

Alabama League of Municipalities
Convention EXPO

INCREASE VISIBILITY AND PROMOTE YOUR COMPANY
AND PRODUCTS TO MORE THAN 900 OFFICIALS FROM
ACROSS THE STATE.

EXHIBIT AT ALM'S ANNUAL CONVENTION



MAY 19-22, 2018

AT THE

RENAISSANCE MONTGOMERY HOTEL

201 TALLAPOOSA STREET

MONTGOMERY, AL 36104

EXHIBITOR KIT

EXHIBITOR KIT

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EXHIBITOR PACKAGE

2018 ALM MUNICIPAL MARKETPLACE

EXHIBITING AT THE 2018 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
- City Attorneys
- City Managers
- City Administrators
- Finance Directors

2018 ALM MUNICIPAL MARKETPLACE DATE AND LOCATION:

SUNDAY, MAY 20 AND MONDAY, MAY 21

Renaissance Montgomery Hotel and Convention Center
201 Tallapoosa Street
Montgomery, AL 36104

Show Manager: Cindy Price, Alabama League of Municipalities
cindyp@alalm.org or 334-262-2566

2018 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



twitter.com/AL_League

#ALMCon18



facebook.com/ALALM

STILL NOT SURE 2018 ALM MARKETPLACE IS THE RIGHT FIT FOR YOUR COMPANY?

The ALM MUNICIPAL MARKETPLACE will celebrate 41 years in 2018 and consistently has a high vendor retention rate year to year. Take a look at who exhibited at the 2017 show in Birmingham, AL. It's a good bet that if you do business with municipal entities, your competition was in Birmingham and will be back again in Montgomery!

AAMCA
AirNetix, LLC
Alabama 811
Alabama Association of Regional Councils
Alabama Bicentennial Commission
Alabama Board of Licensure for Professional Engineers and Land Surveyors
Alabama Clean Fuels Coalition
Alabama Correctional Industries
Alabama Council of The American Institute of Architects
Alabama Department of Agriculture & Industries
Alabama Department of Archives and History
Alabama Department of Economic and Community Affairs
Alabama Department of Environmental Management
Alabama Department of Environmental Management
Alabama Department of Revenue
Alabama Department of Economic & Community Affairs - Surplus Property Division
Alabama Emergency Management Agency
Alabama Forestry Commission
Alabama Law Enforcement Agency
Alabama League of Municipalities
Alabama Mountain Lakes Tourism Association
Alabama Municipal Funding Corporation (AMFund)
Alabama Municipal Insurance Corporation
Alabama Power Company
Alabama Public Library Service
Alabama Recreation and Parks Association
Alabama Tourism Department
Alabama Trails Commission
Alliance Insurance Group
Ambit Solutions, LLC
American Fidelity
American Public Works Association - Alabama Chapter
AMIC & MWCF Loss Control
AMROA
AquaWorx USA
Arrow Disposal Service, Inc.
ARSEA/APEAL
AT&T - Alabama
BancorpSouth Equipment Finance
Carr, Riggs & Ingram (CRI)
CDG Engineers & Associates, Inc.
Charter Communications
Civil Southeast
Clarke
CMH Architects, Inc.
Cobbs Allen
ConEdison Solutions, Inc.
Croy Engineering
CSA Software Solutions
DatabaseUSA
Dixie Decorations, Inc.
ECO Lite
Fortiline Waterworks
Game Day Athletic Surfaces
Garver
Goodwyn, Mills and Cawood, Inc.
Gopher Sport
Gorrie Regan
GovDeals, Inc.
Government and Economic Development Institute Auburn University
Government Finance Officers Association of Alabama
Grasshopper Company
Great Southern Recreation
Green Industry Web Portal/Alabama Urban Forestry Association
Green Pavement, LLC
Harris Local Government
Holophane Lighting Inc.
InCare Technologies
Information Transport Solutions, Inc.
Ingram Equipment Company, LLC
Innovative Financial Solutions
J.A. Dawson & Co.
Jackson Thornton
Jacksonville State University's Center for Economic Development & Business Research
Jefcoat Recreation and Construction
Jerry Pate Turf and Irrigation
Jubilee Decor, LLC
K&K Systems, Inc.
Kamstrup Water Metering
Keep Alabama Beautiful
Key to City
Korkat Playground & Recreation Equipment
LBYD Engineers
LeafFilter North of Alabama, LLC
Local Government Health Insurance Board
Main Street Alabama
Marriott International Global Sales
Master Meter, Inc.
Montgomery Chamber Convention and Visitor Bureau
Municipal Intercept Services, LLC (MIS)
Municipal Revenue Service
Municipal Workers Compensation Fund (MWCF)
Municode/Municipal Code
Musco Sports Lighting
NAFECO
National Water Services, LLC
Pavecon
Playscapes of Alabama
Playworld Preferred
PPM Consultants, Inc.
Precision Concrete Cutting
PReMA Corp
Provident Agency, Inc.
r360 Consulting
Radarsign, LLC
Raymond James
RDS (Revenue Discovery Systems)
Republic Services
Retirement Systems of Alabama
Sain Associates
Sansom Equipment Co., Inc.
Sentell Engineering, Inc.
SESCO Lighting
Siemens Industry, Inc.
Sophicity
Southeast Cement Promotion Association
Southern Engineering Solutions, Inc.
Southern Software, Inc.
Southland International Trucks, Inc.
Southland Machinery
Specification Rubber Products, Inc.
Sprint
State of Alabama Office of the Attorney General
SUEZ Water Advanced Solutions
Sunbelt Fire
Sweeping Corporation of America, Inc.
Tank Pro, Inc.
The Garland Company, Inc.
The Kelley Group
The University of Alabama College of Continuing Studies
ThreatAdvice
Tyler Technologies
U.S. Bank
US Census Bureau
USDA Rural Development
Utility Engineering Consultants, LLC
VC3, Inc.
Volkert, Inc.
Vortex Aquatic Structures Intl
Warren Truck & Trailer Inc.
Warrior Tractor & Equipment Company, Inc.
Waste Pro

