




ALABAMA FFA ASSOCIATION
STATE OF ALABAMA
DEPARTMENT OF EDUCATION

March 25, 2010

TO: Alabama FFA Convention Career/Trade Show Exhibitors

FROM: Jacob Davis 
Show Manager/FFA Executive Secretary

SUBJECT: Career/Trade Show

Enclosed is an invitation for you and/or your company/organization to exhibit at the 81st Annual State FFA Association Convention. The convention will be held at the Montgomery Renaissance and Convention Center at 201 Tallapoosa Street, Montgomery, AL 36104.

We have had to make a few changes in the layout of the show and we were able to increase the number of exhibitors to the career show this year. George Fern Company will be the exclusive contractor for the career show and will be your point of contact for additional services such as electricity, carpet, etc.

The Montgomery Renaissance, 201 Tallapoosa Street, Montgomery, AL 36104 will be the host hotel for the Alabama FFA Convention. You can make reservations with the hotel by calling 877-545-0311 and asking for the "Alabama FFA Association" group room block.

If you have any questions, contact me at 334-242-9114 or ddavis@alsde.edu. There will be other information about the convention available at our web site: www.alabamaffa.org. We look forward to seeing you at our show in June.

JD

Enclosures



81st Annual Alabama FFA Convention & Career/Trade Show

June 1 – 4, 2010

**Montgomery Renaissance
201 Tallapoosa Street
Montgomery, AL 36104**

AN INVITATION TO EXHIBITORS

The Alabama FFA Association cordially invites you to exhibit at its annual Alabama FFA Convention & Career/Trade Show in Montgomery, Alabama, June 1–4, 2010. The facilities at the Montgomery Renaissance will provide a unique opportunity for you to reach Alabama’s leaders in agricultural education and youth preparing for careers in agriculture/agriculture. This conference should be of special interest to fundraisers, career and trade-oriented groups, college and post-secondary recruiters, and instructional material suppliers.

YOUR AUDIENCE

There will be more than 1,000 middle and high school students, agriscience education teachers, parents, career/technical education directors, principals, superintendents and industry representatives in attendance. Students attending this conference will include some of Alabama’s finest youth. Teachers will carefully select those students who will attend based on local chapter initiatives, leadership, accomplishments, official delegates, and program participants. Agriscience education instruction areas taught in the public school system include: agriscience, forestry, agritechnology, wildlife management, metal fabrication, agricultural structures, plant/soil science, leadership development, poultry science, animal science, agricultural power machinery, floral design, turfgrass management, horticulture, and home improvement.

Your participation will present an opportunity to talk with these outstanding students who are preparing for agricultural related careers, and provide teachers with instructional materials and supplies for classroom and laboratory use. Most FFA chapters conduct fundraising activities to finance local chapter projects and activities.

In summary, your audience will be eager and receptive to learn the latest information about careers, fund raising ideas and see firsthand the most modern equipment, materials, supplies and services to help them fulfill their goals.

EXHIBITION INFORMATION

EXHIBIT HOURS

The State FFA Convention dates are June 1-4. Exhibit dates and hours:

Wednesday, June 2	8:00 a.m. to 1:45 p.m. 3:45 p.m. to 7:00 p.m.
Thursday, June 3	7:00 a.m. to 8:00 a.m. 11:00 a.m. to 5:00 p.m.

Exhibitors may begin setting up booths at 1 p.m. Tuesday, June 1. All exhibits should be set up by 8 a.m. on Wednesday, June 2. No booth shall be dismantled before 5:00 p.m. Thursday, June 3.

RESERVATION AND ASSIGNMENT OF EXHIBIT SPACE

The Alabama FFA Association is handling all arrangements relating to the exhibits for the 2010 Career/Trade Show.

