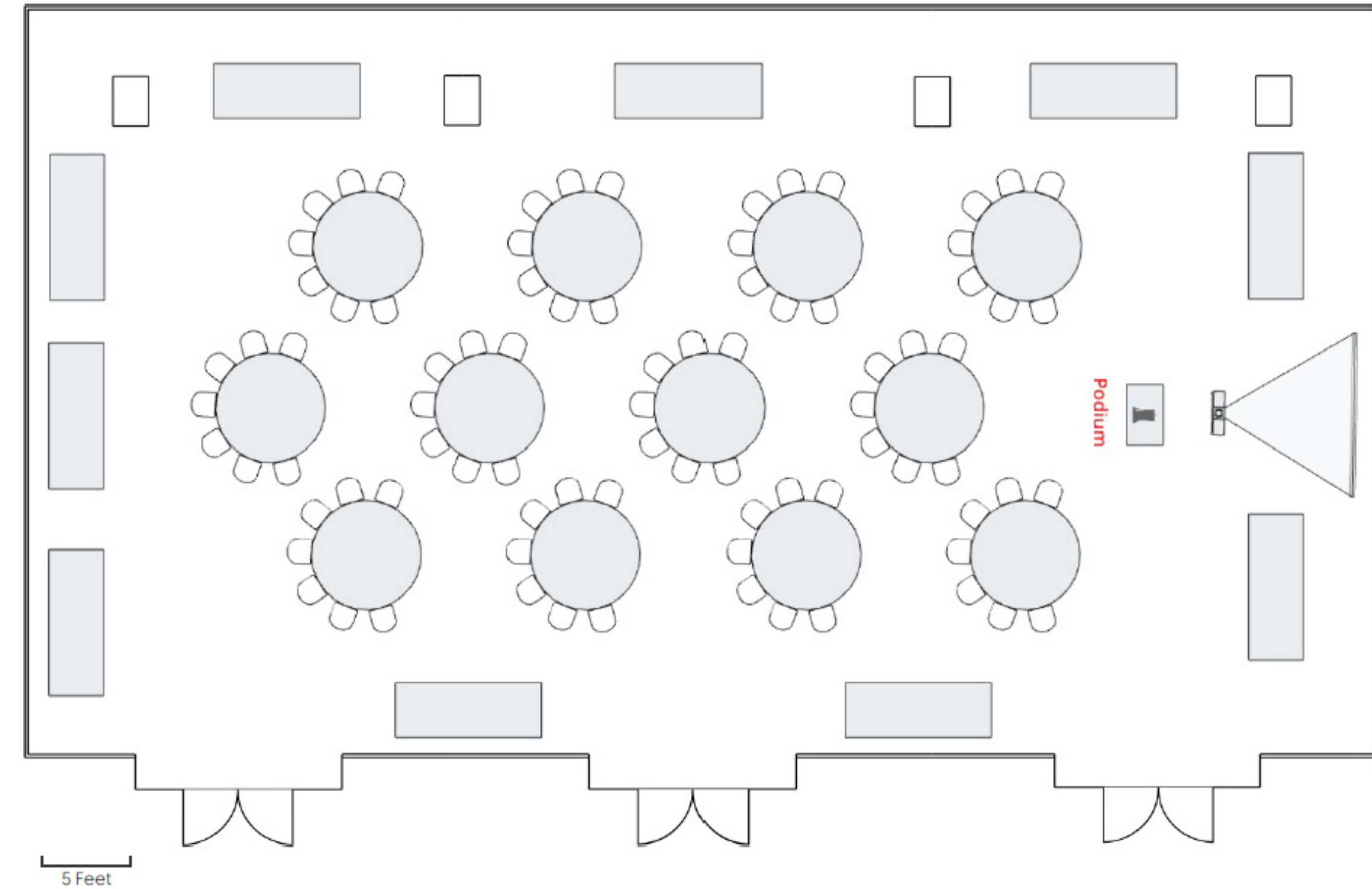


Columbia Ballroom

- Dimensions: 73' x 41'
- Square Feet: 2,993'
- 8x3 Foot Vendor Tables within the Foyer and Ballroom



Foyer



Ballroom



Vendor Shipping Info

- If you are planning to send packages or conference materials, please submit your request in advance, including your company name, the number of packages being shipped, and a contact phone number. The venue applies a handling fee of \$5 per package (up to 50 lbs).
- Please send all shipping requests with contact information to:
alex.ede@alaska.gov
- Alaska State Parks will compile a list of sponsors shipping materials and coordinate directly with Alyeska Resort. Due to potential shipping delays, we encourage sending packages early. All items can be received ahead of time and will be securely stored until the event.
- To ensure proper delivery, please include your company name and America's State Parks Western Conference title on all shipments so the Shipping & Receiving team can route them correctly.
- Preferred shipping methods include UPS, FedEx Air, or USPS. Please do not use FedEx Ground.