GENERAL SHOW INFORMATION

ALM 2018 Annual Convention & Expo May 19-22 Montgomery, Alabama
Renaissance Montgomery Hotel and Convention Center , 201 Tallapoosa Street,
Montgomery, AL 36104

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

SATURDAY, May 19	2:00 p.m. – 4:00 p.m.	Heavy Equipment vendor move-in
SUNDAY, MAY 20	7:30 a.m. – 11:30 a.m. 12:15 p.m. – 4:00 p.m. 5:30 p.m. – 7:00 p.m.	Exhibitor move-in/setup Municipal Marketplace open Municipal Marketplace open
MONDAY, MAY 21	8:00 a.m. – 1:30 p.m. 1:30 p.m.	Municipal Marketplace open Exhibitor breakdown and move-out

MUNICIPAL MARKETPLACE SPECIAL EVENTS:

SUNDAY, MAY 21	12:15 p.m. – 1:15 p.m. 1:45 p.m. – 2:15 p.m. 3:00 p.m. – 3:30 p.m. 5:30 p.m. – 7:00 p.m. 5:30 p.m. – 7:00 p.m.	Break Service Break Service Break Service Exhibitor Showcase and Reception Municipal Marketplace Prize Program
MONDAY, MAY 22	8:00 a.m. – 1:30 p.m. 10:00 a.m. – 10:30 a.m. 12:00 p.m. – 1:30 p.m. 1:30 p.m.	Municipal Marketplace Prize Program Break Service Boxed Luncheon for Vendors and Attendees Exhibitor Breakdown

WHAT'S INCLUDED WITH YOUR BOOTH?

- Each 10' x 10' exhibit space includes pipe and drape (hunter green/bright white), 6' topped and skirted table, two side chairs, wastebasket, company identification sign, printed registrant list and three (3) name badges. Download ALM App for convention program or a printed program is available onsite upon request. 20' x 40' has six (6) name badges.
- Additional representative name badges may be purchased for \$125 each.
- Sunday evening reception and Monday's breakfast in the Municipal Marketplace.
- Company listing in the convention program*, on signage and on the ALM 2018 App.

