

Alabama Christian Education Association Convention 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 18, 2024, for exhibitor set up. For late arrivals you may set up at 7:00 a.m. on Thursday, September 19, 2024.
- 5) **Electricity:** If your exhibit needs electricity be sure to mark the request on the registration form. You will need to supply an extension cord and power strip.
- 6) **Dismantling:** Exhibitors are responsible for packing and shipping all materials prior to departure. Displays may be dismantled anytime after 12 noon on Friday, September 20, 2024.
- 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 or Pam Cason at the registration table before the closing assembly.
- 8) 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, September 18, 2024 - 1:00 p.m. to 3:30 p.m.
or 7:00 a.m. Thursday, September 19, 2024

Address of Convention site

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

Contact Information for the ACEA Office

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