

**ARTHUR R. OUTLAW  
MOBILE CONVENTION  
CENTER**

**EXHIBITOR KIT**

***ALACTE Conference 2023  
July 25-28, 2023***

# General Show Information

## Show Dates

Wednesday, July 26, 2023  
Thursday, July 27, 2023

## Exhibits Open

10:00 AM – 5:00 PM CST  
11:00 AM – 2:00 PM CST

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

**Exhibit Booths** Mobile Convention Center

**Exhibitor Service Desk** An Exhibitor Service Desk will be set up on the Upper Concourse of the Convention Center. Any exhibit or needing to order additional services, such as power, 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** Tuesday, July 25, 2023 10:00 AM – 5:00 PM CST

**Move-Out Hours** Friday, July 28, 2023 5:00 PM – 8:00 PM CST

## EXHIBITOR SERVICES

Any exhibitor needing to order additional booth supplies and electrical services can do so online prior to arrival. To access the order forms please visit the Mobile Convention Center's website ([www.asmglobalmobile.com](http://www.asmglobalmobile.com)). Hover over the Mobile Convention Center Logo (top middle) Click on "Exhibitor Services" menu option under "Exhibit at an Event" from the menu that appears. You will be redirected to a page where you can choose your convention and click on order services. An order form page will appear. Please fill out completely and submit. All booths are supplied with one (1) 8'x24 clothed and skirted table, two (2) chairs and one (1) wastebasket.

**DEADLINE** for all online orders for this show is for the Advance Rates. The floor rate will apply for any orders received after Thursday, July 20, 2023.

- **Electrical Services**

The Arthur R. Outlaw Mobile Convention Center serves as its own electrical services contractor. Rates and service features are outlined on the website. All electrical equipment must be Underwriter Laboratory approved. All electrical equipment, phone instruments and phone lines are the property of the Arthur R. Outlaw Mobile Convention Center.

- **Wireless Internet Service**

Service Single Day internet access is available for \$14.95 per device. Please log in to Mobile Convention Wi-Fi in the network's 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.

LOCATE ALL FORMS AT [www.asmglobalmobile.com](http://www.asmglobalmobile.com)

# **RULES AND REQUIREMENTS**

## **Vehicle Unloading and Parking**

An exhibitor may unload vehicles by utilizing the Loading Dock. *To get to the Loading Dock, if headed North on Water St (please take a right on Dauphin Street) you should see the Mobile Convention Center on your Right. Entrance to the Loading Dock is on the North end of our building, once you cross the train tracks it will be the first Right into the facility. Vehicles can only be in the parking garage when actively being unloaded or loaded, vehicles cannot be left in the loading dock while booths are being setup, a 15 minute time limit is in place.* **The Parking Garage Elevators should only be used for small equipment that does not require a flatbed cart to transport.**

Parking at the Convention Center is **\$10.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned. Larger vehicles that do not fit in the parking garage or that have trailers attached, must park in the Gravel lot (based on availability), \$10.00 per vehicle, per day still applies.

Please be aware that there may be a train as the building is on the other side of a train track.

## **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 SAVOR Catering Sales 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, Confetti or Stickers** are not permitted to be used at the Arthur R. Outlaw Convention Center in any capacity. Any cost incurred for the removal of these items will be charged to the exhibitor.

## **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 Mobile, AL is under the International Fire Code 2012. 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.

## **Freight Deliveries**

The Arthur R. Outlaw Convention Center will not accept advance shipments of freight or materials prior to **Tuesday, July 18, 2023**.

All shipments to be delivered to the Arthur R. Outlaw Convention Center shall be addressed as follows. Under no circumstances will C.O.D. deliveries be accepted by the Arthur R. Outlaw Convention Center.

## **Facility Address:**

*Exhibitor Company and Name*

*C/o Name of the Event*

Arthur R. Outlaw Convention Center

1 South Water St.

Mobile, Alabama 36602

Hold for: (YOUR NAME)

Booth (BOOTH NUMBER)

## **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 them. 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.

## **No Smoking Policy**

The Arthur R. Outlaw Convention Center is a non-smoking facility.