

***ARTHUR R. OUTLAW
MOBILE CONVENTION CENTER***

EXHIBITOR KIT

***MOBILE AREA
CHAMBER OF COMMERCE
BUSINESS EXPO***

Thursday, August 25, 2011

**MOBILE AREA CHAMBER OF COMMERCE
BUSINESS EXPO**

General Show Information

Show Dates and Hours **Thursday, August 25, 2011** **1:00pm – 6:00pm**

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

Exhibit Booths Each 10'x10' exhibit booth will be provided with teal 3' high back drape, 1 8' clothed and skirted table, 2 chairs, 1 wastebasket. Only perimeter booths will have 8' high back drape. Exhibit booths will be located in the **Exhibit Hall**.

Exhibitor Service Desk An Exhibitor Service Desk will be set up in the **Exhibit Hall**.
This desk is there for Electrical Orders, Extra Tables and Chairs and Pipe & Drape.

Move-In Hours **Wednesday August, 24, 2011 8:00am – 5:00pm**
Thursday August 25, 2011 8:00am – 12:00pm

Move-Out Hours **Thursday August, 25, 2011 6:00pm – 10:00pm**

No move-out allowed prior to 6:00pm.

All materials and equipment must be removed from the **Exhibit Hall** by **10:00pm** on **Thursday, August 25, 2011**.

Rules and Requirements

Vehicle Unloading

Vehicle unloading may be done from the Loading Dock or Center Parking Garage. The Garage should only be used for **small equipment that does not require a flatbed cart to transport**. All other vehicles must enter the building through the loading dock. Uniformed attendants will direct you for off loading.

Beverages and Food Items

The Arthur R. Outlaw Convention Center is a **NO OUTSIDE FOOD AND BEVERAGE FACILITY**. The **only exception is food sampling**. Any food sampling **must** be a direct component of your business, and must be approved prior to show start. Any food deliveries will be turned away at the Main Entrance by Convention Center security guards.

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 South 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 or walls. 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.

Freight Deliveries

The Arthur R. Outlaw Convention Center will **not** accept advance shipments of freight or materials prior to Friday, August 19, 2011. 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
Attn.: CHAMBER OF COMMERCE – BUSINESS EXPO
Hold for: (YOUR NAME)
Booth (BOOTH NUMBER)

Licensing

The Mobile Area Chamber of Commerce does not allow selling from the show floor during the Business Expo.

Parking

Parking at the Convention Center is **\$5.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges when the parking booth is manned.

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.

Security

The Exhibit floor will be secured at the conclusion of Exhibit Hours. All exhibitors must enter and exit through the Main Concourse doors. Arthur R. Outlaw Convention Center cannot be held responsible for theft or items missing from your booth. If your display contains something of particular value, it is recommended that you secure it overnight.

Order Forms

- (1) To access the order forms please access the Mobile Convention Center's website (www.mobileconventions.com).
- (2) Click on the "For Exhibitors" icon in the center of the page.
- (3) Next, click on the "Service Forms" drop-down menu.
- (4) From here you will be able to access all necessary forms for your convention. Fill out forms completely.
- (5) Click on "submit form" to transmit completed form.

The **DEADLINE** for all forms for this show is **Friday, August 19, 2011** for the Advance Rates. For Forms received after this date, **the floor rate will apply.**

▪ 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 Arthur R. Outlaw Mobile 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 Arthur R. Outlaw Mobile Convention Center.

▪ Additional Booth Supplies

Extra supplies and furnishings not included in the stated package can be ordered based on inventory available. Rates and inventory are listed on the service order form on the website. No inventory from the Convention Center may be placed in and exhibit booth without approval of management.

▪ Broadband Internet Service

Service includes broadband connection at or about T-1 speed and is available for 1-6 computes from a single location. A Dedicated Network service is also available. All services, conditions of connection and rates are outlined on the order forms on the website.

LOCATE ALL FORMS AT www.mobileconventions.com