

# ALM EXHIBITOR KIT

## 2023 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:

**May 11-12, 2023**

Birmingham Jefferson Convention Complex

2100 Richard Arrington Blvd. N

Birmingham, AL 35203

Exhibits: East Hall 2 & 3

Show Manager: Cindy Price, [cprice@almonline.org](mailto: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 47 years in 2023 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         | Association                  | Energy Systems Group        | Millennium Risk Managers   |
| Advanced Disposal Services | Alabama Plumbers & Gas       | FirstStep Management        | Morell Engineering         |
| Alabama 811                | Fitters Examining Board      | Technologies                | Municipal Intercept        |
| Alabama Association of     | Alabama Power Company        | Forte Payment Systems       | Services (MIS)             |
| Regional Councils          | Alabama Recreation and       | Fortiline Waterworks        | Municipal Revenue Service  |
| Alabama Attorney           | Parks Association            | Fortinet                    | Municipal Workers          |
| General's Office           | Alabama SBDC Network         | Francis Energy              | Compensation Fund          |
| Alabama Bicentennial       | Alabama Tourism              | Game Day Athletic Surfaces  | Musco Sports Lighting      |
| Commission                 | Department                   | Giffen Recreation Co., Inc. | NAFECO                     |
| Alabama Board for          | Alabama Urban Forestry       | Goodwyn, Mills and          | National Water Services,   |
| Registration of            | Association/Green Industry   | Cawood, Inc.                | LLC                        |
| Architects                 | Web Portal                   | GovDeals, Inc.              | NLC Service Line Warranty  |
| Alabama Board of           | AlabamaRetire Deferred       | Government and Economic     | Program                    |
| Licensure for              | Compensation Plan            | Development Institute       | OneAppWay                  |
| Professional Engineers     | (Empower Retirement)         | Auburn University           | OnSolve                    |
| and Land Surveyors         | Alden Systems                | GovPayNet                   | Outdoor Aluminum, Inc.     |
| Alabama Clean Fuels        | American Fidelity            | Grasshopper Company         | Piper Sandler              |
| Coalition                  | American Lung Association    | Great Southern Recreation   | Playworld Preferred, Inc.  |
| Alabama Community          | AMIC/MWCF Loss Control       | Ground Works Distribution   | Poarch Creek Indians (PCI) |
| College System             | AMWASTE                      | Hammill Recreation, LLC     | Poly, Inc.                 |
| Alabama Correctional       | Arrow Disposal Service, Inc. | Harris Local Government     | PowerSouth Energy          |
| Industries                 | ARSEA/APEAL                  | HdL Companies               | Provident                  |
| Alabama Council of The     | AT&T Alabama                 | Highland Technical          | PUBLIQ Software            |
| American Institute of      | AUC Group                    | Services, Inc.              | RA-LIN                     |
| Architects                 | Avenu Insights & Analytics   | InCare Technologies         | Raymond James              |
| Alabama Department of      | BancorpSouth Equipment       | Ingram Equipment            | Recreational Concepts      |
| Agriculture & Industries   | Finance                      | ITS (Information Transport  | Regions Bank               |
| Alabama Department of      | Bandit Industries, Inc.      | Solutions, Inc.)            | Republic Services          |
| Archives and History       | Birmingham Freightliner      | J.A. Dawson & Co.           | Retail Strategies          |
| Alabama Department of      | Alabama Emergency            | Jackson Thornton            | Retirement Systems of      |
| Economic and               | Vehicles                     | Jacksonville State          | Alabama                    |
| Community Affairs          | Bradford Health Services     | University's Center for     | Rowe Engineering &         |
| Alabama Department of      | Cardiac Solutions            | Economic Development        | Surveying, Inc.            |
| Environmental              | Carr, Riggs & Ingram         | & Business Research         | RSI                        |
| Management (ADEM)          | CPAs and Advisors            | Johnson Controls            | Sain Associates, Inc.      |
| Alabama Department of      | Charter Communications       | Jubilee Decor, LLC          | Sansom Equipment           |
| Revenue - Sales & Use      | CivicPlus                    | K&K Systems, Inc.           | Co., Inc.                  |
| Tax Division               | Civil Southeast, LLC         | Kel-Ar Consulting           | Santek Waste Services      |
| Alabama Emergency          | CMH Architects, Inc.         | KOMPAN Playgrounds          | SealMaster/Alabama         |
| Management Agency          | Corporate Pharmacy           | KORKAT                      | Sensys Gatso Group         |
| (AEMA)                     | Services, Inc.               | LaBella                     | SESCO Lighting             |
| Alabama First Responders   | Corrective Asphalt           | Lathan Associates           | Shumaker Tech Group        |
| Benefits Program           | Materials, LLC               | Lightfoot Law               | Sophicity                  |
| Alabama Manufactured       | Croy Engineering             | Local Government Health     | Southeast Cement           |
| Housing Association        | CSA Software Solutions       | Insurance Board             | Promotion Association      |
| Alabama Mountain Lakes     | C Spire                      | Main Street Alabama         | Southern Engineering       |
| Tourist Association        | Cyclone Lighting             | Main Street Energy          | Solutions, Inc.            |
| Alabama Municipal Electric | DataMax Corporation          | MASA MTS                    | Specification Rubber       |
| Authority                  | David Mathews Center for     | Master Meter, Inc.          | Products, Inc.             |
| Alabama Municipal          | Civic Life                   | Mauldin & Jenkins, LLC      | State Auditor of Alabama   |
| Insurance Corporation      | Dewberry                     | McKee & Associates          | Spire Energy               |
| Alabama Municipal          | Dixie Decorations, Inc.      | Architecture and Interior   | Stifel                     |
| Revenue Officers           | Electric Cities of Alabama   | Design                      | SUEZ Advanced Solutions    |