*exhibitor registration must be received no later than March 16th to be included in the printed convention program

2018 EXHIBIT SPACE RATES:

EXHIBIT DIMENSIONS	REG FEE UNTIL May 17
STANDARD 10' X 10'	\$ 900
20' X 40'	\$2,500



HOW DO I REGISTER FOR AN EXHIBIT SPACE? Online registration opens February 15, 2018. Visit www.alalm.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 cindyp@alalm.org** for further information.

**As per the signed Contract, all exhibitors must remain fully assembled until 1:30 p.m., Monday, May 21ST. 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. The Alabama League of Municipalities, Renaissance Montgomery Hotel and Convention Center and Veal Convention Services are not responsible for any items left behind by exhibitors.*

MAKE PLANS NOW TO JOIN US AT FUTURE ALM ANNUAL CONVENTIONS:

MAY 4-7, 2019 – MOBILE, AL

MAY 16-19, 2020 – TUSCALOOSA, AL

MAY 22-25, 2021 – HUNTSVILLE, AL

FOR MORE INFORMATION:

For more information on exhibiting, contact Cindy Price, show manager, at cindyp@alalm.org or call 334-262-2566.

ADDITIONAL OPPORTUNITIES FOR VISIBILITY AND CONNECTION WITH ATTENDEES

SPONSORSHIP

Providing additional support for the convention is a great way to increase your exposure to current ALM members as well as earn increased recognition for your company's commitment to local municipalities. Sponsorship opportunities are available for companies large and small, with a wide variety of pricing levels. Contact Cindy Price for more information.

MUNICIPAL MARKETPLACE PRIZE PROGRAM

The League's 2018 Tradeshow is going through an exciting makeover! This year we are *Celebrating Main Street* with a Market Square theme and transforming our extremely popular Passport Prize Program into the **Municipal Marketplace Prize Program**, which is designed to generate more traffic for participating vendors during convention tradeshow hours. **Deadline to register is May 11***.

How it works: As a participating Municipal Marketplace vendor, you will receive colored tickets to distribute to Delegates as they "shop" the Marketplace by visiting your booth. Delegates can then deposit his/her tickets in the raffle barrel located at the Market Square to be eligible for prize drawings. Each day delegates will visit vendors in the Municipal Marketplace to receive tickets of a specific color for the day. Prizes will be drawn based on the ticket color for that day. On Tuesday, ticket colors will be combined for the GRAND drawings. A listing of names and booth numbers of participating vendors will be distributed to convention delegates during registration. Participating vendors will also be listed in printed convention material. **NOTE: Only registered convention delegates – mayors, councilmembers, municipal clerks and personnel – are eligible to participate in this prize program.** (Spouses and guests are not eligible). The \$250 program fee covers vendor participation for all tradeshow days. Drawings will be held several times during the convention. Delegates must be present to win.

***Municipal Marketplace Prize Program registration must be received no later than March 16th to be included in the printed convention program**

ADVERTISING

Make valuable connections by advertising in ALM's official publication, the *Alabama Municipal Journal*. Contact Cindy Price for more information.

MUNICIPAL MARKETPLACE INFORMATION

ALM 2018 Annual Convention & Expo May 19-22 Montgomery, Alabama
Renaissance Montgomery Hotel and Convention Center, 201 Tallapoosa
Street, Montgomery, AL 36104

Vehicle Unloading

An exhibitor may unload vehicles by utilizing the Loading Dock at Exhibit Hall C at the Renaissance Montgomery Hotel and Convention Center. Make sure to follow the procedures as move in day is very busy. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day. If clarification is needed, contact cindyp@alalm.org.

