



**IMPORTANT EXHIBITOR INFORMATION
PLEASE READ CAREFULLY**

**MONTGOMERY BABYPALOOZA
SATURDAY, MARCH 8, 2014
10 a.m. – 2:30 p.m.**

Location: Alabama Activity Center
201 Dexter Avenue
Montgomery, AL 36301

MOVE-IN: You may set-up **FRIDAY between 2 and 4:30pm** or **SATURDAY between 8:00 and 9:45am**. Your table with a tablecloth, sign, and chair will already be set-up – there will be staff to help you find your exhibit.

Hand trucks, dollies, or the like are limited. Please bring whatever you will need to carry and set-up your exhibit.

If you requested and paid for electricity you must bring your own extension cords and power strips.

PARKING: If you have light items you may want to unload at the front door by the fountains. **Please unload your vehicle and MOVE IT TO A PARKING SPACE IMMEDIATELY.** If you have heavier items you will want to load in on the bottom level (take a right after passing the building) and use the elevators. Absolutely no parking or leaving your vehicle it will block access for others.

SHOW TIME: Exhibits must be set-up and **fully operational by 9:45 a.m.** on Saturday. The show is 10am – 2:30 pm.

MOVE-OUT: Breakdown may begin at 2:30 p.m. **Break down prior to 2:30 p.m. will exclude your company from participating in future shows.** Please **do not leave brochures, boxes or any other trash on your table at the end.** Please take all empty boxes and trash to the exit doors.

BANNERS & SIGNS: You may NOT tape or secure banners or any items to the walls or any other fixtures in the facility other than your table. You may bring stand up banner holders.

NO LATEX BALOONS -- Balloons may only be used for decorations. **THEY MUST NOT BE GIVEN TO CHILDREN** as they pose a health risk to children.

EXHIBITOR LOUNGE – There will be a private area for you to take a break and eat lunch just through the double doors to the right of the stage.

ASSISTANCE AND INFORMATION: If you need help or information of any kind during the event you may call ask any of the staff in the pink shirts or call Cecilia at 205-790-3636