

General Show Information

Show Dates and Hours	August 22, 2026 10:00am-5:00pm	Exhibits Open	August 22, 2026 10:00am -5:00pm
Show Location	Arthur R. Outlaw Mobile Convention Center 1 South Water Street Mobile, Alabama 36602 (251) 208-2100 Phone		
Exhibit Booths	Mobile Convention Center		
Exhibitor Service Desk	Exhibitor Service Desk will be set up on the Exhibit Hall of the Convention Center. Any exhibitor needing to order additional services, such as power, can do so at the Exhibitor Service Desk. To avoid floor prices, please order your services prior to your load-in day through our website. Service Desk hours will be from 5:30am-9:00am on Saturday, August 22nd. All final orders must be purchased during that time.		
Move-In Hours	Friday, August 21, 2026 4:00pm-8:00pm	Saturday, August 22, 2026 6:00am-9:00am	The service drive will only be open for loading in during these hours.
Move-Out Hours	August 22, 2026 5:00pm-6:30pm The service drive will only be open for loading out during these hours.		

EXHIBITOR SERVICES

Any exhibitor needing to order additional booth supplies and electrical services can do so online prior to arrival. To access the order forms please visit the Mobile Convention Center's website ([Exhibitor Services | Regions Arena](https://www.regionsarena.com/mobile-convention-center) <https://www.regionsarena.com/mobile-convention-center>

). Hover over the Mobile Convention Center Logo (top middle) Click on "Exhibitor Services" menu option under "Exhibit at an Event" from the menu that appears. You will be redirected to a page where you can choose your convention and click on order services. An order form page will appear. Please fill it out completely and submit. All **tabletop booths** are supplied with one 8' x 24" topped/skirted table, 2 chairs and one wastebasket. The average **Vendor Booths, 10' x 10'**, 8' Pipe and drape on the backside and 3' pipe and drape on each side of your booth one (1) 8' x 24" table, topped/skirted, two (2) chairs and one (1) waste basket.

The DEADLINE for all online orders for this show is for the **Advance Rates**. The increased floor rate will apply for any orders received after **Wednesday, August 19, 2026, at 5:00pm.**

- **Electrical Services**
The Arthur R. Outlaw Mobile Convention Center serves as its own electrical services contractor. Rates and service features are outlined on the website. All electrical equipment must be Underwriter Laboratory approved. All electrical equipment, phone instruments and phone lines are the property of the Arthur R. Outlaw Mobile Convention Center.
- **Wireless Internet Service**
Service Single Day internet access is available for \$14.99 per device. Look for the Convention WiFi network on your mobile device settings and you will be directed to the Convention WiFi splash page, input your credit card number to gain an access code. For assistance, please call 855.519.2624.
- **Vehicles inside the building**
Although the driving of any vehicle inside the Convention Center, should the request occur, the vehicle must have less than ¼ tank of gas, the battery must be disconnected and keys left with Security. Any electrical vehicle must be disconnected and have a fire blanket aboard the vehicle.

LOCATE ALL FORMS AT [Exhibitor Services | Regions Arena](https://www.regionsarena.com/mobile-convention-center) or <https://www.regionsarena.com/mobile-convention-center>

RULES AND REQUIREMENTS

Vehicle Unloading and Parking: An exhibitor may unload vehicles by utilizing the Service Drive. *Entrance into the Service Drive is located on the North end of our building, once you cross the train tracks it will be the first Right into the facility.* There will be uniform attendants to direct you to off-load. The Garage should only be used for **small equipment that does not require a flatbed cart to transport**. Parking at the Convention Center is **\$15.00 per vehicle per day**. Please be aware that there may be a train as the service drive is on the other side of a train track.

Beverages and Food Items: Please honor our policy outside food is prohibited inside the Arthur R. Outlaw Convention Center. Any food sampling from vendors **must** be a direct component of that company's business and must be approved prior to show/expo start. Please contact your Hospitality/Catering Sales Manager to obtain a Food Sampling Form.

