

# Alabama Christian Education Association Exhibitors' Guidelines

- 1) No smoking in the convention center or on the convention property.
- 2) The ACEA convention staff has the right to request any materials that may be anti-Christian or offensive in any way to be taken off display.
- 3) The ACEA asked that short dresses or low cut blouses not be worn by our lady exhibitors during exhibit times.
- 4) **Exhibit setup:** The exhibit area will be open from 1:00 p.m. until 3:30 p.m. on Wednesday, September 29, 2021, for exhibitor set up. For late arrivals you may set up at 7:00 a.m. Thursday, September 30.
- 5) **Electricity:** If your exhibit needs electricity be sure to mark the request on the registration form and bring an extension cord and power outlet.
- 6) **Dismantling:** Exhibitors are responsible for packing and shipping all materials prior to departure. Displays may be dismantled anytime after 12 noon on Friday, October 1, 2021.
- 7) **Drawings for gift/give-a-ways:** If your company/organization has drawings for a gift/give-a-ways, choose two names (one-winner and one-runner-up in the event the winner is not present). ACEA request that the winner be present to accept the gift/give-a-way. Gifts/give-a-ways will be presented to the winners during the closing general assembly by Mr. Mears or his designee. Give the gift/give-a-ways and names to Donna Doss at the registration table before the closing assembly.
- 8) ACEA and Calvary Baptist Church and Academy are **not** responsible for items or equipment left in the exhibit hall or in any exhibit area.

## Exhibitor Set-up

Wednesday, September 29, 2021 - 1:00 p.m. to 3:30 p.m.  
or 7:00 a.m. Thursday, September 30, 2021

## Address of Convention site

Calvary Baptist Church and Academy  
126 Douglass Road, NW ♦ Huntsville ♦ AL ♦ 35806

## Contact Information for the ACEA Office

PO Box 559  
Gardendale, AL 35071  
205-631-3000  
205-631-3090 – Fax  
[acea2000@bellsouth.net](mailto:acea2000@bellsouth.net)  
[www.alabamachristianed.com](http://www.alabamachristianed.com)