Please use the enclosed Exhibit Contract Form to reserve exhibit space(s). A draft floor plan of the exhibit hall is included, which shows the arrangement of the booths. Booths will be assigned based on the date that paid contracts are received. Please indicate three choices when completing the contract form. Booths may be re-arranged at the discretion of the show manager to accommodate exhibitor requests. The completed contract should be forwarded to the Alabama FFA Association. **The final day to submit contract forms is Thursday, May 20 (postmarked).**

BOOTHS

All booths will be 10 feet wide and 8 feet deep. Each 10' by 10' booth will contain:

- one (1) 6' topped and skirted table
- two (2) side chairs
- one (1) company I.D. sign
- one (1) wastebasket with liner

Because of the exhibit management restrictions, it is recommended that the back 4' of the exhibit be no higher than 8'. The front 6' of the exhibit must not have side walls higher than 42" to avoid obstructing the view of other exhibits. No walls, partitions, signs, or decorations may be erected which will interfere with the general view "down the aisle," or with other exhibits.

The operation of whistles or any objectionable devices will not be allowed. If microphones are used in a booth, volume must be kept to a minimum. After the show opens, noisy and unsightly work will not be permitted.

Pricing for booths will be as follows:

- 1 booth - \$350.00
- 2 booths - \$600.00
- 3 booths - \$800.00
- 4 booths - \$1,000.00

Exhibits requesting to be located on a corner will be subject to an additional \$50.00 charge.

EXHIBIT SPECIFICATIONS

Booth Setup Management: George Fern Company has been contracted to assist exhibitors with setup at the career/trade show. The George Fern Company will operate an exhibitor's service desk manned with competent personnel during move-in and move-out for services provide as the Official Exclusive Contractor. George Fern shall provide each exhibitor with an Electronic Exhibitor Service Kit which will include order forms for any services exhibitors may need.

Relocation of Exhibits: The Exhibit Management reserves the right to alter locations of exhibits as shown on the official floor plan, if deemed advisable and in the best interest of the convention.

Booth Reassignment: No exhibit will assign, sublet, or share the assigned without the knowledge or consent of the Exhibit Manager.

Exhibit Sales: All exhibitors wishing to engage in over-the counter sales of any kind that involve the payment for goods received during the exhibition must complete a transient vendor business license from the City of Montgomery (see enclosed form).

Liability: The exhibitor agrees to make no claim for any reason whatsoever against the Alabama FFA Foundation, Alabama FFA Association, designated exhibit decorator and other contractors for loss, theft, damage, or

destruction of goods: nor for any damage of any nature or character, including any damage to his business by reason of failure to provide space for the exhibit, or the removal of exhibit: nor for any action of any nature of the Alabama FFA Foundation, Alabama FFA Association or its members, officers, committees, agents, or employees.

Damage to property: Exhibitors are liable for any damages caused to buildings, floor, walls, columns, or to standard booth equipment, or to other exhibitors' property. Exhibitors must not apply paint, lacquer, adhesive or any other coating to building, columns and floors, or to standard booth equipment.

Fire, Safety, and Health: The exhibitor agrees to accept full responsibility for compliance with local, city, and state Fire, Safety, and Health Ordinances regarding the installation and operation of equipment. All exhibit materials and equipment must be reasonably located within the booth and protected by safety guards and devices where necessary to prevent personal accidents to spectators.

Decorations: In order to conform to local fire ordinances, as well as the National Board of Fire Underwriter, all decorative materials must be fire resistant and meet with standards established by the Fire Marshall's Office.

