



Alabama Christian Educators' Convention

October 3-5, 2018

Oxford Civic Center

401 McCullars Lane ♦ Oxford ♦ AL ♦ 36203

Exhibitor Registration Form

Organization/Company:		
Street Address:		
City:	State:	Zip:
Mailing Address:		
Phone Number:	Fax Number:	
Web Site:		
Contact Person:	Email:	
Name of Representative(s) in Booth:		
Email for Representative:		
Description of materials to be exhibited:		

EXHIBIT BOOTH: All tables are six feet in length.

	1 BOOTH	2 BOOTHS	3 BOOTHS
On or before Thursday, August 30, 2018 ←→	<input type="radio"/> \$350	<input type="radio"/> \$650	<input type="radio"/> \$900
After Thursday, August 30, 2018 ←→	<input type="radio"/> \$400	<input type="radio"/> \$700	<input type="radio"/> \$950

Check if needed: Electricity Extra charge of \$10 Extra table (non-covered - to be placed behind covered table) Extra charge of \$20.00 per extra table

My exhibit space does not require an exhibit table My exhibit space does not require a table covering

DISPLAY AD: The cost of a display ad in the ACEA Christian Educators' Convention Program Book is listed below.

- Full Page (B & W, no bleed, 8 ½" x 11") \$300.00
- Inside Front Cover (B & W, with bleed, 8 ½" x 11") \$475.00
- Inside Back Cover (B & W, with bleed, 8 ½" x 11") \$475.00
- Back Cover (Color with bleed, 8 ½" x 11") \$600.00

PLEASE NOTE: Ad copy must be a trouble-free PDF. Ad sizes listed above are program trim sizes. Please include a ½" margin on all ads except covers. **Email ad to acea2000@bellsouth.net.**

Amount due \$ _____ Payment for exhibit space and ad must accompany this reservation form. No reservation is confirmed until payment is received. Exhibitor/ad reservation fees are non-refundable.

Authorized by _____ Date _____

Please send a copy of this form with your payment to the following address:

ACEA Office ♦ PO Box 559 ♦ Gardendale, AL 35071

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, October 3, 2018 for exhibitor set up. For late arrivals you may set up at 7:00 a.m. Thursday, October 4.
- 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 5, 2018.
- 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 5 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) ACEA and the Oxford Civic Center are **not** responsible for items or equipment left in the exhibit hall or in any exhibit area.

Exhibitor Set-up

Wednesday, October 3, 2018 - 1:00 p.m. to 3:30 p.m.
or 7:00 a.m. Thursday, October 4, 2018

Address of Convention site

Oxford Civic Center
401 McCullars Lane ♦ Oxford ♦ AL ♦ 36203

Contact Information for the ACEA Office

PO Box 559
Gardendale, AL 35071
205-631-3000
205-631-3090 – Fax
acea2000@bellsouth.net
www.alabamachristianed.com

2018 ACEA Christian Educators' Convention

Tentative

October 3-5, 2018

Wednesday, October 3, 2018

1:00 - 3:30 p.m.	Exhibitor registration and set-up at Oxford Civic Center
5:30 - 6:30	Convention delegate's registration at Oxford Civic Center
6:50 - 7:00	Prelude
7:00 - 8:00	Opening Service at Oxford Civic Center

Thursday, October 4, 2018

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: Dr. Dave McCoy
1:55 - 2:10	Visit Exhibits and Enjoy the Evening!

Friday, October 5, 2018

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: Dr. Dave McCoy