

ACTE Region II Fall Leadership Conference
Exhibitor Exposition • September 24-26, 2015
Renaissance Montgomery Hotel & Convention Center
Montgomery, Alabama

EXHIBIT SPECIFICATIONS AND CONDITIONS

A Special Invitation

The Alabama Association for Career and Technical Education (Alabama ACTE) cordially invites you to attend and exhibit at the 2015 ACTE Region II Fall Leadership Conference and Exhibitor Exposition in Montgomery, Alabama on September 24th, 25th and 26th, 2015. The facilities at Renaissance Montgomery Hotel & Convention Center will provide a unique opportunity for you to reach ACTE Region II leaders in career and technical education, workforce development and business and industry.

Your Audience

There will be over 200 conference participants that will include CTE teachers, administrators, elementary through high school guidance counselors, business and industry representatives, presenters, governmental officials, curriculum coordinators, and LEA leaders. All from across the southeast region including Alabama, Florida, Georgia, Kentucky, North Carolina, South Carolina, Tennessee, and Virginia. Region II also includes the Bahamas, Puerto Rico and the US Virgin Islands.

Your participation will present an opportunity to talk with these partners in education and business. In summary, your audience will be eager to learn the latest information about careers and fund raising ideas, as well as to see first-hand the most modern equipment, materials, supplies and services to help fulfill their goals

Exhibitor Exposition Hours (Subject to Change)

Thursday, September 24, 2015

10:00 a.m. until 4:00 p.m.

Friday, September 25, 2015

8:30 a.m. until 4:00 p.m.

Saturday, September 26, 2015

8:30 a.m. – 2:30 p.m.

Exhibitors may plan to set up on Thursday morning, September 24, 2015, from 7:00 a.m. until 10:00 a.m. (Subject to change)

ALACTE will notify all exhibitors of any changes to the Alabama ACTE Exhibitor Exposition prior to the opening of the exposition...

Exhibit Booths

All alphabetical and numeral exhibit booths (spaces) will be 10' wide and 10' deep. Each 8' x 8' booth will contain:

One (1) 6' draped and skirted table

Two (2) chairs

One Waste Basket

Because of the exhibit management restrictions, the back of the exhibit will be no higher than 8'. Sides must remain open above the 3' divider rail to prevent blocking viewing of exhibitors on either side. No canopies or tents of any kind are permitted in the booth areas.

Exhibitors desiring to use other than standard booth equipment, signs, decorations or arrangements must submit two detailed copies of the exhibit and receive written approval from the Alabama ACTE Exhibitor Exposition Manager.

Exhibit spaces numbered 3, 4, 19, 20, 21 and 22 are \$500.00 with all other spaces \$350.00 each.

Reservation/ Assignment/Cancellation of Exhibit Space

Alabama ACTE will reserve exhibit spaces on a first-come first served basis. All exhibit reservation requests must be made in writing as outlined below.

Use the enclosed Alabama ACTE Exhibitor Exposition Contract (keep a copy for your records) to reserve exhibit space. To ensure being assigned the location preferred, exhibitors are encouraged to select three (3) exhibit spaces and forward the completed and original Alabama ACTE Exhibitor contract to:

Alabama ACTE Exhibitor Exposition Manager

P.O. Box 988,

Montgomery AL 36101-0988.

Payment in full for each exhibit space requested must be included with the original signed exhibitor contract. Alabama ACTE will not accept partial payments. Alabama ACTE will not reserve exhibit spaces by telephone or e-mail. Alabama ACTE must have the original signature of the person responsible for the exhibit space and payment in full before any exhibit space(s) is/are reserved by Alabama ACTE. Faxed copies of the Alabama ACTE Exhibitor Contract will not be accepted.

The deadline to reserve exhibit space is September 10, 2015. If the Alabama ACTE Exhibitor Exposition is canceled due to circumstances beyond the control of the Alabama Association for Career and Technical Education or the Renaissance Montgomery Hotel & Spa at the Convention Center, all payments connected with the exhibit space rental will be refunded in full.

If, for any reason, you must cancel your reserved exhibit space Alabama ACTE regrets that we can not offer refunds.

Relocation of Exhibits

Alabama ACTE reserves the right to alter locations or exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the Alabama ACTE Exhibitor Exposition and/or Alabama Career and Technical Education Professional Development Conference.

Exhibit Space

No exhibitor will assign, sublet, or share the assigned exhibit space (booth) or permit any other party to exhibit in his/her space any goods other than those manufactured or handled by the contracting exhibitor, nor will they permit the solicitation of business by others within his/her exhibit space. **This will be strictly enforced.**

Liability and Insurance

Exhibitors agree to protect and keep harmless the Alabama Association for Career and Technical Education (Alabama ACTE), the Renaissance Montgomery Hotel & Spa at the Convention Center and their employees and agents from any and all claims for damages, lawsuits, etc. by any and all persons or others, which may result on account of injury, loss or damage sustained upon machinery and property under the control of an the Renaissance Montgomery Hotel & Spa at the Convention Center property or wares arising from any course whatsoever, prior, during, or subsequent to the period of the exhibition. Each exhibitor, by signing the official Alabama ACTE Exhibitor Exposition Contract to exhibit, expressly understands that he/she releases the Alabama Association for Career and Technical Education (Alabama ACTE), its agents and employees, and Renaissance Montgomery Hotel & Convention Center from responsibility and agrees to indemnify each against any and all claims for any such loss, injury, or damage.

Damage to Property

Exhibitors are liable for any damages caused to buildings, floors, walls, columns, or to standard exhibit booth equipment, or to other exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive or any other coating to buildings, floors, walls, columns, or to standard exhibit booth equipment.

Fire, Safety, Health

The exhibitor agrees to accept full responsibility for compliance to local, city, and state fire, safety and health ordinances regarding the installation and operation of equipment. All exhibitor materials and equipment must be reasonably located within the exhibit booth and protected by safety guards and devices where necessary to prevent personal accidents to spectators.

Decorations

In order to conform to local fire ordinances, as well as the National Board of Fire Underwriters, all decorative materials must be fire resistant and meet the standards established by the local and state Fire Marshal's office.

Official Conference Services Contractor

Renaissance Montgomery Hotel & Spa at the Convention Center will be the official conference services contractor for the Alabama ACTE Exhibitor Exposition. Upon receipt of your signed (original) contact you will be provided with information to order additional tables, chairs, electricity, and/or Internet services.

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 Alabama ACTE Exhibitor Exposition floor.

