

**ARTHUR R. OUTLAW
MOBILE CONVENTION
CENTER**

EXHIBITOR KIT

**ALABAMA APARTMENT
ASSOCIATION**

OCTOBER 22, 2025

General Show Information

Show Dates

Exhibits Open

WEDNESDAY OCTOBER 22, 2025	12:00PM-6:30PM

Show Location

Arthur R. Outlaw Mobile Convention Center
1 South Water Street
Mobile, Alabama 36602
(251) 208-2100 Phone

Exhibit Booths

Mobile Convention Center

Exhibitor Service Desk

An Exhibitor Service Desk will be set up in the South Hall for power needs. To avoid floor prices, please order your services prior to your load-in day through our website. Any exhibitor needing to order additional services, other than power, can do so at VEAL decorator service desk.

Move-In Hours

TUESDAY, OCTOBER 21, 2025 **2:00PM-5:00PM**

Move-Out Hours

WEDNESDAY OCTOBER 22, 2025 **6:30PM-10:00PM**

EXHIBITOR SERVICES

All booths are supplied by VEAL

▪ Electrical Services

The Arthur R. Outlaw Mobile Convention Center serves as its own electrical services contractor. Rates and service features are outlined on the website. All electrical equipment must be Underwriter Laboratory approved. All electrical equipment, phone instruments and phone lines are the property of the Arthur R. Outlaw Mobile Convention Center.

▪ Wireless Internet Service

Service Single Day internet access is available. For additional internet service including hard wire internet, please contact JMF solutions at 877-404-4717 prior to your arrival, to set up service.

▪ DECORATOR NAME

VEAL CONVENTION SERVICES

3016 8th Avenue North 1820 St. Charles Ave, Ste. 203
Birmingham, AL 35203 New Orleans, LA 70130
Contact: David Veal P – 504.585.2817
P – 1.800.844.8325 F – 504.584.9034
P - 205.328.1010

LOCATE ALL FORMS AT www.mobilecivicctr.com/mobile-convention-center

RULES AND REQUIREMENTS

Vehicle Unloading and Parking

An exhibitor may unload vehicles by utilizing the Loading Dock. *To get to the Loading Dock, if headed North on Water St (please take a right on Dauphin Street) you should see the Mobile Convention Center on your Right. Entrance to the Loading Dock is on the North end of our building, once you cross the train tracks it will be the first Right into the facility. Vehicles can only be in the parking garage when actively being unloaded or loaded, vehicles cannot be left in the loading dock while booths are being setup, a 15-minute time limit is in place. The Parking Garage Elevators should only be used for small equipment that does not require a flatbed cart to transport.* Parking at the Convention Center is **\$12.00 per vehicle, per day**. All exhibitors will be allowed in and out privileges (based on availability) when the parking booth is manned. Larger vehicles that do not fit in the parking garage or that have trailers attached, must park in the Gravel lot (based on availability), \$12.00 per vehicle, per day still applies. Please be aware that there may be a train as the building is on the other side of a train track.

Beverages and Food Items

No food or beverages may be brought into the Arthur R. Outlaw Convention Center. Any food sampling **must** be a direct component of your business, and must be approved prior to show start. Please contact your OVG HOSPITALITY Catering Sales Manager to obtain a Food Sampling Form.

Booth Exhibitor Restrictions

1. Height: Nothing can be displayed higher than the 8' backdrop drape, without prior approval.
2. Overhead: No canopies or tents of any kind are permitted in booth areas.
3. **Balloons, Confetti or Stickers** are not permitted to be used at the Arthur R. Outlaw Convention Center in any capacity. Any cost incurred for the removal of these items will be charged to the exhibitor.

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.

Fire Regulations

Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly, in particular Mobile, AL is 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 Mobile Convention Center.

Licensing

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 Show Floor.

Liability

Each exhibitor is entirely responsible for the space allotted him through his contract. Each exhibitor agrees to reimburse the Arthur R. Outlaw 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 Arthur R. Outlaw Convention Center. Any special decorations or signs must be approved by the Arthur R. Outlaw Convention Center Management as to location and method of installation. Under **NO** circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Arthur R. Outlaw Convention Center. Any cost incurred by the Arthur R. Outlaw Convention Center for the use or removal of these items will be charged to the exhibitor. The Arthur R. Outlaw 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 Arthur R. Outlaw Convention Center is a non-smoking facility, except in designated areas. Please refrain from smoking in the Arthur R. Outlaw Convention Center, other than in those posted areas where smoking is permitted.