Beverages and Food Items

Alcoholic beverages, non-alcoholic beverages and/or food **may not** be brought into the Renaissance Montgomery Hotel and Convention Center. 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. Vehicles with internal combustion engines must meet the following Universal Fire Code requirements for indoor displays: 1. Fuel tanks shall be drained to less than 1/8 tank; 2. Fuel caps taped shut or fitted with locking cap and 3. "Hot" lead of battery disconnected. All vehicles must have floor covering under the vehicle to contain any vehicle fluid leakage. Any damage such as, but not limited to, tire marks or oil stains left by the vehicles on display are the sole responsibility of the Organization contracting the exhibit space. Associated cleaning or repair fees for labor and materials will be charged to the Organization. Note that products such as Armor-All are prohibited from being used in the facility due to slip hazards that are created when it comes in contact with our floors. If any vehicles need to be polished or treated with Armor-All, it should be done outside the facility.

Equipment and Vehicle Displays or Storage

Notify Cindy Price if you are bringing in equipment. A special day and time is set aside for equipment set up. Companies providing their own equipment to move in are responsible for meeting OSHA requirements. Exhibit Policies for the Renaissance Montgomery are provided under Links and Documents at the time of registration.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular, Chapter 5, 8 and 31 of the Life Safety Code. 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 Renaissance Montgomery Hotel and Convention Center.

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. Proof of this coverage is required before arriving onsite for the show. It is kept on file with your exhibitor registration. Contact Cindy Price via email cindyp@alalm.org or 334-262-2566. Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the Renaissance Montgomery Hotel and Convention 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 Renaissance Montgomery Hotel and Convention Center. Under **NO** circumstances are helium balloons to be given away or permitted to be used in the Renaissance Montgomery Hotel and Convention Center. Any cost incurred for the use or removal of these items will be charged to the exhibitor. The Renaissance Montgomery Hotel and Convention 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 Renaissance Montgomery Hotel and Convention Center is a non-smoking facility.

Security

Security will be provided in the Municipal Marketplace Saturday, May 19th through the breakdown time on Monday, May 21st. The Alabama League of Municipalities, the Renaissance Montgomery Hotel and Convention Center damages or loss during the show. However, the Alabama League of Municipalities, the Renaissance Montgomery Hotel and Convention Center and Veal Convention Services assume no liability for damage, destruction, loss or theft or exhibitor property.

Electrical Services

Electrical is 110/120V outlet – up to 20 amps. 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 cindyp@alalm.org prior to May 8, 2018. Electrical services should be evaluated and ordered pre-show. NOTE: Advance electrical orders placed by 4 p.m. May 8th will be priced at the \$85. PRICE INCREASE: Pricing for electrical orders will increase to \$100 after 4 p.m. May 14th and must be order onsite at the service provider desk. Electrical service is limited to exhibit spaces 10 x 10, 20 x 20 or 20 x 40. If additional or expanded electrical service is needed contact Cindy Price via cindyp@alalm.org or by calling 334-262-2566.

Name Badges

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. **Exhibitor Registration opens at 7:30 a.m. – 11:30 a.m. on Sunday, May 20 (set-up day).** 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. If a staff member will not be attending for the duration of the Municipal Marketplace 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.

VIEW A FULL LISTING OF FACTS, ANSWERS AND QUESTIONS.

At the end of this document or at www.alalm.org

Welcome to the 2018 Annual Convention of the Alabama League of Municipalities

May 20-21, 2018 • Renaissance Montgomery Hotel • Montgomery, AL

Exhibitor FAQ for the MUNICIPAL MARKETPLACE

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? The Annual Convention is 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.

Where is the MUNICIPAL MARKETPLACE located? Renaissance Montgomery Hotel, 201 Tallapoosa Street, Montgomery, AL 36104. Show Manager: Cindy Price, cindyp@alalm.org

When does exhibitor registration open? February 15, 2018. Visit www.alalm.org for more information.

What are the exhibit hours? The MUNICIPAL MARKETPLACE will open Sunday afternoon 12:15 p.m. – 1:15 p.m. with the Marketplace Break Service and remain open until 4 p.m. Later that evening the Municipal Marketplace will re-open at 5:30 p.m. – 7:00 p.m. for *the Exhibitor Showcase, Reception and the very popular MUNICIPAL MARKETPLACE PRIZE PROGRAM*. Monday the Marketplace will open at 8:00 a.m. to 1:30 p.m. for a half day of exhibiting, continued Municipal Marketplace Prize Program, break service with a prize drawing and boxed luncheon.

