



2023 Alabama League of Municipalities
Municipal Leadership Institute
November 8-10, Perdido Beach Resort, Orange Beach, AL
Exhibiting Kit and FAQs

HOW DO I REGISTER FOR AN EXHIBIT SPACE? Visit www.almonline.org for **online exhibitor registration** and interactive floor plan. See what space is currently available, where competition is located and view a listing of all registered vendors. Contact **Cindy Price**, at **334-262-2566** or via email at cprice@almonline.org for more information.

*As per the signed Contract, **all exhibitors must remain fully assembled** in accordance with the exhibitor schedule indicating the set up and break down time. **Early packing nor breakdown is permitted.** This is a safety issue since there are still attendees in the Hall. The League takes this safety issue very seriously and removes violators from future conference invitations. Any vendor who breaks down early may be fined \$1,000 and may not be allowed to exhibit in future League shows. All exhibitors must breakdown removing materials and equipment immediately following the closing of the show.*

Vehicle Unloading and Parking

Exhibitors should access the unloading area using the information which will be emailed to the administration contact on the exhibitor registration prior to the show. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day. This area may experience some back-up, so we ask for your patience. Please keep this in mind when you arrive. **The loading dock doors will close at 4:30 p.m. on the move in day. Once vendors unload, parking is available nearby.**

Beverages and Food Items

Alcoholic beverages, non-alcoholic beverages and/or food **may not** be brought into the expo hall. Any food sampling **must** be a direct component of your business and must be approved prior to show start. You may bring small treats for yourself or attendees. We do ask that if you have any food items in your booth area, please make sure your space remains tidy during all Municipal Marketplace hours.

Booth Exhibitor Restrictions

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

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.

Equipment and Vehicle Displays

Indoor vehicle or equipment displays ARE NOT available at this event. Outdoor vehicle or equipment displays ARE NOT available at this event.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly 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 Coleman Coliseum.

Licensing

All exhibitors must be licensed to do business in the State of Alabama. The Alabama League of Municipalities does not secure a retail sales license for this event therefore **direct selling from the Show Floor is not permitted.**

Liability

Proof of general liability coverage with a loss limit of at least one million dollars per occurrence is required. See the specific requirements below.

INSURANCE Exhibitors shall provide proof of general liability insurance in the exhibiting company's name and naming the Alabama League of Municipalities (ALM) as a certificate holder and as an additional insured covering the dates of the event. Proof of such insurance shall be submitted to ALM within ten (10) business days of executing this contract. Such insurance shall have a combined single limit of not less than \$1,000,000 (one million dollars) for bodily injury and property damage. If the insured name does not match the exhibitor's name provide evidence that the two entities are the same, or an endorsement that shows they are a named insured on the policy. The COI is kept on file with your exhibitor registration. Contact Cindy Price via email cprice@almonline.org or 334-262-2566.

Vendors are required to submit this documentation within 10 business days of executing the exhibitor registration contract in accordance with the Terms and Conditions of the Exhibitor Registration.

Please read the information below carefully and submit the COI request to the person who provides your company's general liability coverage.

Insurance:

Exhibitors shall provide proof of general liability insurance in the exhibiting company's name and naming the Alabama League of Municipalities (ALM) as a certificate holder and as an additional insured covering the dates of the event. Proof of such insurance shall be submitted to ALM within ten (10) business days of executing this contract. Such insurance shall have a combined single limit of not less than \$1,000,000 (one million dollars) for bodily injury and property damage. If the insured name does not match the exhibitor's name provide evidence that the two entities are the same, or an endorsement that shows they are a named insured on the policy.

Descriptions of Operations Box: Include the following language.

Certificate holder (Alabama League of Municipalities) is an additional insured on General Liability in reference to the Alabama League of Municipalities Municipal Leadership Institute and Expo, November 8-10, 2023, at the Perdido Beach Resort in Orange Beach, AL.

Certificate Holder Box:

Alabama League of Municipalities, P. O. Box 1270, Montgomery, AL 36104.

Care of Exhibit Space

Each exhibitor is entirely responsible for the space allotted to them through his contract. Each exhibitor agrees to reimburse the Von Braun 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 Von Braun Center. Under **NO** circumstances are helium balloons to be given away or permitted to be used in the Von Braun Center. Any cost incurred for the use or removal of these items will be charged to the exhibitor. The Von Braun 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 facility is a non-smoking facility.