Sunbelt Fire, Inc.  
Sweeping Corporation of  
America, Inc.  
Synergetics  
Tank Pro, Inc.  
The Alabama Advantage for  
New Alabamians

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  
United Bank Community  
Development

U.S. Census Bureau  
USDA Rural Development  
VC3, Inc.  
Vortex Aquatic Structures  
WANrack  
Waste Pro

# GENERAL SHOW INFORMATION

ALM 2023 Annual Convention and Expo  
May 11-12, 2023  
BJCC in Birmingham, AL

**MUNICIPAL MARKETPLACE SCHEDULE:** *schedule is subject to change. Visit [www.almonline.org](http://www.almonline.org) for updates.*

## Thursday, May 11, 2023

|                        |  |
|------------------------|--|
| 11:00 a.m. - 1:00 p.m. | Equipment vendors move in. Pre-approval required. Loading dock closes at 4:30 p.m. |
| 1:30 - 4:00 p.m.       | 10' x 10' exhibit space move in. Loading dock closes at 4:30 p.m.                  |
| 5:00 - 7:00 p.m.       | Municipal Marketplace open for Vendor Exhibiting                                   |

## Friday, May 12, 2023

|                    |  |
|--------------------|--|
| 7:30 a.m.          | Municipal Marketplace opens. Exhibitors and attendees arrive for breakfast |
| 7:30 - 9:30 a.m.   | Open for breakfast and exhibiting  |
| 10:00 - 11:30 a.m. | Break service  |
| 10:30 a.m.         | Municipal Marketplace closes and vendors breakdown.                        |

## WHAT'S INCLUDED WITH YOUR BOOTH?

- Each **10' 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.
- Each **bulk equipment space** includes 6' topped and skirted table, two side chairs, wastebasket, printed registrant list and six (6) 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  |
|-----------------------|----------|
| 10' depth X 10' width | \$ 1,200 |
| Large Equipment Space | \$ 3,000 |

**HOW DO I REGISTER FOR AN EXHIBIT SPACE?** Visit [www.almonline.org](http://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](mailto: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.

### **Equipment and Vehicle Displays**

**Indoor vehicle or equipment display IS 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.**

**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](mailto:cprice@almonline.org) or 334-262-2566.

Vendors exhibiting at the 2023 Annual Convention in Birmingham 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 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.

**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 Convention and Expo, May 10 - 13, 2023, in Birmingham, AL.

**Certificate Holder Box:**

Alabama League of Municipalities, P. O. Box 1270, Montgomery, AL 36104.  
Sample COI is available at Links and Documents in the exhibitor confirmation email.

**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](mailto: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](http://www.almonline.org)

**END OF EXHIBITOR KIT**



# 2023 Convention and Expo

## Alabama League of Municipalities

May 11 & 12, 2023 • Birmingham Jefferson Convention Complex • Birmingham, AL

### 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 will open Thursday, May 11, 2023, 5:30 PM until 7:00 PM for the **Municipal Marketplace Showcase and Reception**. Friday, the Marketplace will open at 7:30 AM to 10:30 AM for breakfast, exhibiting, and break service.