What events are planned for the Municipal Marketplace? The Municipal Marketplace will open Sunday afternoon 12:15 p.m. – 1:15 p.m. with the Marketplace Break Service and remain open until 4 p.m. Later that evening the Municipal Marketplace will re-open at 5:30 p.m. – 7:00 p.m. for *Exhibitor Showcase, Reception and the very popular MUNICIPAL MARKETPLACE PRIZE PROGRAM*. The League will kick off its 41th annual marketplace featuring over 150 vendors in the Exhibitor's Showcase, the very popular Municipal Marketplace Prize Program, a prize drawing and a casual reception with heavy finger foods and an open bar. Monday the Marketplace will open at 8:00 a.m. to 1:30 p.m. for a half day of exhibiting, continued Municipal Marketplace Prize Program, break service with a prize drawing and boxed luncheon. Boxed luncheon will be served beginning at 12:00 p.m. for all attendees and vendors. There will be plenty of seating available at the luncheon.

Contract/Forms

How do I sign up for an exhibit booth? Online Registration. Registration opens February 15, 2018. information is available at www.alalm.org. Complete the online 2018 Exhibit Contract & Registration Form and submit secure payment via credit card or choose 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 cindyp@alalm.org. See also *Can I reserve a booth?*

Can I complete an Exhibit Booth Registration onsite? NOT recommended and NOT without prior notification. You *must* notify the League and have confirmation of available space. Rarely is there available booth space in the Municipal Marketplace for onsite registration. You may contact the League office through Tuesday, May 20, to check availability.

What is the deadline? We continue to process contracts until all booths are sold. If you are submitting your contract after **Thursday, May 3**, it must be accompanied by the full amount due.

What is the print deadline for the program? The print deadline for the official convention program is **March 16, 2018**. All registration contracts received before this date will be included in the program. However, all exhibitors will be included in the registration packets each attendee receives at the Convention Registration Desk at check in.

Do you accept credit cards? Yes. We accept all major credit cards.

Can I reserve a booth? Yes. Online Exhibitor Registration is recommended. 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 with 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 **Thursday, May 3**, 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 with 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 Thursday, May 3, 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? No. A basic 10' x 10' booth is \$900. Bulk exhibit space 20' x 40' is \$2,500.

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 proof of insurance, as stated in the 2018 Exhibitor Registration Contract, within ten (10) business days of executing of contract. Online registration is the preferred 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 (10' x 10' space) / Six Representatives Badges (20' x 40')
 - ✓ Prize Information Form
 - ✓ Registrant List
 - ✓ Free ALM Convention App – To download, search for “ALM Events” in the iTunes App Store or Google Play *Convention Program available upon request*

Can I just fax or e-mail my contract? No. Online registration opens February 15, 2018. Registration link and information is available at www.alalm.org. We cannot act on your contract until your payment arrives so if your contract payment will be sent separately contact Cindy Price (334-262-2566).

How do I download the official event app? Stay up to date during ALM's Convention and Expo in Montgomery with the convention App. To download, search for “ALM Events” in the iTunes App Store or Google Play. NOTE: Be sure to enable push notifications when you download the app, so you don't miss any last-minute scheduling or venue changes.

Booth Assignments

When are booths assigned? Booth 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 the booth, booths will be re-opened for availability. **NOTE: Show manager reserves the right to make adjustments, including relocation, to booth assignments as needed for the overall benefit of the show.**

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.alalm.org.

How do I request an assignment near another company? If you and another company would like to be assigned side-by-side, please make all efforts to 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 by **April 17, 2018**.

Can I receive a refund? Contact Cindy Price at 334-262-2566 to discuss your need to cancel. The

Cancellation Policy on the Registration Contract states, “ALM will authorize refunds only if notified in writing and received by **April 17, 2018**. 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 plan and confirmation emails are immediate upon successful online registration. IMPORTANT: Check your inbox (or junk 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, upload your logo via online registration in a jpeg or gif file or send to cindyp@alalm.org with your request.