Security

Security is provided overnight in the expo hall until the show opens the next day. The Alabama League of Municipalities, the Venue and the Official Decorator will take reasonable caution to protect exhibitors against damage or loss during the show. However, the Alabama League of Municipalities, the Venue and the Official Decorator assume no liability for damage, destruction, loss or theft of exhibitor property.

Electrical Services

Electrical is available for all booths. 120V outlet – up to 20 amps. See specific pricing when completing exhibit registration. Electrical services should be evaluated and ordered pre-show. Onsite electrical will be at a higher rate. Any exhibitor needing to order electrical services should do so when completing the online exhibitor registration or by notifying Cindy Price, Show Manager, in writing via email at cprice@almonline.org.

Name Badges

Exhibitor badges may be used for the sessions but there is to be absolutely no soliciting. Sessions are educational and are not to be used as an avenue to distribute literature or do any marketing. Exhibitors are invited to attend sessions but may not make direct contact regarding their products and services outside the Municipal Marketplace (this includes announcements, unsolicited conversations regarding their business and distribution of promotional materials). Name badges must always be worn while in the Municipal Marketplace or educational sessions. Badges provide admission to all non-ticketed events. Any member of your staff may take incorrect badge(s) to the counter and have them corrected or reissued in another name. There is no fee for this. If a staff member will not be attending for the duration of the Municipal Marketplace, they may give their badge to another staff member from their company. Simply take the badge to the Exhibitor Registration counter and they will reprint the badge with the replacement name. **You must have the badge with you to avoid being charged the additional representation name badge fee.**

Exhibitor Frequently Asked Questions

General Information

Who exhibits? Exhibitors are companies that provide products and services used by Alabama's local governments. Some industries represented are Housing, Architects, Engineers, Consultants, Telecommunications, Document Management, Heavy Equipment, Office Products, Recreation, IT, Environmental Technologies, Banking, Emergency Products, Insurance, Healthcare, and Security.

Who attends? ALM conferences are attended by local elected officials, municipal clerks, professional administrators, municipal attorneys, and other public-sector officials. This gathering presents a unique opportunity to meet numerous key officials involved in the decision-making process. ALM's convention is not a public or consumer show. It is an education and business event for government officials.

What are the exhibit hours? See the exhibitor schedule for specific event information.

Contract/Forms

Do I need a Username and Password? Yes. All vendor registrations will require a unique login. Vendor registration emails from ALM will have your email address for reference. If you do not have a username and password, contact ALM for assistance creating user account.

How do I sign up for an exhibit booth? Online Registration. Information is available at www.almonline.org. Complete the online Exhibit Contract & Registration Form and submit secure payment via credit card or check by mail and send payment to the Alabama League of Municipalities to the address on the registration. Exhibit registrations are not complete until payment in full is received. For more information, contact Cindy Price at cprice@almonline.org. See also *Can I reserve a booth?*

Can I complete an Exhibit Booth Registration onsite? NOT without prior notification. You *must* notify the League and have confirmation of available space. Rarely is a booth space available in the Municipal Marketplace for onsite registration. You may contact the League office until the Friday before the event date.

What is the deadline? We continue to process contracts until all booths are sold. If you submit your contract less than 14 days prior to the event, it must be accompanied by the full amount due.

Do you accept credit cards? Yes. We accept all major credit cards.

Can I reserve a booth? Yes, via online exhibitor registration. If you submit your contract less than 14 days prior to the event, it must be accompanied by the full amount due.

Do I need to pay the full amount or the deposit amount? The League does not accept deposits to hold exhibit space. You may reserve a booth following the Reservation Policy on the registration contract. "Exhibit booth space may be held on a pending basis until payment is received. If payment is not received within ten (10) business days of executing this contract, the exhibit space will be re-opened for availability. ALM will reserve exhibit booth space in first come, first served priority." If you submit your contract less than 14 days prior to the event, it must be accompanied by the full amount due.

Do I get a discount for buying multiple booths? We do not offer a discounted rate for multiple booths. All spaces are at the contract prices per each; regardless of how many are purchased.

Are all the booths the same price? A basic 10' x 10' booth is \$1,200. Equipment or expanded space is \$3,000. Electrical is an added service for additional fee. Contact Cindy Price at cprice@almonline.org or at 334.386.8112 for more details.

