

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



**Christmas**  
Arts & Crafts Emporium

**Safety First** — After three days of setup and sales, all while standing on your feet, you are all tired. This is when accidents frequently happen. Be alert; don’t let your guard down and let an accident happen. Lift with your legs, not your back. Look where you are stepping. Use a ladder when needed. Slow down a little and enjoy yourself. Think about getting home safely and then do it in a relaxed, thought-out manner.

## Please Do Not Put Anything in the Aisle Way Until the South Half of the Carpet Has Been Rolled Up.

**Procedure** — First step to leaving is to dismantle everything in your booth and **pack** it. Once this is done...**notify** your floor manager (see next page) 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 to a loading zone, **load** up and leave. If you do need help, wait for your floor manager to find a helper & cart and send them to you. When help arrives, go **retrieve** your vehicle and bring it into the loading zone where helper and cart will meet you, wish you a Merry Christmas (no hugs please). Helpers do not have our permission to help load your vehicle, loading your merchandise and equipment is solely your responsibility.

**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 — 314** should use the Dock door on 8th Avenue (**South**) side of the building.
2. **Booths 351 — 564** should use the Dock door on 8th Avenue (**South**) side of the building.
3. **Booths 601 — 814** should use the F Street door on the **East** side of the building.
4. **Booths 851 — 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 office personnel know this before 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 — 314 **James**
2. Booths 351 — 564 **Katelyn**
3. Booths 601 — 814 **Jaelyn**
4. Booths 851 — 1064 **Kody**



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 deem it is safe to do so. Expect it to be around 8:00PM. (If you are going to dinner before leaving, please text us at 907-272-5634—make sure to include your company name!).

*Ho, Ho, Ho.*

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

**Do** return the carts and Happy Helper we loaned you — neither may go home with you; we need them for [Christmas Village](http://anchoragemarkets.com/christmas-village-anchorage/) (December 14th—register online @ <http://anchoragemarkets.com/christmas-village-anchorage/>)!

**Do** quit vaping—if you vape!

**Do** complete the survey we will email you tonight— please, Please, PLEASE, PLEASE complete the survey

**Do** sign up for [Christmas Village](#) held on Saturday, December 14th at the Dena’ina Center

**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.

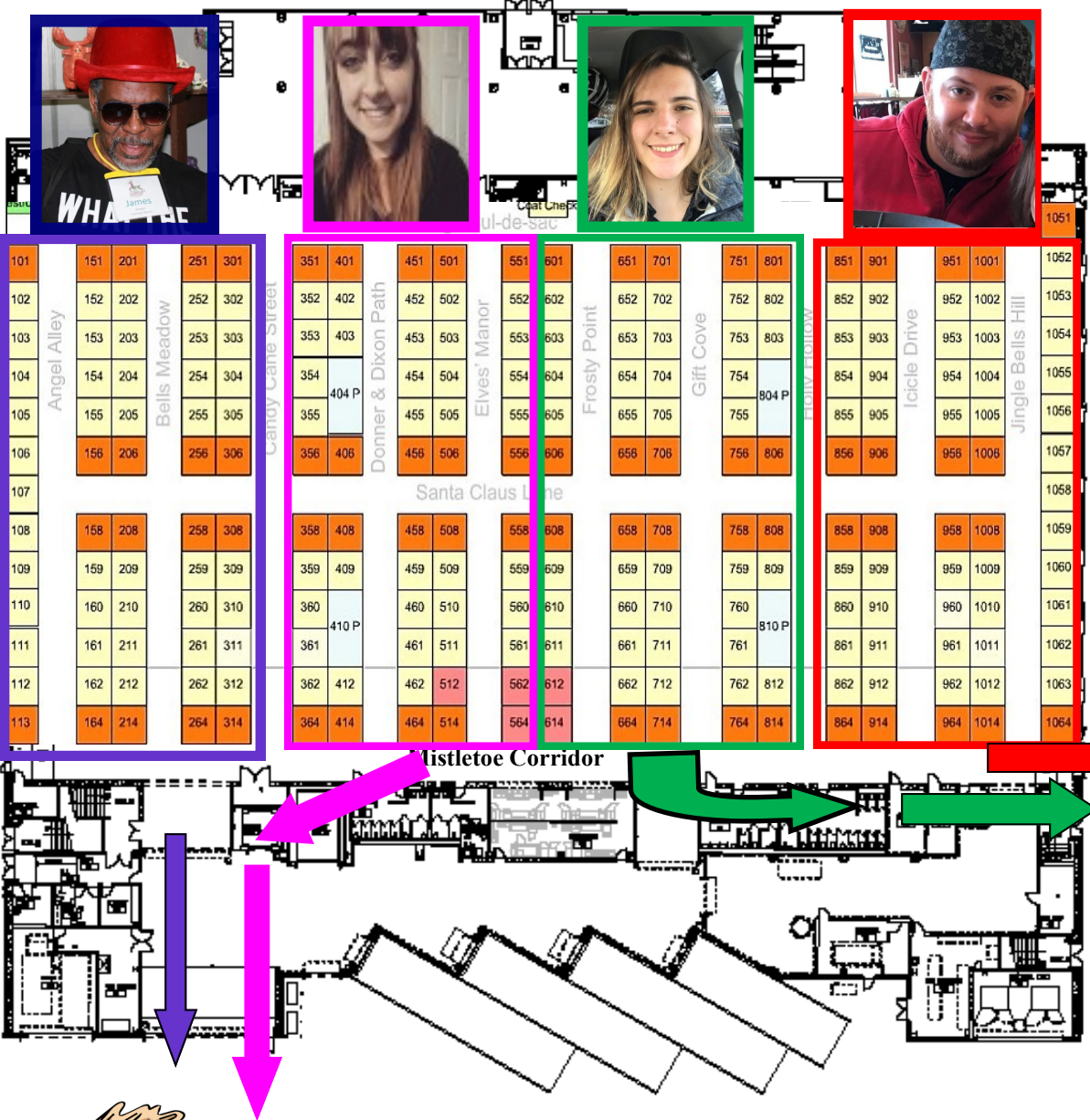




# 2019 EXIT PLAN

Christmas  
Arts & Crafts Emporium

**NO EXIT THROUGH LOBBY**



Don't forget to reserve your space at the 2019 Christmas Village on 12/14/19!

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Visit us at the Anchorage Market every weekend  
May 9 - September 13, 2020! Support your fellow vendors and Alaskan small businesses!!

