



# Please Read!! Exit Plan – Dena’ina Eklutna Exhibit Hall



**Safety First** — It’s Sunday, we’ve been here for three days, on our feet, busy, tired and all we can think about is getting home. **WRONG** — you can not safely delay thoughts of safety. Now is a prime time for accidents to happen. Think about it, talk about it and be safe every minute while you are packing, loading, driving, unloading and on. You will feel better if you feel SAFE.

**Procedure** — First step to leaving is to dismantle everything in your booth and **pack** it. Once this is done...**notify** your floor manager (see back) that you are packed and: a) don’t need a helper & cart b) do need a helper & cart. If no help is needed, retrieve your vehicle and bring it into a loading zone close to your assigned exit door, **load** up and leave. If you do need help, wait for your floor manager to find a helper & cart and send them to you on a first come, first served basis once you have completely finished packing your items. When help arrives, go **retrieve** your vehicle and bring it into the loading zone where the helper and cart will meet you, help load your items and wish you a Merry Christmas (absolutely no hugs allowed). You may not take helpers home with you. **Leave**.

**Which door** — Exit by one of the three assigned doors. If you have no packages or carts and are just going to get your vehicle, you may use the front (north side ) doors to exit ... but not to re-enter. See map on back for your best door to use.

1. **Booths 101 — 214** should use the G Street door on the **West** side of the building.
2. **Booths 251—464** should use the Dock door on 8th Avenue on the **South** side of the building.
3. **Booths 901 — 1064** should use the F Street door on the **East** side of the building.

Dock High trucks may use the loading bays along the South side of the building. If you need a pallet jack or fork lift, let the show manager know this no later than 4:30PM Sunday.

**It is most important that you do not park in the loading zones until you are packed and ready to load. By parking early you are gaining a few minutes while delaying others who have waited much longer. Do not at any time block any of the exits. Do unto others as you would etc, etc, etc.**

**Who’s My Floor Manager?** — see map on reverse side.

1. Booths 101 — 214 **Mike**
2. Booths 251 — 464 **Yvette**
3. Booths 901 — 1064 **James**

Floor managers will be stationed in the center of their assigned area and stand in Santa Clause Lane.

We will allow vehicles to pull in and load whenever we feel it is safe to do so. Expect it to be around 7:30 PM to 8:00 PM. Leave your cell number with Mike if you are going to dinner. (Text us at 907-727-4946—make sure to include your company name!).

*Ho, Ho, Ho.*

**Do’s and Don’ts** — read and abide ...

- Do** recycle your name tag by placing it in the box by your exit door or in show office;
- Do** return the carts and Happy Helper we loaned you — neither may go home with you;
- Do** complete the survey we are emailing you tonight;
- Do** sign up for [Christmas Village](http://anchoragemarkets.com/christmas-village-anchorage/) held on Saturday, December 15th in the Dena’ina Center (<http://anchoragemarkets.com/christmas-village-anchorage/>)



