



Alabama Association for Career & Technical Education  
Exhibitor Exposition July 29 and 30, 2019  
Birmingham-Jefferson Convention Center  
Birmingham, Alabama

## Exhibitor Specifications and Conditions

### A Special Invitation

The Alabama Association for Career and Technical Education (Alabama ACTE) cordially invites you to attend and exhibit at the **2019 Alabama Career and Technical Education Professional Development Conference and Exhibitor Exposition in Birmingham, Alabama on July 29 & 31**. The facilities at the Birmingham-Jefferson Convention Center will provide a unique opportunity for you to reach Alabama's leaders in career and technical education and business and industry.

### Your Audience

There will be over 2000 conference participants that will include CTE teachers, administrators, elementary through high school guidance counselors, business and industry representatives, presenters, governmental officials, curriculum coordinators, and LEA leaders.

Your participation will present an opportunity to talk with these partners in education and business. In summary, your audience will be eager to learn the latest information about careers and fund raising ideas, as well as to see first-hand the most modern equipment, materials, supplies and services to help fulfill their goals.

### Exhibitor Exposition Hours (Subject to Change)

#### Set-up Hours:

July 29, 2019 3:00 p.m. until 10:00 p.m.

#### Exhibit Hours:

July 29, 2019 10:00 a.m. – 6:00 p.m.

July 30, 2019 9:00 a.m. – 4:00 p.m.

***ALACTE will notify all exhibitors of any changes to the Alabama ACTE Exhibitor Exposition prior to the opening of the exposition.***

### Exhibit Booths

All alphabetical and numeral exhibit booths (spaces) will be 10' wide and 10' deep. Each 10'x 10' booth will contain:

- One (1) 6' draped and skirted table
- Two (2) chairs
- One (1) 7"x 44" Identification Sign
- One (1) Waste Basket

### Exhibit Size Requirements

Because of the exhibit management restrictions, the back of the exhibit will be no higher than 8'. Sides must remain open above the 3' divider rail to prevent blocking viewing of exhibitors on either side. No canopies or tents of any kind are permitted in the booth areas.

Exhibitors desiring to use other than standard booth equipment, signs, decorations or arrangements must submit two detailed copies of the exhibit and receive written approval from the Alabama ACTE Exhibitor Exposition Manager.

*All exhibits are \$650.00 each with the exception of the following work stations 207, 225, 307, and 416. The work stations are \$1,250.00 each.*

### Reservation/ Assignment/Cancellation of Exhibit Space

Alabama ACTE will reserve exhibit spaces on a first-come first served basis. All exhibit reservation requests must be made in writing as outlined below.

Use the enclosed Alabama ACTE Exhibitor Exposition Contract (keep a copy for your records) to reserve exhibit space. To ensure being assigned the location preferred, exhibitors are encouraged to select three (3) exhibit spaces and forward the completed and original Alabama ACTE Exhibitor contract to:

**Alabama ACTE  
Exhibitor Exposition Manager  
P.O. Box 988,  
Montgomery AL36101-0988.**

Payment in full for each exhibit space requested must be included with the original signed exhibitor contract. Alabama ACTE will not accept partial payments. Alabama ACTE will not reserve exhibit spaces by telephone or e-mail. Alabama ACTE must have the original signature of the person responsible for the exhibit space and payment in full before any exhibit space(s) is/are reserved by Alabama ACTE. Faxed copies of the Alabama ACTE Exhibitor Contract will not be accepted.

The deadline to reserve exhibit space is July 15, 2019. If the Alabama ACTE Exhibitor Exposition is canceled due to circumstances beyond the control of the Alabama Association for Career and Technical Education or the Birmingham-Jefferson Convention Center, all payments connected with the exhibit space rental will be refunded in full.

**If, for any reason, you must cancel your reserved exhibit space Alabama ACTE regrets that we cannot offer refunds.**

**Relocation of Exhibits**

Alabama ACTE reserves the right to alter locations or exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the Alabama ACTE Exhibitor Exposition and/or Alabama Career and Technical Education Professional Development Conference.

**Exhibit Space**

No exhibitor will assign, sublet, or share the assigned exhibit space (booth) or permit any other party to exhibit in his/her space any goods other than those manufactured or handled by the contracting exhibitor, nor will they permit the solicitation of business by others within his/her exhibit space. **This will be strictly enforced.**

**Liability and Insurance**

Exhibitors agree to protect and keep harmless the Alabama Association for Career and Technical Education (Alabama ACTE), Birmingham-Jefferson Convention Center and their employees and agents from any and all claims for damages, lawsuits, etc. by any and all persons or others, which may result on account of injury, loss or damage sustained upon machinery and property under the control of an exhibitor, his/her agents or employees or to his/her or their property or wares arising from any course whatsoever, prior, during, or subsequent to the period of the exhibition. Each exhibitor, by signing the official Alabama ACTE Exhibitor Exposition Contract to exhibit, expressly understands that he/she releases the Alabama Association for Career and Technical Education (Alabama ACTE), its agents and employees, and Birmingham-Jefferson Convention Center from responsibility and agrees to indemnify each against any and all claims for any such loss, injury, or damage.

**Damage to Property**

Exhibitors are liable for any damages caused to buildings, floors, walls, columns, or to standard exhibit booth equipment, or to other exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive or any other coating to buildings, floors, walls, columns, or to standard exhibit booth equipment.

**Fire, Safety, Health**

The exhibitor agrees to accept full responsibility for compliance to local, city, and state fire, safety and health ordinances regarding the installation and operation of equipment. All exhibitor materials and equipment must be reasonably located within the exhibit booth and protected by safety guards and devices where necessary to prevent personal accidents to spectators.

**Decorations**

In order to conform to local fire ordinances, as well as the National Board of Fire Underwriters, all decorative materials must be fire resistant and meet the standards established by the local and state Fire Marshal's office.

**Official Conference Services Contractor**

Fern Exposition & Event Services, Inc. will be the official conference services contractor for the Alabama ACTE Exhibitor Exposition. Upon receipt of your signed original contract and payment in full, you will be able to access the Fern Exposition & Event Services, Inc. website to order additional tables, chairs, carpeting, etc. You will be provided with an access code and password to obtain order forms online upon receipt of your signed contract and payment to ALACTE.

*Fern Exposition & Event Services Inc. will accept advanced shipments of freight from July 1, 2019 until July 26, 2019.*

Advanced exhibition freight must be addressed as follows:

**TO:**

**Exhibiting Company/Booth Assignment  
Alabama Association for Career and Technical Education  
BJCC JULY 29 & 30, 2019.**

**C/O FERN EXPOSITION & EVENT SERVICES  
2101 Richard Arrington Jr., Blvd.  
North Birmingham, AL 35203**

(205) 458-8741

**Contact: Chuck Adams  
Cadams@fernexpo.com**

CARRIER: \_\_\_\_\_  
NUMBER \_\_\_\_\_ OF \_\_\_\_\_ PIECES

MUST ARRIVE BY: July 26, 2019.

Under no circumstances will C.O.D. deliveries be accepted by Fern Exposition & Event Services

*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 Alabama ACTE Exhibitor Exposition floor.*