

ALM EXHIBITOR KIT

2022 ALM MUNICIPAL MARKETPLACE

EXHIBITING AT THE ALM MUNICIPAL MARKETPLACE OFFERS YOUR COMPANY THE OPPORTUNITY TO:

- Promote your company to more than 900 municipal officials and personnel representing 200+ municipalities.
- Connect with existing clients.
- Reach potential customers.
- Increase your brand recognition to municipal decision makers.
- Generate a positive impact and show your commitment to support local government.

WHO ARE ALM ANNUAL CONVENTION ATTENDEES?

- Mayors
- Councilmembers
- Clerks
- Public Personnel Administrators
- City Attorneys
- City Managers
- City Administrators
- Finance Directors
- City Managers

ALM MUNICIPAL MARKETPLACE DATE AND LOCATION:

November 9 & 10, 2022
Perdido Beach Resort
2700 Perdido Beach Blvd.
Orange Beach, AL 36561
Exhibits: Grand Reef

Show Manager: Cindy Price, cprice@almonline.org or 334-386.8112

ALM Attendees are looking to connect with companies providing these services:

- Accounting/Auditing
- Architects/Engineers
- Banners/Lighting
- Computer Science
- Debt Collection
- Energy/Environmental
- Financial Services
- Flags/Pins
- Fire Equipment & Trucks
- Heavy Equipment
- Insurance & Claims Services
- IT/Telecommunications
- Legal Services
- Landscape/Property Management
- Meters/Meter Reading
- Office Products/Furniture
- Ordinance Codification
- Parks/Recreation
- Payment Processing
- Recycling/Waste Management
- Resource Providers
- Street Sweeping/Mowers
- Tourism/Hospitality
- Traffic Safety

STILL NOT SURE ALM MARKETPLACE IS THE RIGHT FIT FOR YOUR COMPANY?

The ALM MUNICIPAL MARKETPLACE will celebrate over 46 years in 2022 and consistently has a high vendor retention rate year to year. Look at who has exhibited in our most recent expos. It's a good bet that if you do business with municipal entities, your competition was there and will be back this year!