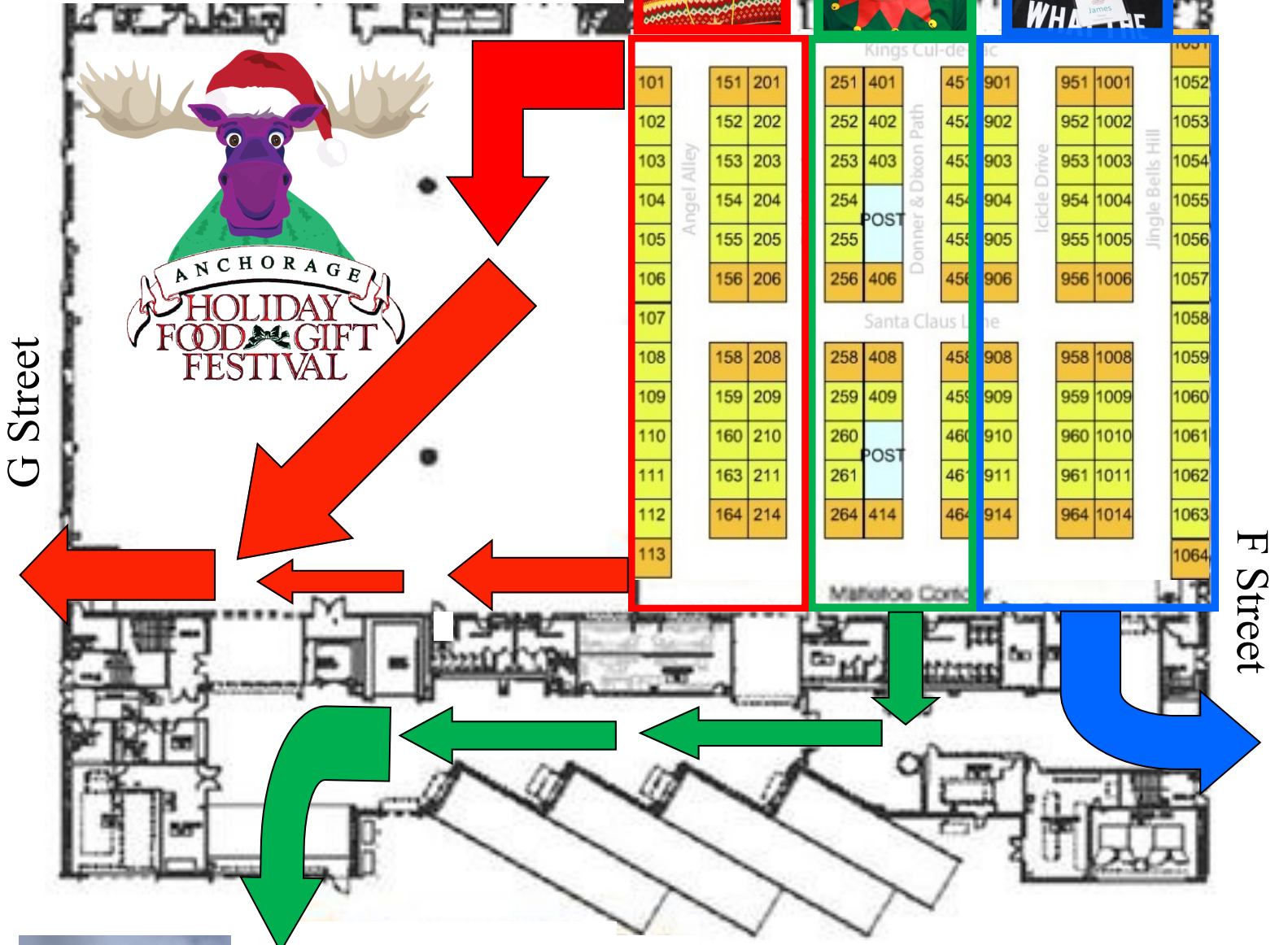
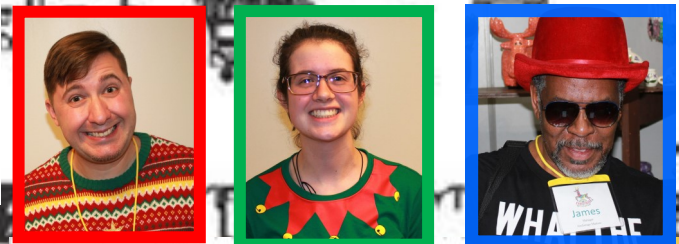
- Do Not** exit through the lobby. This is simply not an option and will not be tolerated;
- Do Not** take carts away from helpers. We have told helpers to hang on to them and defend them with their lives if needed. All helpers have trained with the **Girl Scouts** and can cookie or injure you...don’t find out which one too late.

**Do** have a wonderful Holiday Season and make sure to visit us for the [Christmas Arts & Crafts Emporium, November 17 and 18!](http://anchoragemarkets.com/arts-crafts-emporium/) (<http://anchoragemarkets.com/arts-crafts-emporium/>)



# 2018 EXIT PLAN

**No Exit through Lobby!!**



## Farewell Announcement

As we move into 2019, we'll be bidding farewell to Bill Webb. This is his final year as owner and manager of the Holiday Food & Gift Festival. He is selling Holiday Food & Gift Festival to, Alaska Markets & Events, Inc. All vendor contracts for 2019 Holiday Food & Gift Festival and beyond will be with Alaska Markets & Events, Inc. We wish Bill and Barb the very best.