ALABAMA FFA ASSOCIATION

81st Annual Alabama FFA Convention/Career and Trade Show

June 1 - 4 (Exhibit June 2 – 3, 2010)

Montgomery Renaissance, 201 Tallapoosa Street, Montgomery, AL 36104

Mail To:

Jacob Davis, FFA Career Show Exhibit Manager

P. O. Box 302101 Montgomery, AL 36130-2101

Phone: (334) 242-9114 Email: ddavis@alsde.edu

EXHIBIT CONTRACT FORM

(Please Type or Print)

Company Name _____
(Exactly as you would like it to appear on booth identification sign)

Number of Booths Needed _____

Booth(s) Preference: 1st Choice # _____ 2nd Choice# _____ 3rd Choice# _____

Official Representative for Exhibit (Person to receive subsequent information):

Name _____ Title _____

Address _____ City _____ State _____ Zip _____

Phone (_____) _____ Cell (_____) _____ Email _____

We agree to abide by the "exhibit specifications" outlined by Alabama FFA Association and to all conditions under which the exhibit area is leased to the Association. Said exhibit specifications and conditions become a part of this contract.

Full booth payment is enclosed. It is understood that this fee is NOT REFUNDABLE AFTER May 25, 2010, even though we decide not to exhibit.

(authorized signature)

(print signer's name)

(date)

Description of exhibit: _____

MAKE CHECKS PAYABLE TO:

Alabama FFA Association

1 booth	\$350.00	_____
2 booths	\$600.00	_____
3 booths	\$800.00	_____
4 booths	\$1,000.00	_____
Corner Booth - add	\$50.00	_____

TOTAL ENCLOSED \$ _____

FOR FFA USE ONLY:

PAID IN FULL:

ASSIGNED BOOTH NUMBER(S):

APPLICATION ACCEPTED BY:

Check# _____

Amount _____

Date _____



BUSINESS LICENSE APPLICATION
CITY OF MONTGOMERY, ALABAMA
 (334) 241-2036 (334) 241-2994 fax
www.montgomeryal.gov

RECEIPT NO. _____

Transient Vendor for Alabama FFA State Convention at the Montgomery Renaissance on June 1-4, 2010.

RETURN TO:
 CITY OF MONTGOMERY
 ATTN: TERESA
 REVENUE /LICENSE DIVISION
 P O BOX 1111
 MONTGOMERY AL 36101-1111

PLEASE PRINT OR TYPE

Application Type: ___ New ___ Add-on

FEIN _____

Mailing Name and Address

ST of AL TAX# _____

Forms of Ownership (Check One)

LLC _____

Sole Prop _____

Partnership _____

Corp _____

Prof Assoc _____

Trade Name: (If different from above) _____

Physical Location (Street Name and Number) Leave Blank if operating from a Residence

Business (_____) _____
 Home (_____) _____

List Following for Owner(s), Partners, or Officers (Attach separate sheet if necessary)

Name	Residence Address	SSN	DOB

Date Business Activity Initiated or Proposed in Montgomery: _____

Give a brief detail the nature of your business: _____

This application has been examined by me and is, to the best of my knowledge, a true and complete representation of the above named entity, and person(s) listed.

Signature _____ Title _____ Date _____

ACCOUNT NO. _____ FOR MUNICIPAL USE ONLY LICENSE NO. _____

CODE	DESCRIPTION OF LICENSE	GROSS RECEIPTS	SCH	AMT OF LICENSE	FEE	TOTAL

ZONING (27 MADISON AVE, 2ND FL.) _____

AREA NUMBER _____

FIRE (19 MADISON AVE) _____

CITY SALES TAX NUMBER _____

INSPECTION (CITY HALL, RM 134) _____

Draft Layout 2010

“Subject to Change”

FOOD COURT FOR WEDNESDAY AND THURSDAY NOON

Certain To Span Distance and Separate Food Court & Career Show

46	45	28	27	10	9
47	44	29	26	11	8
48	43	30	25	12	7
49	42	31	24	13	6
50	41	32	23	14	5
51	40	33	22	15	4
52	39	34	21	16	3
53	38	35	20	17	2
54	37	36	19	18	1

Entrance



Career Show Booths are 10' wide and 8' deep. The back rail should be 10' high.

The side rails should be 4' high. Space between Aisles is ~ 18'.

Floor Dimensions of entire space= 102' wide x 196' deep