

# EXHIBITOR GENERAL INFORMATION

## Location

Mobile Convention Center  
1 South Water Street  
Mobile, AL 36602

## Space Availability

Exhibit Hall Standard Exhibit Space includes one 2' x 6' table, cloth, skirt, 2 chairs, one 110V/20AMP electrical service and 2 representatives. Only two Exhibit Hall Standard Exhibit Spaces per exhibitor may be reserved. Heavy equipment space may also be purchased on a first-come, first-served basis as well as other Exhibit Space options. The ARWA reserves the right to alter the exhibit hall floor plan as necessary.

## Exhibit Schedule

### Sunday, March 17, 2019

8:00 a.m. - 10:00 a.m.	Heavy Equipment Move In Only
8:00 a.m. - 6:00 p.m.	Exhibit Hall Set-up and Registration <i>Mobile Convention Center</i>
10:30 a.m.	Golf Tournament Registration
11:30 a.m. - 12:30 p.m.	Putting Competition
1:00 p.m.	22nd Annual ARWA Golf Tournament Robert Trent Jones Golf Trail, Magnolia Grove
3:00 p.m. - 6:00 p.m.	Utility Registration Desk Open <i>Mobile Convention Center</i>

### Monday, March 18, 2019

7:30 a.m. - 8:30 a.m.	Exhibit Hall Setup
8:30 a.m. - 11:30 a.m.	Exhibit Hall Open
11:30 a.m. - 1:00 p.m.	Lunch on your own
1:00 p.m. - 5:00 p.m.	Exhibit Hall Open
5:00 p.m.	Welcome Reception in Exhibit Hall
6:00 p.m.	"A Taste of Southern Hospitality" Seafood Buffet
6:30 p.m.	PAC Raffle Giveaway

### Tuesday, March 19, 2019

7:30 a.m.	Exhibit Hall Open Continental Breakfast in Exhibit Hall
11:30 a.m.	Rural Water Country Luncheon Water Taste Test - <i>Exhibit Hall</i>
1:00 p.m.	Exhibit Hall Open
3:00 p.m. - 5:30 p.m.	Exhibit Hall Breakdown

### Wednesday, March 20, 2019

8:00 a.m. - 10:00 a.m.	Additional Heavy Equipment Removal
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*Note: Times are subject to change. Check your Conference program for verification.*

## Shipping

Exhibit materials may be shipped to our general contractor, Veal Convention Services (VCS), in advance for delivery to the show floor. Contact VCS at (205) 328-1010 for pricing and instructions relating to freight handling services. **The deadline for your advance freight to be delivered to the VCS warehouse is Friday, March 1, 2019.**

VCS will also be available to assist with outbound freight after the show closes.

## Vehicle Unloading and Parking

An exhibitor may unload vehicles by utilizing the Service Drive. There will be uniformed attendants to direct you for off-loading. The Garage should only be used for **small equipment that does not require a flatbed cart to transport.** Parking at the Convention Center is **\$5.00 per vehicle, per day.** All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned.

- ◆ The Exhibit Hall will open at 8:30 a.m. on Monday, March 18, 2019. All setups must be completed by 8:30 a.m. Monday, March 18th. If an exhibit is not set up by 8:30 a.m. March 18, 2019 the ARWA reserves the right to assign that exhibit space to another company.
- ◆ A representative must be present at their exhibit space(s) at all times while the Exhibit Hall is open. All company representatives must wear their conference name badge at all times.
- ◆ All exhibits must remain intact until 3:00 p.m. on Tuesday, March 19th.

## PAC Raffle Giveaway

ARWA will conduct its annual "PAC Raffle Giveaway" to benefit the ARWA Political Action Committee. Raffle tickets may be purchased by exhibitors to pass out to those attendees visiting your Exhibit Booth as shown on the registration form.

## Door Prizes

Exhibitors may donate items for door prize drawings. ARWA will conduct these drawings at various times during the Conference. Drawings will also be held in the Exhibit Hall during breaks at the donating Exhibit Booth. Door prizes must be registered at the Registration Desk upon arrival.

## Golf Tournament

Enjoy the RTJ Experience – Magnolia Grove Golf Course – Mobile. Participate in the ARWA 22nd Annual Golf Tournament benefiting the John A. Garrett Scholarship Fund. Exhibitors may register on the Conference Registration Form.

## Sponsorship

Exhibitors may sponsor Conference activities for additional exposure. (See Sponsorship Opportunities.)