What forms do I need to submit? To process your contract, we must receive a completed Exhibit Registration Form and payment by check or credit card and Commercial General Liability insurance with ALM named an additional insured, as stated in the Exhibitor Registration Contract, within ten (10) business days of executing of contract. Online registration is the registration method.

What is the Certificate of General Liability requirements?

Proof of general liability coverage with a loss limit of at least one million dollars per occurrence is required.

INSURANCE Exhibitors shall provide proof of general liability insurance in the exhibiting company's name and naming the Alabama League of Municipalities (ALM) as a certificate holder and as an additional insured covering the dates of the event. Proof of such insurance shall be submitted to ALM within ten (10) business days of executing this contract. Such insurance shall have a combined single limit of not less than \$1,000,000 (one million dollars) for bodily injury and property damage. If the insured name does not match the exhibitor's name provide evidence that the two entities are the same, or an endorsement that shows they are a named insured on the policy.

Receipt of the certificate of insurance is required before arriving onsite for the show. It is kept on file with your exhibitor registration. Contact Cindy Price via email cprice@almonline.org or 334-262-2566.

Vendors exhibiting are required to submit this documentation within 10 business days of executing the exhibitor registration contract in accordance with the Terms and Conditions of the Exhibitor Registration.

Please read the information below carefully and submit the COI request to the person who provides your company's general liability coverage.

Insurance:

Exhibitors shall provide proof of general liability insurance in the exhibiting company's name and naming the Alabama League of Municipalities (ALM) as a certificate holder and as an additional insured covering the dates of the event. Proof of such insurance shall be submitted to ALM within ten (10) business days of executing this contract. Such insurance shall have a combined single limit of not less than \$1,000,000 (one million dollars) for bodily injury and property damage. If the insured name does not match the exhibitor's name provide evidence that the two entities are the same, or an endorsement that shows they are a named insured on the policy.

Descriptions of Operations Box: Include the following language.

Certificate holder (Alabama League of Municipalities) is an additional insured on General Liability in reference to the Alabama League of Municipalities Municipal Leadership Institute, November 8-10, 2023, Perdido Beach Resort, Orange Beach, AL.

Certificate Holder Box:

Alabama League of Municipalities, P. O. Box 1270, Montgomery, AL 36104.

What comes with my booth? Each booth has the following: 6' skirted table; 2 side chairs; 1 wastebasket w/liner; Signage with company name and booth number; Back and side drapes; Exhibitor Packet; Three Representative Badges and Registrant List.

Booth Assignments

When are booths assigned? Booths are assigned when online registration is submitted. Booth selection for companies submitting payment by check will be held for 10 business days only. Booth space will be held on a pending basis until payment is received. If payment is not received after 10 (ten) days of reserving a booth, the booth will be re-opened for availability. **NOTE: Show manager reserves the right to adjust the floor plan, including relocation, adjustments to the design of the floorplan and to booth assignments as needed for the overall benefit of the show or to comply with state and local social distancing mandates related to COVID-19.**

How do I request a specific booth? Booth space selection is made at time of online registration. An interactive show floor plan is available on our website, www.almonline.org.

How do I request an assignment near another company? If you and another company would like to be assigned side-by-side, complete the online registration at the same time. In addition, contact Cindy Price via email referencing the desire to be located near each other.

Cancellations/Refunds

What should I do if I need to cancel my booth? Contact Cindy Price at 334-262-2566 and by email immediately. A booth will not be deemed cancelled until you receive written confirmation (e-mail/fax/letter) from the League.

Can I receive a refund? Contact Cindy Price at 334-262-2566 to discuss your need to cancel.

Cancellation Policy on the Registration Contract states, "ALM will authorize refunds only if notified in writing and received by **October 8, 2023**. A \$100 administrative fee will be charged for all cancellations. No refunds will be given after this date".

Interactive Floor Plan

The interactive floor plan is part of the online exhibitor registration. It includes the company name, booth number, program index and description.

I submitted my online registration, but it is not showing up on the interactive floor plan. Why not? Registration, placement on the show floor and confirmation emails are immediate upon successful online registration. **IMPORTANT:** Check your inbox (or junk, spam, or clutter email) for a confirmation email. You should not consider your company registered if you do not receive an email confirmation or see your booth reserved in your company name. If you did not receive a confirmation email, call, or email Cindy Price to verify exhibit registration and email contact address on file.

