

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) ACEA is **not** responsible for items or equipment left in the exhibit hall or in any exhibit area.
- 4) **Exhibit setup:** The exhibit area will be open from 1:00 p.m. until 3:30 p.m. on Wednesday, October 19, 2016 for exhibitor set up. For late arrivals you may set up at 7:00 a.m. Thursday, October 20.
- 5) **Dismantling:** Exhibitors are responsible for packing and shipping all materials prior to departure. Displays may be dismantled anytime after 12 noon on Friday, October 21, 2016.
- 6) **Drawings for gift/give-a-ways:** If your company/organization has drawings for a gift/give-a-way, please wait until just before the closing general assembly on Friday, October 21 to draw the name(s) of the winner(s). Gifts/give-a-ways will be presented to the winners during the closing general assembly by Mr. Mears or his designee. ACEA request that the winner be present to accept the gift/give-a-way. Please choose two names (one-winner and one-runner-up in the event the winner is not present). Give the gift/give-a-ways and names to Donna Doss at the registration table before the closing assembly.
- 7) The ACEA asked that short dresses or low cut blouses not be worn by our lady exhibitors during exhibit times.

Exhibitor Set-up

Wednesday, October 19, 2016 - 1:00 p.m. to 3:30 p.m.
or 7:00 a.m. Thursday, October 20, 2016

Address of Convention site

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

Contact Information for the ACEA Office

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Gardendale, AL 35071
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2016 ACEA Christian Educators' Convention

Tentative

October 19-21, 2016

Wednesday, October 19, 2016

1:00 - 3:30 p.m.	Exhibitor registration and set-up at Calvary Baptist Church and Academy
5:30 - 6:30	Convention delegate's registration at Calvary Baptist Church and Academy
6:50 - 7:00	Prelude
7:00 - 8:00	Opening Service at Calvary Baptist Church

Thursday, October 20, 2016

7:30 - 8:15 a.m.	Visit Exhibits/Late Registration
8:30 - 9:20	Workshop Session I
9:20 - 9:50	Visit Exhibits
9:50 - 10:40	Workshop Session II
10:45 - 11:10	Visit Exhibits
11:10 - 12:00	Workshop Session III
Noon - 12:50	Lunch (Registered delegates and guest speakers)
12:55 - 1:55	General Assembly Speaker:
1:55 - 2:10	Visit Exhibits and Enjoy the Evening!

Friday, October 21, 2016

8:15 - 8:40 a.m.	Visit Exhibits
8:40 - 9:30	Workshop Session IV
9:30 - 10:00	Visit Exhibits
10:00 - 10:50	Workshop Session V
10:55 - 11:45	Workshop Session VI
11:45 - 12:00	Visit Exhibits and turn in Evaluation Forms and Exhibitor Signature Forms at the ACEA Information Table
Noon - 1:00	Closing General Assembly Speaker: