MUNICIPAL MARKETPLACE FREQUENTLY ASKED QUESTIONS

The following quick-reference guide answers some of the most common exhibitor questions.

General Information

Who exhibits at the Municipal Marketplace?

Companies providing products and services used by Alabama's local governments.
Some examples include:

- Housing, architecture and engineering
- Consulting and professional services
- Telecommunications and IT
- Document management and office products
- Heavy equipment
- Recreation and parks
- Environmental technologies
- Banking and insurance
- Emergency products and services
- Healthcare and security

Who attends the Expo?

ALM conferences attract local elected officials, municipal clerks, professional administrators, municipal attorneys and other public-sector officials.
The Expo provides exhibitors with an opportunity to connect with key municipal decision-makers.

Is this a public or consumer show?

No. The Municipal Marketplace is an educational and business event for government officials.

Where can I find exhibit hours?

Refer to the official exhibitor schedule at www.almonline.org .

Registration & Booth Questions

Can I register onsite?

Not without prior notification and confirmation from the League that space is available. Onsite booth availability is very limited. Contact the League office before the Thursday preceding the event.

What is the registration deadline?

Contracts are accepted until all booths are sold. Registrations submitted less than 14 days before the event must include full payment.

Can I reserve a booth?

Yes. Booths can be selected through online registration. All reservations are subject to the payment and reservation policy.

Can I receive a discount for purchasing multiple booths?
No. Each booth is charged at the contracted rate.

Why is my company not showing on the interactive floor plan?
Successful online registrations generate confirmation emails and floor plan placement.
Check your inbox, junk, spam or clutter folder for your confirmation.
If you do not receive an email or see your booth reserved in your company's name, contact Kirstyn Blanton to verify your registration.

Can I add my company logo to the floor plan?
Yes! Upload your logo during online registration for use in your exhibitor profile on the interactive floor plan and event app.
If you cannot upload your logo, email a high-resolution file to kblanton@almonline.org.

Badges & Staff

How do I register additional staff?
Use the staff registration link emailed to your company's primary contact.

Can I switch badges between employees?
No. Badge changes must be submitted through your company's designated administrative or public contact.

What if I lose my badge?
Visit the ALM Registration Desk for a replacement at no additional charge.

Can I use my exhibitor badge to attend educational sessions?
Yes. However, solicitation, marketing and promotional material distribution are prohibited during educational sessions.

Set-Up & Services

Can I bring my own furnishings?
Yes. Exhibitors may bring their own booth furnishings and materials.

Can I order additional furnishings onsite?
Yes. Veal Convention Services will be available onsite for additional orders. Onsite pricing may be higher.

Can I carry my own materials into the Municipal Marketplace?
Yes. Follow the unloading procedures provided in your confirmation information. The League does not provide carts or transportation equipment.

Will someone be available to help me?
An ALM Vendor Help Desk associate will be available throughout the show. Veal Convention Services can assist with booth materials, installation and other services for an additional charge.

What if my ordered furnishings are missing?
Visit the Veal Convention Services onsite service desk to verify your order.

Can I order electrical during set-up?
Yes, but onsite electrical orders are subject to higher rates. Pre-ordering is strongly recommended.

Can I break down early?
No. Early breakdown is strictly prohibited. Violators may be fined $1,000 and may be excluded from future League shows.

Who can help me dismantle my booth?
Contact Veal Convention Services at 205-328-1010. Services can be arranged before or during Expo week.

How do I ship materials back to my office?
Veal Convention Services can assist with packing, paperwork and return shipping arrangements.

Parking & Directions

Where can I find maps and directions?
Facility maps and directions will be available closer to the event under the Links and Documents tab in exhibitor registration. You will also receive this in the final email one week prior to the event

Where do I park after unloading?
Specific parking instructions will be emailed to registered vendors before the show. Parking fees may apply.

What are the loading and unloading procedures?
Detailed instructions will be provided to the administrative and public contacts listed on your registration before the event.

Sponsorships

How do I learn more about sponsorship opportunities?
Contact Kirstyn Blanton at kblanton@almonline.org.

Can I promote my company outside the Expo?
Yes! Consider advertising in The Alabama Municipal Journal or purchasing an event sponsorship package.
Contact Kirstyn Blanton at 334-262-2566 for more information.