

25<sup>th</sup> Annual Alabama Lifestyles EXPO  
(25 Years- Year of Hurricane Ivan-Tent at Sportsplex- Next Year- Airport Hanger, GS)

**Thursday, February 9<sup>th</sup>, 2017**

The Caribe Resort at Orange Beach, Alabama  
Exhibitor/Vendor Administrative Instructions  
[info@AlabamaAdvantage.com](mailto:info@AlabamaAdvantage.com)

Each exhibit space contains a 6 ft. table (skirted w/table top cover in white) and a back drop with S hooks to hold your banner or sign. Place your sign on table and staff will put your sign up for you. If you have a table top cover, you can put it over the white table top cover. Your exhibit space is separated by adjoining exhibit spaces by a 3 ft. high pipe/drape wall. An exhibit space is 6 ft. deep by 8 ft. wide with an 8 ft. back drop. **If you require more exhibit area, please consider acquiring additional exhibit spaces.**

Refreshments: Bottled water will be on exhibit table. If you require additional water, go to expo hall exit, young adults are validating forms, and they will provide water to you. Suggest that you bring a snack with you for there is no restaurant at the Caribe. There are a lot of areas out of the exhibit halls to sit down and take a break. Or, you may want to walk to the Cobalt Restaurant which is a 5 minute walk. This is a good place to take a break and purchase food and drinks. Simply take any elevator to the basement and go out to the bay side walk and walk on the sidewalk to the restaurant. It is a 5-minute walk.

Instructions for Exhibit Set-Up.

- **On Wed- Feb. 8, 2017, exhibitors will receive an email NLT 12 Noon that identifies exhibitor's booth assignments. If hall setup is complete, exhibitors will be notified that they can setup early.**
- **Exhibitor Setup Time: Wed-Feb. 8, 2017- 2 p.m. to 7 p.m./ late arrival call 205.222.2862**
- **Exhibitor Setup Time: Thurs-Feb. 9, 2017- 5:30 a.m. to 7:45 a.m.**
- **If exhibit setup is completed earlier on Feb. 8, 2017, an email will notify you of an earlier exhibitor setup time.**
- Upon arrival at the Caribe Resort's Main Gate, identify yourself as an exhibitor. You will be handed an exhibitor listing containing your assigned booth number. Find your organization (names will be alphabetical) which will be listed under the Blue or Yellow Exhibit Hall. Upon entry into each exhibit hall, the booth assignment will also be posted in the foyer.
- Follow EXPO signs and drive up the incline car ramp to a second level parking deck. Follow the arrows to the Blue or Yellow exhibit hall. Unload your car and park. Each Hall will have numbered booth assignments. Find your number and proceed to your booth.
- Don't pin or staple anything to the drapes in your booth; you will be provided S hooks to hang your sign/banner.
- At the start of the event, we will count the number of door prizes provided by our exhibitors and will award them intermittently throughout the day.
- The general public attending the EXPO will register for door prizes at the travel way intersection between the two exhibit halls.
- Door Prizes: Winners for your door prizes will be sent to your exhibit to claim their prize. There will be a door prize form on your table (booth number- number of prizes- any special instructions that you may want us to know, etc.) for you to fill out. A floor manager will pick up the form at your booth before 8 a.m.
- If you plan to erect some type of building in your exhibit space, please no sides because neighboring exhibitors will fuss.
- **If you want another company to work out of your booth with you, we have no problem as long as you do not have a problem.**
- **Please use our step ladder to hang your banner.**
- **Exhibit halls will open at 8 a.m. for the general public.**
- **If you observe someone walking around and passing out brochures, please alert the floor manager or registration desk. It happens every year.**
- **Important – Return a completed Exhibitor Registration form, payment can be submitted later.**

Overview: Thank you for your participation at the Alabama Lifestyles EXPO. The layout of exhibit booths has been developed by a computer program positioning booths on the actual engineer drawings of the Caribe Resort. When a person enters an exhibit hall, the travel way requires him or her to pass within a maximum of +/- 6 ft. of all booths. **The last and first booths will have the same exposure to the public.**

Thank you in advance for your participation! Bill Meadows 205.222.2862

Bill Meadows  
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