Adams & Reese, LLP	Fitters Examining Board	Francis Energy	Musco Sports Lighting
Advanced Disposal Services	Alabama Power Company	Game Day Athletic Surfaces	NAFECO
Alabama 811	Alabama Recreation and	Giffen Recreation Co., Inc.	National Water Services,
Alabama Association of	Parks Association	Goodwyn, Mills and	LLC
Regional Councils	Alabama SBDC Network	Cawood, Inc.	NLC Service Line Warranty
Alabama Attorney	Alabama Tourism	GovDeals, Inc.	Program
General's Office	Department	Government and Economic	OneAppWay
Alabama Bicentennial	Alabama Urban Forestry	Development Institute	OnSolve
Commission	Association/Green Industry	Auburn University	Outdoor Aluminum, Inc.
Alabama Board for	Web Portal	GovPayNet	Piper Sandler
Registration of	AlabamaRetire Deferred	Grasshopper Company	Playworld Preferred, Inc.
Architects	Compensation Plan	Great Southern Recreation	Poarch Creek Indians (PCI)
Alabama Board of	(Empower Retirement)	Hammill Recreation, LLC	Poly, Inc.
Licensure for	Alden Systems	Harris Local Government	PowerSouth Energy
Professional Engineers	American Fidelity	HdL Companies	Provident
and Land Surveyors	American Lung Association	Highland Technical	PUBLIQ Software
Alabama Clean Fuels	AMIC/MWCF Loss Control	Services, Inc.	RA-LIN
Coalition	AMWASTE	InCare Technologies	Raymond James
Alabama Correctional	Arrow Disposal Service, Inc.	Ingram Equipment	Recreational Concepts
Industries	ARSEA/APEAL	ITS (Information Transport	Regions Bank
Alabama Council of The	AT&T Alabama	Solutions, Inc.)	Republic Services
American Institute of	AUC Group	J.A. Dawson & Co.	Retail Strategies
Architects	Avenu Insights & Analytics	Jackson Thornton	Retirement Systems of
Alabama Department of	BancorpSouth Equipment	Jacksonville State	Alabama
Agriculture & Industries	Finance	University's Center for	Rowe Engineering &
Alabama Department of	Bandit Industries, Inc.	Economic Development	Surveying, Inc.
Archives and History	Birmingham Freightliner	& Business Research	Sain Associates, Inc.
Alabama Department of	Alabama Emergency	Johnson Controls	Sansom Equipment
Economic and	Vehicles	Jubilee Decor, LLC	Co., Inc.
Community Affairs	Bradford Health Services	K&K Systems, Inc.	Santek Waste Services
Alabama Department of	Cardiac Solutions	Kel-Ar Consulting	SealMaster/Alabama
Environmental	Carr, Riggs & Ingram	KOMPAN Playgrounds	Sensys Gatso Group
Management (ADEM)	CPAs and Advisors	KORKAT	SESCO Lighting
Alabama Department of	Charter Communications	LaBella	Shumaker Tech Group
Revenue - Sales & Use	CivicPlus	Lathan Associates	Sophicity
Tax Division	Civil Southeast, LLC	Lightfoot Law	Southeast Cement
Alabama Emergency	CMH Architects, Inc.	Local Government Health	Promotion Association
Management Agency	Corporate Pharmacy	Insurance Board	Southern Engineering
(AEMA)	Services, Inc.	Main Street Alabama	Solutions, Inc.
Alabama First Responders	Corrective Asphalt	Main Street Energy	Specification Rubber
Benefits Program	Materials, LLC	MASA MTS	Products, Inc.
Alabama Manufactured	Croy Engineering	Master Meter, Inc.	State Auditor of Alabama
Housing Association	CSA Software Solutions	Mauldin & Jenkins, LLC	Spire Energy
Alabama Mountain Lakes	C Spire	McKee & Associates	Stifel
Tourist Association	Cyclone Lighting	Architecture and Interior	SUEZ Advanced Solutions
Alabama Municipal Electric	DataMax Corporation	Design	Sunbelt Fire, Inc.
Authority	Dewberry	Millennium Risk Managers	Sweeping Corporation of
Alabama Municipal	Dixie Decorations, Inc.	Morell Engineering	America, Inc.
Insurance Corporation	Electric Cities of Alabama	Municipal Intercept	Synergetics
Alabama Municipal	Energy Systems Group	Services (MIS)	Tank Pro, Inc.
Revenue Officers	Forte Payment Systems	Municipal Revenue Service	The Alabama Advantage for
Association	Fortiline Waterworks	Municipal Workers	New Alabamians
Alabama Plumbers & Gas	Fortinet	Compensation Fund	The Frazer Lanier Group

TheGOVApp
 The Kelley Group, LLC
 The Nine
 Thompson Engineering
 Tristatz

TruckWorx Kenworth
 Trulieve
 Thompson Tractor Co., Inc.
 Twin States Recreation, LLC
 U.S. Bank

Volkert
 U.S. Census Bureau
 USDA Rural Development
 VC3, Inc.
 Vortex Aquatic Structures

WANrack
 Waste Pro

GENERAL SHOW INFORMATION

ALM 2022 Municipal Leadership Institute
 November 9 & 10, 2022
 Perdido Beach Resort, Orange Beach, AL

MUNICIPAL MARKETPLACE SCHEDULE: *schedule is subject to change. Visit www.almonline.org for updates.*

Wednesday, November 9, 2022

10:00 a.m. - 4:00 p.m.	Exhibitors move-in. Entrance Door Closed at 4:30 p.m.
5:00 – 7:00 p.m.	Municipal Marketplace open for Vendor Exhibiting

Thursday, November 19, 2022

7:30 a.m.	Exhibitors and attendees arrive for breakfast
7:30 – 10:00 a.m.	Municipal Marketplace open for breakfast and exhibiting
9:00 - 10:00 a.m.	Exhibitor breakdown and move-out

WHAT'S INCLUDED WITH YOUR BOOTH?

- Each **8' depth x 10' width** exhibit space includes pipe and, 6' topped and skirted table, two side chairs, wastebasket, company identification sign, printed registrant list and three (3) name badges.
- Additional representative name badges may be purchased for \$150 each.
- Evening reception, Breakfast and Break Service in the Municipal Marketplace.

EXHIBIT SPACE RATES:

EXHIBIT DIMENSIONS	PRICING
8' depth X 10' width	\$ 1,000
Large Equipment Space	Not available at this event

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 further 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 follow the close 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 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.

Outdoor Equipment and Vehicle Displays

Indoor vehicle or equipment display is not available at this event. There are no outdoor exhibits.

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.

INSURANCE Exhibitors shall provide proof of general liability insurance naming the Alabama League of Municipalities (ALM) 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. 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.