Can I have my logo included with the Interactive Floor Plan? Yes. If the logo is not received, your company name may be listed without your logo. Upload your logo in the online registration process. This is used in your exhibitor profile included on the online floor plan and event app. If unable to upload currently, it is the responsibility of the vendor to email the request file to cprice@almonline.org. A **high-resolution** is preferred.

Badges/Staff Registration

How do I register my staff? Exhibitor staff may be registered using online registration. Registration link is emailed to your main contact. Contact Cindy Price, cprice@almonline.org, if you are unsure of your company's primary contact.

How many badges do I get with my booth? A 10' x 10' exhibit space includes three representative name badges. The equipment space includes six representative name badges.

How do I receive my badges? Name badges, information and exhibitor packets will be available at check in at the Exhibitor Registration counter in the Municipal Marketplace. Exhibitors are required to check in with ALM staff before reporting to assigned booths. You may also request name badge changes at this time.

Is there a cost for additional badges over our allotment? Additional badges are \$150.00 each. These badges may be ordered via online registration or onsite at the Exhibitor Registration counter. Have payment information (credit card or check) ready. The League does not invoice for additional representative badges.

Can I use my Exhibitor badge to enter a session? Exhibitor badges may be used for the sessions but there is to be absolutely no soliciting. These sessions are educational and are not to be used as an avenue to distribute literature or do any marketing. Exhibitors are invited to attend sessions but may not make direct contact regarding their products and services outside the Municipal Marketplace (this includes announcements, unsolicited conversations regarding their business and distribution of promotional materials). Exhibitors must wear name badges provided by ALM while in the Municipal Marketplace or educational sessions. Badges provide admission to all non-ticketed events.

How do I make badge changes? Contact Cindy Price, cprice@almonline.org. After November 1, 2023, all changes will be made on site at the Exhibitor Service counter in the Municipal Marketplace.

How do I add/change a staff registration after the deadline? After November 1, 2023, *all* changes, additions, deletions, corrections, etc. *must* be done onsite. Visit the Exhibitor registration desk to make changes. Any member of your staff may take the incorrect badges to the counter and have them corrected or reissued in another name. There is no fee for this.

Can we swap badges between our staff? Yes. If a staff member will not be attending for the duration of the show, they may give their badge to another staff member. Simply take the badge to the Exhibitor Registration counter and they will reprint the badge with the replacement name. You must have the badge with you to avoid being charged an additional representative name badge fee.

What if I'm registered and lose my badge? If you are already registered and misplace your name badge, please go to the Exhibitor Registration counter onsite and they will reprint your badge. There is no additional fee for replacing a name badge.

Ordering furnishings/utilities/services

How do I order tables, chairs, etc.? You will receive a packet by email from The Perdido Beach Resort for any additional requests for equipment such as carpet, additional chairs, podiums, or services. Ordering by the **advance order deadline** is recommended as services are more generally more expensive when ordered onsite.

What comes with my booth? 6' skirted table; 2 side chairs; 1 wastebasket w/liner; Signage with company name and booth number; back and side drapes.

Can I bring my own furnishings? Yes. You may bring what you need for booth set up. If you need assistance with unloading or setup, contact our show decorator, The Perdido Beach Resort prior to the Municipal Marketplace or on site at their service desk.

What is the deadline for advance service orders? The advance order deadlines are noted in the information received from The Perdido Beach Resort. Services may be ordered after this date for a higher charge. They can also be ordered on set-up day and during the Municipal Marketplace.

Who do I contact with questions not covered in this FAQ? Contact Cindy Price cprice@almonline.org with any questions related to the show.

Is there security overnight? Security will be provided in the expo hall overnight until the opening the next day. The Alabama League of Municipalities and The Perdido Beach Resort will take reasonable caution to protect exhibitors against damage or loss during the show. However, the Alabama League of Municipalities and The Perdido Beach Resort assume no liability for damage, destruction, loss or theft or exhibitor property.

Exhibitor Set-up

What are the set-up times? See the exhibitor schedule for the specific event.