USPS Deliveries Please label as follows:

**Alyeska Resort
Attn: Macy Magliaro
PO Box 249
Girdwood, AK 99587**

Shipments via UPS or FedEx Air Please use:

**Alyeska Resort
Attn: Macy Magliaro
1000 Arlberg Ave
Girdwood, AK 99587**



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Vendor Shipping Info

The Hotel Alyeska will gladly receive the supplies necessary for any function. The shipment of such material will be accepted no earlier than seven (7) days prior to the event. Address all materials to: Alyeska Resort, PO Box 249, (or physical: 1000 Arlberg Avenue), Girdwood, AK 99587.

First five (5) packages received complimentary for meeting planners.

- \$5 each additional package for meeting planners (excludes exhibitors/vendors).
- \$10 each package for exhibitors/vendors.
- \$50 for each package over 50 lbs.
- \$300 pallets, one-time fee. Note that the Hotel is not responsible or able to re-pack a pallet and does not offer shrink wrap. Group is required to make arrangements with freight vendor.

Any package being shipped OUT of the Hotel must be sealed, addressed, labeled and ready for mailing. There is a \$5 per parcel handling fee charged by the Hotel to the master account for items being shipped out. Pre-printed labels with the billing account number are required to ship return packages from the Hotel. Preferred methods are UPS, FedEx Air or USPS. Please do not use FedEx Ground to ship.

It is the Group's responsibility to inform all vendors, exhibitors and guests of this policy.



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Alyeska Resort Contractual Info

INSURANCE

Alyeska Resort and the Group each agree to carry adequate liability property and other insurance protecting itself against any claims arising from any activities conducted in the facility during the program. The Group, upon the written request of the Hotel, shall provide to Alyeska Resort a Certificate of Insurance naming Alyeska Resort or Alyeska Resort Operations Limited Partnership as additional insureds on the Group's insurance policy

INDEMNITY AND HOLD HARMLESS

Alyeska Resort or Alyeska Resort Operations Limited Partnership hereby covenants and agrees to indemnify and hold harmless Alaska State Parks from any losses, damages, claims, expenses, or liability, including costs of defense thereof, for any claims or damages for injury to persons or property resulting from the use of the Hotel, if such injury is due to the negligence or intentional misconduct of Alyeska Resort or Alyeska Resort Operations Limited Partnership. Alaska State Parks hereby covenants and agrees to indemnify and hold harmless Alyeska Resort or Alyeska Resort Operations Limited Partnership from any losses, damages, claims, expenses, or liability, including costs of defense thereof, for any claims or damages for injury to persons or property resulting from the use of the Resort, if such injury is due to the negligence or intentional misconduct of Alaska State Parks or its guests.

IMPOSSIBILITY

This Agreement will terminate without liability to either party if substantial performance of either party's obligations is prevented by an unforeseeable cause reasonably beyond that party's control. Such causes include, but are not limited to: civil disturbance; acts, regulations or orders by government authorities; fire, flood, or explosion; or other emergency which would materially affect either party's ability to perform. However, prevailing weather conditions, including lack of snow, do not relieve either party from the obligations of this Agreement unless those conditions are so extreme as to put the employees or guests of either party in unreasonable physical danger



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Alyeska Resort Emergency Info

Whittier Police Department (Local Law Enforcement):
(907)472-2340

Alyeska Security
(907)754-2131
Alyeska_Security_Group@alyeskaresort.com

In Case of Emergency On-Property Meeting Location

We have a defend in place policy while situations are investigated with manual PA announcements if necessary to proceed to muster or evacuation. Designated internal muster points are the main lobby and 2nd floor retail corridor. If evacuation is ordered, external evacuation points are Lot 3, Lot F and the Pumphouse.

In Case of Emergency Off-Property Meeting Location

Off “property” meeting place will be at the Day lodge on the other side of the Alyeska Resort property, approximately 1 mile away from the hotel.

Local Contact Information

Closest Hospital (Emergencies)
Providence Alaska Medical Center
3200 Providence Dr, Anchorage, AK 99508
907-562-2211

Closest Urgent Care (Non Emergency)
Turnagain Community Health
131 Lindblad Ave, Girdwood, AK 99587
907-783-1355

Closest Pharmacy
Alpine Apothecary
36511 Seward Highway, Girdwood, AK 99587
907-262-3800



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