#### 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](http://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](mailto: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 through Monday, May 8, 2023, to check availability.

**What is the deadline?** We continue to process contracts until all booths are sold. If you are submitting your contract after **April 28, 2023**, 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 **April 28, 2023**, 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." **After April 28, 2023, 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 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](mailto: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 are 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 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](mailto:cprice@almonline.org) or 334-262-2566.

Vendors exhibiting at the 2023 Annual Convention in Birmingham 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.

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**Certificate Holder Box:**

Alabama League of Municipalities, P. O. Box 1270, Montgomery, AL 36104.  
Sample COI is available at Links and Documents in the exhibitor confirmation email.

***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](http://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. Cancellations must be received in writing by **April 7, 2023**.

***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 **April 7, 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 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](mailto:cprice@almonline.org) no later than May 1, 2023. A **high-resolution** is preferred.

## 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](mailto: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. An 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](mailto:cprice@almonline.org). After May 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 May 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 Veal Convention Services 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, Veal Convention Services prior to the Municipal Marketplace or on site at their service desk. Set up *must* be complete by 4:30 PM on Thursday, May 11, 2023, as the Municipal Marketplace opens at 5:30 PM. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

***What is the deadline for advance service orders?*** The advance order deadlines are noted in the information received from Veal Convention Services. 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. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

**Who do I contact with questions not covered in this FAQ?** Contact Cindy Price at 334-262-2566 prior to May 8, 2023, with any questions related to the show. Regarding ordering additional services for your exhibit space contact Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

**Is there security overnight?** Security will be provided in the Municipal Marketplace on Thursday, May 11, 2023, at 7:00 PM through Friday, May 12, 2023, at 7:30 AM. The Alabama League of Municipalities, the venue, and Veal Convention Services will take reasonable caution to protect exhibitors against damages or loss during the show. However, the Alabama League of Municipalities, the venue, and Veal Convention Services assume no liability for damage, destruction, loss or theft or exhibitor property.

## Exhibitor Set-up

**What are the set-up times?** Exhibit space set up is Thursday afternoon, May 11, 2023. Check the exhibitor schedule for more detailed information. Setup must be complete no later than 4:30 PM. The Municipal Marketplace opens at 5:30 PM. for the first event. Any booths unoccupied by 4:30 PM. on Thursday will be assigned to companies on standby. In this case, no refunds will be made.

**Can I carry my own materials into the Municipal Marketplace?** Yes. However, if you need assistance unloading, this service can be ordered from Veal Convention Services 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 transporting boxes, etc. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

**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](mailto:cprice@almonline.org).

**Will there be someone available to help me?** Exhibitor registration will be staffed on Thursday afternoon, May 11, 2023. Check the exhibitor schedule for more detailed information. If you have questions, please see a League staff member. If you need help with your materials, please contact Veal Convention Services before the show or onsite at their service desk. There is a charge for all assistance by the various service providers. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

**What if I go to my booth and the furnishings I ordered are not there?** If this service was pre-ordered from Veal Convention Services, check with their onsite service desk. All shipments for the show should be shipped to Veal Convention Services. Make sure you have verbal confirmation from Veal Convention Services **and** follow instructions in the packet. **DO NOT ship your show contents to the venue. There are no arrangements for exhibitor storage and shipment safety cannot be guaranteed.**

**How do I find a missing crate?** If this service was pre-ordered with Veal Convention Services, 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. **DO NOT ship your show contents to the Birmingham Jefferson Convention Complex. There are no arrangements for exhibitor storage and shipment safety cannot be guaranteed.**

**If I forget to order furnishings, can I order it during set-up?** Yes. Veal Convention services 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. 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** until 10:30 AM, Friday, May 12, 2023. 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 contact Veal Convention Services 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 Veal Convention Services for these services. You may arrange this prior to the convention or during the convention week. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

***How do I arrange for shipment back to my office/warehouse?*** Veal Convention Services can assist you with the forms and scheduling for the shipments. This can be arranged with Veal pre- or post-show. Veal Convention Services, 3016 Reverend Abraham Woods, Jr. Boulevard, Birmingham, AL 35203, 205-328-1010.

## 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 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 show date under the Links and Documents tab in the exhibitor registration. Contact Cindy Price via email at [cprice@almonline.org](mailto: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](mailto:cprice@almonline.org).

***What are 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](mailto: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](mailto:cprice@almonline.org) or at 334-262-2566 for detailed information.

End of 2023 Exhibitor F.A.Q.s