

**Alaska Bar Association
2026 AK Bar Convention
Exhibitor Rules & Regulations**



Exhibitor Application:

The Alaska Bar Association has the right to approve or reject Exhibitor applications and to approve all products, exhibits, or promotions to be presented at AK Bar events. Products and services eligible for exhibit shall be related to and appropriate for AK Bar members and/or for use in the legal profession. Exhibitors may not be a direct competitor of the Alaska Bar Association or offer Continuing Legal Education (CLE) programs.

Payment/Cancellation:

Payment for exhibit space must be made with the application. Benefits and/or exhibitor space are not guaranteed until payment is received by the AK Bar. The AK Bar reserves the right to waive all or any portion of the exhibit booth fee for certain non-profit/pro-bono organizations. These requests must be made in writing to the CLE Coordinator.

If any Exhibitor must cancel, the Exhibitor must do so in writing to the CLE Coordinator. Cancellation received 30 days or less from the event will result in a 50% refund of booth fees.

Communication:

AK Bar will provide e-mail updates to all approved Exhibitors containing the information necessary to participate in this event. The Exhibitor is responsible for all information and deadlines contained in the e-mail. It is also the Exhibitor's responsibility to inform the AK Bar of any changes to contact information.

Announcements:

Only the Alaska Bar Association, the Alaska Court System, or approved pro-bono service providers are allowed to make announcements during the convention unless otherwise coordinated with the CLE Director.

Exhibit Dates and Hours/Staffing Booth:

- Thursday, April 30 - 7:30 AM – 5:30 PM
- Friday, May 1 – 7:30 AM – 3:30 PM

Exhibitors must staff the booth for all posted hours. All Booth staff members must be pre-registered to receive a convention name badge. Name badges must be worn at all times and serve as entry for the event.

Use of Space/Professional Standards:

All Exhibitor activities must be confined to the limits of the space reserved.

No Exhibitor shall assign, sublet, or share any part of the space allotted.

No loudspeakers, sound systems, movies, or megaphones are to be used.

Exhibitors will refrain from unethical and/or unfair business practices.

Distribution of marketing materials is permitted. Food and beverage is not allowed except for candy or mints.

All Exhibitors may be photographed. Please be aware these photos are for AK Bar use only and may appear in the Bar's programs, publications, brochures, website or other materials. Exhibitors shall not injure or deface the walls or floors of the building. When such damage appears, the Exhibitor is liable to the venue.

Shipments/Storage:

You **must** notify the convention center in advance of any shipments. Packages need to be shipped directly to the Centennial Hall Convention Center – 101 Egan Dr., Juneau, AK 99801, attn. **ALASKA BAR ASSOCIATION**. Storage rental fees may be imposed if items are delivered prior to 48 hours before the event. The convention center nor the AK Bar is responsible for damage or loss of any items.

Set Up/Tear Down:

Set Up

You may begin setting up your booth Wednesday, April 29, beginning at 1:30 p.m. The area is open and unmanned, so you will want to store any give-away items or valuables in your room until the convention is underway. Please allow time to have your booth set up before the 3:30 p.m. closure. If you are unable to set up your booth on Wednesday you may set up early Thursday morning beginning at 6:00 a.m. Your booth must be ready to go by 7:15 a.m. on Thursday, April 30.

April 30-May 1

You must be ready to go each morning of the convention by 7:45 a.m. Breakfast is served at 8:00 a.m. You are welcome to partake in breakfast and break food. Please be sure your booth is staffed every morning and during each session break. Sometimes programs break early so it's best to have someone on site at all times during the convention.

Tear Down

We ask that your booth be available through 3:30 Friday afternoon. **If your company has a door prize to give away, Clarice will get the winner information from you by 11:00 a.m. Friday.** Please bring your own bowl or box for your drawing. We will announce the winners during the annual meeting luncheon. Your company is responsible for contacting the winner and arranging delivery of the prize.

If you have questions, please do not hesitate to contact the CLE Department:

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