Hotel Reservations

Are there special conference rates for hotels? No. However, the League has posted several options for Conference exhibitors and attendees. The rates provided are not guaranteed to be the lowest available. See listing at www.alalm.org.

How do I make a reservation? Exhibitors are required to make their own reservations. The League has provided information on hotels for Conference exhibitors. See listing at www.alalm.org

Hotels in the Montgomery downtown area

There are several hotels near the host hotel, Renaissance Montgomery Hotel. Within walking distance is The Embassy Suites and The Hampton Inn. Located with 6 blocks is The Double Tree. Other hotels that may be of interest are located at the EastChase Shopping district.

Badges/Staff Registration

How do I register my staff? Exhibitor staff may be registered using only the following method. By online registration. See website for registration link. Registration link is emailed to your main contact around February 15, 2018.

How many badges do I get with my booth? Each exhibit is allotted three (3) complimentary staff badges.

How do I receive my badges? Name badges, information and exhibitor packets will be available at check in on Sunday 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 \$125.00 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 provides admission to all non-ticketed events.

How do I make badge changes? Refer to your confirmation for instructions on making changes. After Friday, May 4, 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 the deadline, Friday, May 4, *all* changes, additions, deletions, corrections, etc. *must* be done onsite. Exhibitor Registration opens at 7:30 a.m. on Sunday, May 20 (set-up day). 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.

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 you may 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 11:45 a.m. on Sunday, May 20 as the Municipal Marketplace opens at 12:15 p.m.

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.

Who do I contact with questions? Contact Cindy Price at 334-262-2566 prior to May 16th with any questions related to the show. Contact information for the Veal Convention Services and the main convention registration desk will be provided in your Exhibitor Confirmation Packet.

Are exhibitors permitted to place candy or other treats in the booth for attendees? Yes, you may bring small treats for yourself or attendees. Attendees like candy/treats but to conserve your supply it is recommended that you put out small amounts of candy at a time. 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. On Monday, boxed lunches will be served in the Municipal Marketplace.

Is there security overnight on Sunday and during show hours? Security will be provided in the Municipal Marketplace on Saturday night for pre-arranged heavy equipment move in and Sunday, May 20th through the breakdown time on Monday, May 21st. The Alabama League of Municipalities, the Renaissance Montgomery Hotel, 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 Renaissance Montgomery Hotel 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? Sunday, May 20, 7:30 a.m. to 11:45 a.m. Setup must be complete no later than 11:45 a.m. The Municipal Marketplace opens at 12:15 p.m. for the first Break Service. Any booths unoccupied by 11:45 a.m. on Sunday 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.

Can I set up my own booth? Yes; with the following conditions regarding 10' x 10' booths: 1) The installation can be accomplished by your full-time company employees; 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? Parking, unloading and loading procedures are outlined exhibitor confirmation and additional communications before the event. Make sure to follow procedures as set up day is very busy due to the 4 hour move-in window. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day. If clarification is needed, contact cindyp@alalm.org.

Will there be someone available to help me? An exhibitor registration counter will be staffed beginning at 7:30 a.m. on Sunday, May 20th. 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.

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. If ordering this service after April 2, 2018, please make sure you have verbal confirmation from Veal Convention Services **and** follow instructions in the packet. **DO NOT ship your show contents to the Renaissance Montgomery Hotel. 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 Renaissance Montgomery Hotel. 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**, however, we strongly recommend your electrical order be submitted with your registration. If it was determined electrical services are needed after online registration has been submitted contact Cindy Price at 334-262-2566 to order electrical services. Electrical services ordered less than 10 days from show date must be ordered onsite and price will increase. Onsite orders must be paid immediately at the time of service.

Can I leave earlier than the specified break-down time? NO! As per the signed Contract, **all exhibitors** must remain **fully assembled** until 1:30 a.m., May 21th. 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 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 [here](#) for these services. You may arrange this prior to the convention or during the convention week.

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. Please contact them [here](#) prior to the convention or make arrangements onsite at their service desk.

