



MOBILE CONVENTION CENTER

BOOKING POLICIES

LONG TERM BOOKING:

Reservations more than eighteen (18) months before the requested date(s), for Conventions and Trade Shows, are normally handled by Visit Mobile and are subject to the Reservation Priorities below.

SHORT TERM BOOKING:

Reservations less than eighteen (18) months before the requested date(s) are normally handled by the Mobile Convention Center (Center) and subject to the policies outlined herein.

RESERVATION PRIORITIES

INTERNATIONAL, NATIONAL OR REGIONAL

Conventions and Trade Shows which are international, national or regional in nature and which have a significant impact in terms of hotel tax generated are given first-priority on dates.

- Reservations: Date(s) requests for first-priority events may be made as far in advance as necessary or appropriate.
- Contracts: A signed, fully executed license agreement for first-priority events will be required twenty-four (24) months prior to the event, or at the Center's General Manager's discretion.
- Deposits: A minimum deposit in the amount of twenty-five percent (25%) of the total estimated rental is required upon execution of the license agreement.

MULTIPLE-DAY, LOCAL TRADESHOWS AND CONSUMER SHOWS

Multiple-day, local trade shows, and consumer shows will be given second-priority on dates. A consumer show is an event which is open in whole or in part to members of the general public. The Center's General Manager has full and final authority for defining whether an event is a consumer show.

- Reservations: Multiple-day, local trade shows, and consumer shows shall not be booked more than eighteen (18) months in advance of the dates (s) requested
- Contracts: A license agreement can be issued eighteen (18) months prior to the date (s) requested. Upon request by the Center 12 to 18 months prior to date (s) requested, Licensee agrees to make its best efforts to reschedule such dates to accommodate a first-priority event.
- Deposit: A minimum deposit in the amount of twenty-five percent (25%) of the anticipated rental amount is required upon execution of the license agreement. The Center's General Manager has the full and final authority to increase such minimum deposit

ALL OTHER EVENTS

Events will be given dates on a space available basis.

- Reservations: Other events shall not be booked more than eighteen (18) months in advance.
- Contracts: A license agreement shall be issued six (6) months prior to the date(s) requested.
- Deposits: A deposit in the amount equal to the full minimum rental is required upon execution of the license agreement.

Events and circumstances not covered above may be subject to special conditions as deemed appropriate by the Center's General Manager.