



Alabama Association for Career and Technical Education
Exhibitor Exhibition
July 26-28, 2023

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 2023 Alabama Career and Technical Education Professional Development Conference and Exhibitor Exhibition. This year's conference will be held in Mobile, Alabama from July 26th to July 28th. The facilities at the Arthur R. Outlaw Mobile 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 2,000 conference participants that will include CTE teachers, administrators, elementary through high school guidance counselors, business and industry representatives, presenters, government officials, curriculum coordinators, and LEA leaders. Your participation will present an opportunity to connect with these partners in education and business. 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.

Exhibition Hours (Subject to Change)

Set-Up Period: Exhibitors will have access to the convention center from 10:00 AM - 5:00 PM CST on July 25th.

Exhibit Hours: Attendees will have access to the exhibition floor from 10:00 AM - 5:00 PM CST on July 26th and 11:00 AM - 2:00 PM on July 27th.

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

Exhibit Booths

All exhibition booths will be 10' wide and 10' deep. Each 10'x 10' booth will contain:

- One (1) draped and skirted table
- Two (2) chairs
- One (1) Identification Sign
- One (1) Waste Basket

An onsite service desk will be available for exhibitors to address questions and assist with the ordering of additional materials.

Exhibit Size and Other Requirements

Due to 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, tents, or balloons of any kind are permitted in the booth areas. Additionally, all signage must be freestanding or floor-supported. No banners, signs, plaques, etc. may be hung from the ceiling, walls, or perimeter drapes. 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.

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.

Single exhibit spaces are available for a flat fee of \$750.00 per 10'x10' booth. Multiple booths may be purchased and connected to form a large exhibit space, not to exceed 30'x30'.

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

**Alabama ACTE Exhibitor Exhibition
Manager**

P.O. Box 988

Montgomery, AL 36101-0988.

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 1, 2023. 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 Arthur R. Outlaw Mobile 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 will be unable to provide refunds.

Relocation of Exhibits

Alabama ACTE reserves the right to alter locations of 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.

Utilization of 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), the Alabama State Department of Education, Arthur R. Outlaw Mobile 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), the Alabama State Department of Education, Arthur R. Outlaw Mobile Convention Center, and their agents and employees 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, 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 private, 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

ASM Global Mobile 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 ASM Global Mobile website to order additional tables, chairs, carpeting, etc.

Mobile Convention Center will accept advanced shipments of freight on July 18, 2023. Advanced exhibition freight must be addressed as follows:

Exhibiting Company/Name

**Alabama Association for Career and
Technical Education Professional
Development Conference, July 26-28, 2023**

Arthur R Outlaw Convention Center

1 S. Water Street

Mobile, Alabama 36602

Attn: Brittany Blackwelder

Hold for: (Your Name)

Booth: (Your Booth Number)

Under no circumstances will C.O.D. deliveries be accepted by Arthur R Outlaw Convention Center.

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 Exhibition floor.