Can I carry my own materials into the Municipal Marketplace? Yes. However, if you need assistance unloading, this service can be ordered from The Perdido Beach Resort prior to the Municipal Marketplace or onsite at their service desk. Please follow the unloading procedure outlined in the exhibitor confirmation information. Also, please be aware that the League does not have carts or other equipment for the transport of boxes, etc.

Can I set up my own booth? Yes, with the following conditions: 1) The installation can be accomplished by your company employees and 2) Set up and handling of their own product; including but not limited to the installation, interconnection, calibration, and operation of equipment.

Where do I park to unload my materials? Specific instructions will be provided to the public and administrative contacts for registered vendors before the show date. Parking fees may apply. These procedures are designed to

maintain safety and allow for a well-organized and smooth set up day. If clarification is needed, contact cprice@almonline.org.

Will there be someone available to help me? Exhibitor registration will be staffed from the vendor more in time until the close of the show. Check the exhibitor schedule for more detailed information. If you have questions, please see a League staff member.

What if I go to my booth and the furnishings I ordered are not there? If this service was pre-ordered from The Perdido Beach Resort, check with their onsite service desk.

If I forget to order furnishings, can I order it during set-up? Yes. The Perdido Beach Resort will be available onsite for last-minute orders.

If I forget to order electrical for my exhibit booth, can I order it during set-up? Yes. The recommendation is to pre-order electrical at the time the exhibitor registration is submitted. On-site electrical orders will be at an increased rate.

Can I leave earlier than the specified break-down time? NO! As per the signed Contract, **all exhibitors** must remain **fully assembled** until breakdown. Early packing or breakdown is not permitted. This is also a safety issue since there are still attendees in the Marketplace. The League takes this safety issue very seriously and removes violators from future conference invitations. Any vendor who breaks down early will be fined \$1,000 and may not be allowed to exhibit in future League shows.

What do I do if I have an emergency and have to leave? Leave your booth as is and contact an ALM staff member at the exhibitor's registration counter and then The Perdido Beach Resort at their service desk to disassemble and pack your booth for shipment back to your home office at the close of the show. Under no circumstances should an exhibitor pack their booth before leaving for an emergency.

Is there anyone available to help me disassemble my booth? Yes. Please contact The Perdido Beach Resort for these services.

How do I arrange for shipment back to my office/warehouse? The Perdido Beach Resort can assist you with the forms and scheduling for the shipments.

Giveaways/Prizes

Can I do drawings for giveaway prizes? Yes, you can conduct drawings. *See also - How prizes will be distributed.* Traditionally, each convention will have vendor prizes with values from \$25 up to \$500 given away. Because the convention attendees are government officials, caution should be taken if your giveaway exceeds \$500.

How prizes will be distributed? Exhibitors are encouraged to offer prize drawings to increase overall excitement and improve traffic flow. Prizes should be awarded, and winners notified prior to the close of the expo. We recommend getting a cell number so you can notify your winner(s) by phone call or text message. Exhibitors are responsible for delivery of any prizes. Unclaimed prizes cannot be left with League employees for delivery.

Parking/Public Transportation/Directions/Maps

Where can I find a facility map and directions? Several maps will be available close to the show date under the Links and Documents tab in the exhibitor registration. Contact Cindy Price via email at cprice@almonline.org if you need more detailed information.

Where can I park after I unload my items for set up? Specific instructions will be provided to the public and administrative contact for registered vendors before the show date. Parking fees may apply. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day. If clarification is needed, contact cprice@almonline.org.

What is the loading and unloading procedures? Specific instructions will be provided to the public and administrative contact for registered vendors before the show date. Specific instructions will be provided to the public and administrative contact for registered vendors before the show date. Parking fees may apply. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day.

Sponsorships

How do I find out about event sponsorships? Contact cprice@almonline.org.

Does the League have other avenues to let municipal officials know about our company? Yes. In addition to becoming an exhibitor, you may want to advertise in our magazine, *The Alabama Municipal Journal*, or purchase a sponsorship package. As an exhibitor, you may want to consider advertising in pre-show issues to let attendees know you are coming. Pre-show issues will have time-sensitive deadlines. Please contact Cindy Price at cprice@almonline.org or at 334-262-2566 for detailed information.

VIEW A FULL LISTING OF FACTS, ANSWERS AND QUESTIONS www.almonline.org

END OF EXHIBITOR KIT