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 give-a-way exceeds \$500. Your give-a-way must meet the legal limitations and the procedures and schedule limitations imposed by the Annual League Convention. Contact Cindy Price at 334-262-2566 if you have questions.

How will prizes be distributed? Exhibitors are encouraged to offer prize drawings to increase overall excitement and good traffic flow. Time will be allotted at the end of the Monday boxed luncheon on May 21st for drawings if you wish to participate. Give-a-way signs will be available from ALM upon Sunday check-in for vendors to display their prize(s) and winner names(s). Attendees will circulate the Marketplace during boxed luncheon on Monday to check exhibitor give-a-way signs and pick up claim their prizes. Exhibitors are responsible for delivery of any prizes not claimed by 1:30 p.m. on Monday, 21st. Unclaimed prizes cannot be left with League employees for delivery.

How do I participate in the Municipal Marketplace Prize Program? The League has developed a fun opportunity for our members and exhibitors during the 2018 show. Our Municipal Marketplace Prize Program is uniquely designed to give convention delegates the opportunity speak more directly with participating exhibitors (**LIMITED NUMBER**) during convention Municipal Marketplace hours (May 20-21) **as well as** the chance to win a prize during the Tuesday morning closing general session. Exhibitors are encouraged to participate in the program to increase good traffic flow in your booth. Contact Cindy Price at 334-262-2566 or cindyp@alalm.org to learn more.

Parking/Public Transportation/Directions/Maps

Where can find a facility map and directions? A detailed map of downtown Montgomery and the facility is included in this packet. It will also be available under the Links and Documents tab in the exhibitor registration. Contact Cindy Price via email at cindyp@alalm.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? Parking is convenient and onsite. Equipment vendors with oversized vehicles or trailers may need to secure alternate parking. More detailed information will be included in the vendor confirmation packet.

What are the loading and unloading procedures? Parking, unloading and loading procedures are outlined exhibitor confirmation and additional communications before the event. Please make sure and follow procedures as set up day is very busy due to the 4-hour move-in window. These procedures are designed to maintain safety and allow for a well-organized and smooth set up day. If clarification is needed, contact cindyp@alalm.org.

Sponsorships

How do I find out about sponsorships? The League offers a variety of **Sponsorship Packages**.

http://www.alalm.org/images/PDFs/Advertising_and_Sponsorship/2018-Sponsorship-Package-for-Web.pdf each year. For more information about sponsorships contact cindyp@alalm.org or call at 334-262-2566.

