



ARTHUR R. OUTLAW
MOBILE CONVENTION CENTER

EXHIBITOR GUIDELINES

1S. Water Street, Mobile, AL 36602
251.208.2100

www.asmglobalmobile.com



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).

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 it out completely and submit it. All booths are supplied with one clothed and skirted table, 2 chairs, and one wastebasket.

SERVICE DESK

If you are unable to pre-order your supplies, we will have an on-site service desk available during load-in for your convenience. Our service desk will assist you with ordering, questions, and payment. **Please note that on-site prices will be higher than preordering**

ELECTRICAL AND WATER 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 is the property of the Arthur R. Outlaw Mobile Convention Center. Water service can be ordered via the website or at our on-site service desk.

WIRELESS INTERNET SERVICES

Single Day internet access is available for \$14.95 per device. Please log in to Mobile Convention Wi-Fi in the network connections on your device. You will then 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.

RULES AND REQUIREMENTS

VEHICLE UNLOADING AND PARKING

An exhibitor may unload vehicles by utilizing the Service Drive. There will be uniformed attendants to direct you for off-loading. The Garage 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. Please be aware that there may be a train as the building is on the other side of a train track.

BEVERAGE AND FOOD ITEMS

No food or beverage 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 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.

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.

RULES AND REQUIREMENTS

FREIGHT DELIVERIES

The Arthur R. Outlaw Convention Center may accept advance shipments of freight or materials based on convention scheduling. All shipments to be delivered to the Arthur R Outlaw Convention Center shall be addressed as follows:

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.: (EVENT MANAGER/COORDINATOR'S NAME)
	Hold for: (YOUR NAME)
	Booth (BOOTH NUMBER)

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

LIABILITY

Each exhibitor is entirely responsible for the space allotted to them. Each exhibitor agrees to reimburse the Arthur R. Outlaw Convention Center for any damage to the floors, ceilings, or walls within their 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 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.