## Wireless/Wired Internet Service

Service Single Day internet access is available for \$14.95 per device. Please log in to Mobile Convention Wi-Fi in the networks connections on your computer. Then you will open your internet browser where you will be prompted to enter your credit card information. For wired internet service, please contact JMF Solutions at 877-404-4717 prior to your arrival, to set up service.

## EXHIBITOR GENERAL RULES AND PROCEDURES

- ◆ No signs, banners or displays will be permitted in the Exhibit Hall without approval.
- ◆ No exhibitor shall assign or sublet any part of the space allotted to them except by written permission of the ARWA, nor shall they exhibit, or permit to be exhibited in their space any merchandise or advertising matter not a part of the line in their regular course of business.
- ◆ ARWA reserves the right to restrain any exhibit materials, construction or curtains that obstruct the view of adjacent spaces.
- ◆ No helium balloons are permitted in the Exhibit Hall.
- ◆ No merchandise may extend out of the exhibit space into the aisles.
- ◆ An exhibitor may unload vehicles by utilizing the Service Drive. There will be uniformed attendants to direct you for off-loading. The Garage should only be used for **small equipment that does not require a flatbed cart to transport**. Parking at the Convention Center is **\$5.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned.
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- ◆ A representative must be present at their exhibit space(s) at all times while the Exhibit Hall is open. All company representatives must wear their conference name badge at all times.
- ◆ All exhibits must remain intact until 3:00 p.m. on Tuesday, March 19th.
- ◆ The exhibitor assumes the entire responsibility and liability for losses, damages and claims arriving out of injury, damage or theft to the exhibitor's displays, equipment and other property brought upon the premises and shall indemnify and hold harmless the facility, agents, servants, employees and ARWA from any and all such losses, damages and claims.
- ◆ Exhibitors and all other parties must comply with Federal, State, Municipal and Center mandated fire codes which apply to public assembly facilities.
- ◆ All batteries must be disconnected. Fuel tanks are limited to 1/4 capacity. All keys will be held by



Convention Center Loss Prevention. Vehicles will be inspected for compliance.

- ◆ The Mobile Convention Center is not responsible for loss or damage to merchandise, displays or articles sent or brought by exhibitor; the organization or its attendees. The Convention Center provides routine security services. The organization will be responsible for ordering and paying for any additional security required by the organization to protect exhibits, merchandise or to monitor attendance of an event. The Mobile Convention Center must approve all contract security arrangements.
- ◆ No food or beverages may be brought into the Mobile Convention Center. Any food sampling must be a direct component of your business, and must be approved prior to show start.
- ◆ Circumstances and operations not covered in these rules will be subject to interpretation, stipulations and decisions deemed necessary and appropriate.
- ◆ **Please DO NOT ship directly to the Mobile Convention Center.** Exhibit materials may be shipped to our general contractor, Veal Convention Services (VCS), in advance for delivery to the show floor. Contact VCS at (205) 328-1010 for pricing and instructions relating to freight handling services. **The deadline for your advance freight to be delivered to the VCS warehouse is Friday, March 1, 2019.** VCS will also be available to assist with outbound freight after the show closes.
- ◆ No pets are allowed in the Mobile Convention Center including the space occupied by the ARWA for the purpose of the ARWA Annual Conference Activities.

### CANCELLATION POLICY

Exhibitors may register by Fax, On-Line or U S Mail, however, space is not guaranteed unless full payment is received within two weeks of reservation date. Exhibitor Registration must be received by the ARWA on or before Friday, March 1, 2019. Refund requests for cancellations must be in writing and will not be honored after this date. All cancellations will be assessed a \$100 processing fee per company.



- Standard Exhibit Spaces (10' X 10')
  - Section 100.....101 – 120
  - Section 200.....201 – 234
  - Section 300.....301 – 318
  - Section 400.....401 – 408
- End Cap Exhibit Spaces (10' X 20').....E1 – E19
- Quad Exhibit Spaces (20' X 20').....Q30 – Q36
  - {Equivalent to four (4) Standard Spaces, or two (2) End Cap Spaces, (open floor plan, NO curtains)}
- Combo Exhibit Spaces (30' X 20').....C40 – C45
  - {Equivalent to six (6) Standard Spaces, three (3) End Cap Spaces, one (1) End Cap Space and four (4) Standard Spaces, or two (2) End Cap Spaces and two (2) Standard Spaces, (open floor plan, NO curtains)}
- Heavy Equipment Exhibit Spaces (15' X 20') .....H59 – H64
  - {Open floor plan, NO curtains}
- The ARWA reserves the right to alter this Exhibit Hall floor plan, as necessary.

## EXHIBIT HALL LAYOUT