Care of Exhibit Space

Each exhibitor is entirely responsible for the space allotted him 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 Municipal Marketplace until 7:30 AM the next day. The Alabama League of Municipalities, the Venue and the Official Decorator will take reasonable caution to protect exhibitors against damages 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 or 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 at least 5 business days prior to the event date.

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 be always 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.**

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

END OF EXHIBITOR KIT



Alabama League of Municipalities

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? The MUNICIPAL MARKETPLACE is open approximately four hours during the event. Refer to the event specific exhibiting schedule.

Contract/Forms

Do I need a Username and Password? Yes. All vendor registrations will require a unique login. Contact ALM if you do not have a unique username and password. Record your username and password for future reference.

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. Rarely is a booth space available in the Municipal Marketplace for onsite registration. You may contact the League office to check availability.

What is the deadline? We continue to process contracts until all booths are sold. If you are submitting your contract within 15 days of 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. The **Reservation Policy** on the Exhibit Registration states, "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." The policy is in effect until 15 days before the event, at which time registration contracts must be accompanied by full payment.

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." Fifteen days prior to the event, registration contracts must be accompanied with the full amount due for the booth space.

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 standard booths the same price? Yes, a basic booth is \$1,000. Electrical is an added service for additional fee. If you are interested in a large equipment space (higher registration 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 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.

Can I just fax or e-mail my contract? No. Online registration is the only registration method.

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 immediately. A booth will not be deemed cancelled until you receive written confirmation (e-mail/fax/letter) from the League. Cancellations must be received in writing 30 days prior to event date.

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 **30 days prior to the event date**. 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 here for use 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 prior to the event date. We also asked that the vendor provide a **high-resolution** company logo requested.

Badges/Staff Registration

How do I register my staff? Exhibitor staff may be registered using the 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 standard exhibit space includes three 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. Changes submitted within 5 days of the event date 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? Within 5 days of event date *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.? Check your registration confirmation for contact information for the official show decorator. Additional requests for equipment such as carpet, additional chairs, podiums, or services can be ordered. 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 you may contact the show decorator. Check exhibitor registration confirmation for information.

What is the deadline for advance service orders? Check exhibitor registration confirmation for information.

Who do I contact with questions not covered in this FAQ? Contact Cindy Price at 334-262-2566 prior to show date with any questions related to the show.

Is there security overnight? Overnight security will be provided in the Municipal Marketplace.

Exhibitor Set-up

What are the set-up times? Exhibitor schedule is available in the exhibitor registration confirmation. Generally, set up times are the day of the first exhibiting time. Check the exhibitor schedule for more detailed information. Setup must be complete no later than 30 minutes prior to the first exhibiting event.

Can I carry my own materials into the Municipal Marketplace? Yes. However, if you need assistance unloading contact the official show decorator for any needed contracted services.

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? If you need assistance unloading contact the official show decorator for any needed contracted services.

What if I go to my booth and the furnishings I ordered are not there? If this service was pre-ordered from the official show decorator check with their onsite service desk.

How do I find a missing crate? If this service was pre-ordered with the official show decorator, check at their onsite service desk if you find something missing from your shipment. If show contents were shipped by mistake to an unauthorized location, please see Cindy Price at the Exhibitor's Service counter immediately.

If I forget to order furnishings, can I order it during set-up? Yes. The official show decorator will be onsite to assist with last minute requests.

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. Waiting until on-site to order electrical 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 in accordance with the exhibitor schedule indicating set up and breakdown time. 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 Cindy Price at the exhibitor's registration counter and then contact the official decorator 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 official decorator for these services. You may arrange this prior to the event.

How do I arrange for shipment back to my office/warehouse? The official decorator can assist you with the forms and scheduling for the shipments. This can be arranged pre- or post-show.

Giveaways/Prizes

Can I do drawings for giveaway prizes? Yes, you can conduct drawings. *See also - How will prizes 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 will prizes be distributed? Exhibitors are encouraged to offer prize drawings to increase overall excitement and good traffic flow. Prizes should be awarded, and winners notified by the vendor. We highly recommend getting a cell number so you can notify your winner(s) by phone call or text message. Give-a-way signs will be available from ALM upon check-in for vendors to display their prize(s) and winner name(s). Exhibitors are responsible for delivery of any prizes not claimed. 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 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 on Sunday and on Monday during the show? 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 or call at 334-262-2566.

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.