

**ARTHUR R. OUTLAW
MOBILE CONVENTION
CENTER**

EXHIBITOR KIT INCLUSION

*Teach Them Diligently
Convention*

May 3 - 5, 2018

Teach Them Diligently

General Show Information

Show Dates and Hours	Thursday, May 3rd	Exhibits Open	6:00pm – 9:00pm
	Friday, May 4th		10:00am – 7:30pm
	Saturday, May 5th		10:00am – 6:30pm

Show Location Arthur R. Outlaw Mobile Convention Center
1 South Water Street
Mobile, Alabama 36602
(251) 208-2100 Phone (251) 208-2150 Fax

Exhibitor Service Desk An Exhibitor Service Desk will be set up in the Exhibit Hall. Any exhibitor needing to order additional services, such as power, telephone services, or ice, can do so at the Exhibitor Service Desk. To avoid floor prices, please order your services prior to your load-in day through our website.

Move-In Hours Thursday May 3rd 8:00am – 5:00pm

Move-Out Hours Saturday May 5th 6:30pm – 10:30pm

****All materials and equipment must be removed from the Exhibit Hall by 11:59pm on Saturday, May 5th, 2018.****

EXHIBITOR SERVICES

The Mobile Convention Center will provide in-house service for electricity and telephone hook-ups. To access the order forms please visit the Mobile Convention Center's website (www.mobileconventions.com). Hover over the "Exhibit at an Event" menu option at the top of the page and select "Exhibitor Services" from the menu that appears. You will be redirected to a page where you can choose your convention from a drop down menu, scroll to the bottom of the page to accept the Terms and Conditions. An order form page will appear. Please fill out completely and submit. In the field labeled "Customer ID" please enter your booth name or number.

DEADLINE for all online orders for this show is **Thursday, April 26th, 2018** for the **Advance Rates**. The floor rate will apply for any orders received after this date.

- **Electrical Services**
The Arthur R. Outlaw Mobile Convention Center serves as its own electrical services contractor. Electrical service rates are outlined on the service order form on the website. All electrical equipment must be Underwriter Laboratory approved. The Convention Center electrical equipment, i.e., extension cords, electrical distribution panels, spotlights, etc. are not to be removed by exhibitors.
- **Telephone Services**
Phone service is available to all areas of the building. Rates and service features are outlined on the service order form on the website. All phone instruments and phone lines are the property of the Mobile Convention Center.
- **Wireless Internet Service**
Service Single Day internet access is available for \$14.95 per device. Please log in to Mobile Convention Center Wi-Fi in the networks connections on your computer. Then you will open your internet browser where you will be prompted to enter your credit card information. For wired internet service, please contact JMF solutions at 877-404-4717 prior to your arrival, to set up service.

*****ALL OTHER SERVICES MUST BE ORDERED DIRECTLY WITH THE OFFICIAL SHOW DECORATOR.*****

LOCATE ALL FORMS AT www.mobileconventions.com

RULES AND REQUIREMENTS

Vehicle Unloading and Parking

An exhibitor may unload vehicles by utilizing the Service Drive. There will be uniformed attendants to direct you for off-loading. The Garage should only be used for **small equipment that does not require a flatbed cart to transport**. Parking at the Convention Center is **\$5.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned.

Beverages and Food Items

No food or beverages may be brought into the Arthur R. Outlaw Convention Center. Any food sampling **must** be a direct component of your business, and must be approved prior to show start. Please contact your Show Manager to obtain a Food Sampling Form.

Booth Exhibitor Restrictions

1. Height: Nothing can be displayed higher than the 8' backdrop drape, without prior approval.
2. Overhead: No canopies or tents of any kind are permitted in booth areas.
3. Balloons are not permitted in the Exhibit Hall.

Construction and Placement of Signs and Banners

All exhibit signs must be freestanding or floor-type signs. No signs, banners, plaques, pennants, etc. can be hung from the ceiling, walls or perimeter drapes. All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular, Chapter 5, 8 and 31 of the Life Safety Code. All curtains, bunting, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes or entrances and exits within the Mobile Convention Center.

Licensing

All exhibitors must be licensed to do business in the State of Alabama and have a current sales tax number for any direct selling from the Show Floor.

Liability

Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the Arthur R. Outlaw Convention Center for any damage to the floors, ceilings or walls within his contracted area. Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the Arthur R. Outlaw Convention Center. Any special decorations or signs must be approved by the Arthur R. Outlaw Convention Center Management as to location and method of installation. Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Arthur R. Outlaw Convention Center. Any cost incurred by the Arthur R. Outlaw Convention Center for the use or removal of these items will be charged to the exhibitor. The Arthur R. Outlaw Convention Center assumes no liability or responsibility for any loss or theft. Therefore, it is the exhibitor's responsibility to provide their own insurance coverage for vehicles, exhibits, materials and so forth.

No Smoking Policy

The Arthur R. Outlaw Convention Center is a non-smoking facility, except in designated areas. Please refrain from smoking in the Arthur R. Outlaw Convention Center, other than in those posted areas where smoking is permitted.