Booth Exhibitor Restrictions

1. Height: Nothing can be displayed higher than the 8' backdrop drape, without prior approval.
2. Overhead: No canopies or tents of any kind are permitted in the booth areas.
3. Balloons are not permitted to be used at the Arthur R. Outlaw Convention Center in any capacity. Any cost incurred for the removal of these items will be charged to the exhibitor.

Construction and Placement of Signs and Banners: All exhibit signs must be freestanding or floor-type signs. No signs, banners, plaques, pennants, etc. can be hung from the ceiling, walls or perimeter drapes unless approved and hung by the Mobile Convention Center Tech Department. There is a \$50.00 fee per item associated with hanging such banners, plaques, and signage. All signs must be professionally manufactured and have a finished surface on all edges and sides. Signs cannot block the view of other exhibitors.

Fire Regulations: Exhibitors must comply with all federal, state, and local fire codes which apply to places of public assembly; in particular, Mobile, AL is under the International Fire Code 2012. All curtains, bunting, draping, etc., of any kind must be flameproof. Special care should be taken not to block or obstruct any fire hose or fire extinguisher cabinets, fire pull boxes, or entrances and exits within the Mobile Convention Center.

Freight Deliveries: The Arthur R. Outlaw Convention Center will not accept advance shipments of freight or materials before **Friday, August 7, 2026**. All shipments to be delivered to the Arthur R. Outlaw Convention Center shall be addressed as follows. Under no circumstances will C.O.D. deliveries be accepted by the Arthur R. Outlaw Convention Center.

Facility Address:

Exhibitor Company and Name
C/o Name of the Event
Arthur R. Outlaw Convention Center
1 South Water St.
Mobile, Alabama 36602
Hold for: **(YOUR NAME)**
Booth **(BOOTH NUMBER)**

Licensing: All exhibitors must be licensed to do business in the State of Alabama and have a current sales tax number for any direct selling from the Show Floor.

Liability: Each exhibitor is entirely responsible for the space allotted to them. Each exhibitor agrees to reimburse the Arthur R. Outlaw Convention Center for any damage to the floors, ceilings or walls within his contracted area. Decorations, signs, banners and streamers may not be attached, taped, nailed or otherwise fastened to any ceiling, window, painted surface or wall of the Arthur R. Outlaw Convention Center. Any special decorations or signs must be approved by the Arthur R. Outlaw Convention Center Management as to location and method of installation. Under NO circumstances are helium balloons or adhesive-back decals to be given away or permitted to be used in the Arthur R. Outlaw Convention Center. Any cost incurred by the Arthur R. Outlaw Convention Center for the use or removal of these items will be charged to the exhibitor. The Arthur R. Outlaw Convention Center assumes no liability or responsibility for any loss or theft.

No Smoking Policy: The Arthur R. Outlaw Convention Center is a non-smoking facility.

Dravage/Storage Fee: The Mobile Convention Center will store items in a clean and secure area for vendors. There is a fee associated with storage. Items must be labeled with the vendor's company name, shipping address, and booth number. Small items are \$25.00 per box, per day; medium box/carts are a storage cost of \$50.00 per box/cart, per day and large boxes/carts or pallets will be at a fee of \$75.00 per day as well.

Exhibitor Services | Regions Arena or <https://www.regionsarena.com/mobile-convention-center>

Gentle Reminders

Please visit our website or contact the show manager if you have further questions

The service drive is a convenience service for you, the vendor; the service drive is only open for your convenience during the designated load in/out hours.

The carts are property of the Mobile Convention Center and provided as a convenience for you as a vendor; please return them to the service drive for others to use.

Parking in the service drive for the duration of your event is prohibited. Your car is subject to ticketing or even being towed.

Outside food and beverages of any kind are prohibited in the Mobile Convention Center. All food samples should be approved by OVG Hospitality before serving. Form attached.

Packages for outbound: Package your items, label your items, call the carrier. We will take those packaged and labeled items to the loading dock for carrier pickup.

Thank you, and we look forward to servicing you.