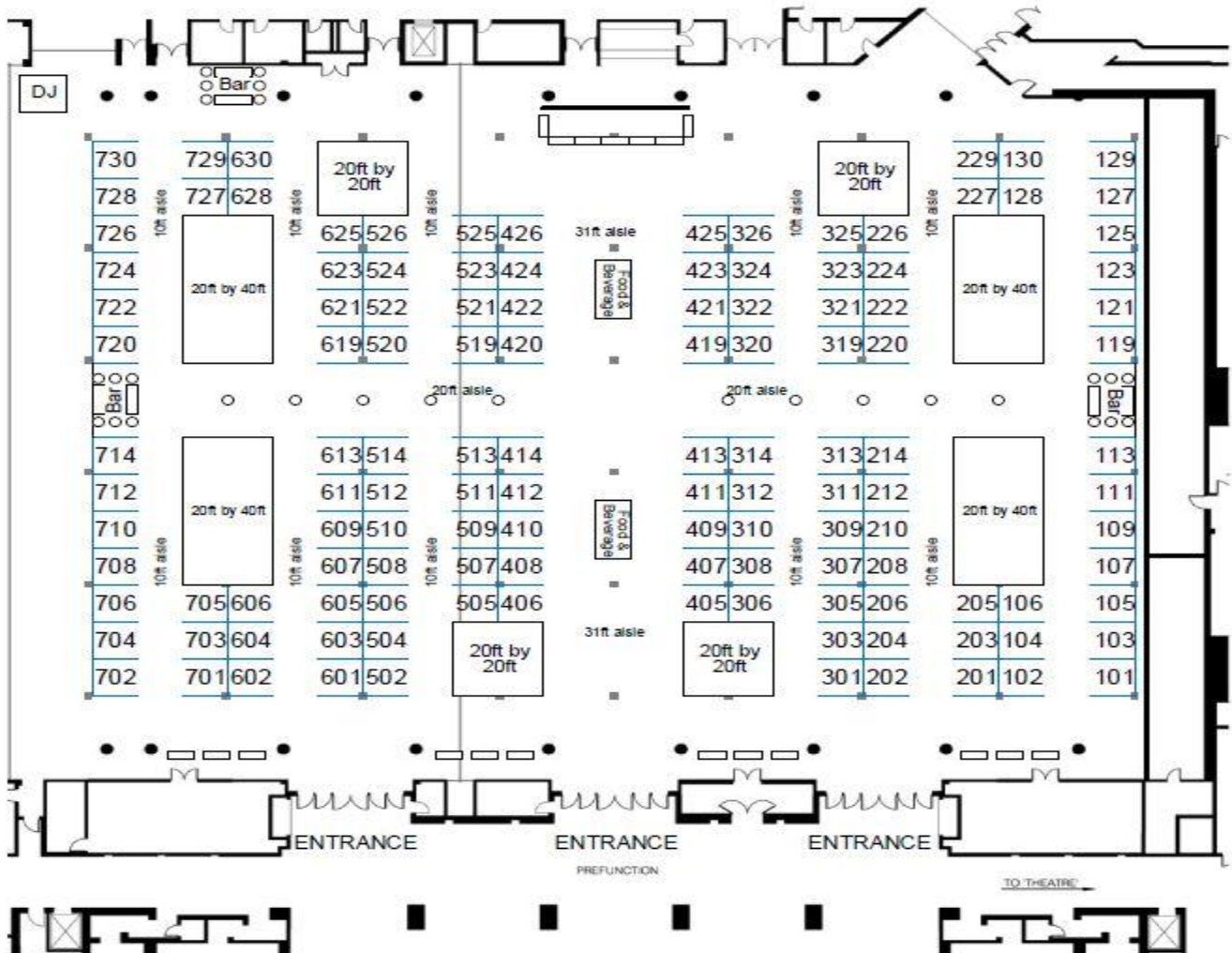
Does the League have other avenues to let municipal officials know about our company? Yes. In addition to becoming an exhibitor, you may want to advertise in our magazine, *The Alabama Municipal Journal*, or purchase a Sponsorship Package. As an exhibitor, you may want to consider advertising in pre-show issues to let attendees know you are coming. Remember, pre-show issues will have time-sensitive deadlines. Click [here](#) to visit our website for more information. Please contact Cindy Price at cindyp@alalm.org or at 334-262-2566 for detailed information.

Reasons Your Company Should Exhibit in 2018

1. Attendance has been strong and steady (around 1,200) for the past few years.
2. Demonstrate that your company is surviving and stable in this economy.
3. Gain market share when others are cutting back.
4. Even with new technologies, in-person events are still rated the best for generating leads and maintaining client relationships.
5. Gain exposure to the decision makers in Alabama local government.
6. Government must still make purchases in a recession; other business clients might have to curtail their spending.
7. Grow your business now and experience a faster rebound than other companies that remained stagnant during this period.
8. The clients of companies that have closed will be looking for new partners – be at the show so they know you are still growing.
9. Your competition and municipal clients will be there!
10. Assure your current clients that you are still able to serve them and simultaneously expand your business.
11. Give potential clients the information they need now so they can contact you when your services are needed.
12. The convention is relevant every year. Elected officials face new and old issues and require fresh ideas, products and services to solve them.
13. Be in Montgomery to **Answer** questions; **Share** solutions; and **Expand** your client base!

SHOW FLOOR DIAGRAM

Alabama League of Municipalities 2018 Annual Convention
May 20-21, 2018
 Montgomery Convention Center - Exhibit Halls B & C




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#ALMCon18


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Renaissance and Downtown Montgomery Map

