



AMCP 2023 Exhibitor Bulletin, Jan. 23

Welcome to the AMCP 2023 Expo!

Thank you for participating in AMCP 2023. These Exhibitor Bulletins include important deadlines and information aimed at helping you have a successful experience in San Antonio.

Look for future Exhibitor Bulletins on Feb. 1, Feb. 15, March 1, and March 15 and a post-event bulletin.

Important dates and Bulletins will be posted online at [AMCP 2023](#).

AMCP 2023 Exhibitor Schedule

Exhibitor Move In: Tuesday, March 21 • 8:00am – 5:00pm
 Wednesday, March 22 • 8:00am – 2:00pm

Expo Hours: Wednesday, March 22 • 4:00pm - 7:00pm (Opening Reception)
 Thursday, March 23 • 11:00am – 2:30pm
 Friday, March 24 • 8:00am - 9:30am

Exhibitor Move Out: Friday, March 24 • 9:30am-4:00pm

Exhibit Fees Due Feb. 22, 2023

Please confirm booth fees are paid by Feb. 22, 2023. You can log in to the [exhibitor portal](#) to pay remaining balances via credit card. Feb. 22 is also the deadline to cancel your exhibit and receive a partial refund.

Info-Only Pre-Registration List—Available Now on the AMCP Website

The Info Only list contains name, title, company, city, and state. Please use this list to see who's attending and for pre- and post-event marketing.

The Info Only list is updated approximately every two weeks.

Please note, the Info Only List may not be added into any type of electronic database.

Enter Company Description and Categories Online

The AMCP 2023 exhibitor list and floor plan are [posted online](#). Help attendees learn more about your company in advance – make sure your exhibitor listing is up to date!

[Log in to the Exhibitor Portal](#) (**your password was sent in your confirmation email**) to enter your company, product, or service description as well as applicable company or product categories. From Exhibitors menu at top left, select Booth Information. Complete contact information, description, and check applicable categories. The App profile is limited to 500 characters and the online profile limit is 1000.

App profile and categories will also be uploaded to the App. Deadline for the App upload is Feb. 1.

Important Dates:

January 18	Available: Info Only Pre-Registration List
January 24	Due: Names Due for Exhibitor Housing Blocks
February 1	Due: Exhibitor Description/Categories Due for App Upload
February 1	Available Exhibitor Service Kit
February 17	Due: Exhibitor Appointed Contractor Notification (EAC) Form
February 20	First Day: Freeman Accepts Skidded Materials at Warehouse
February 21	Discount Deadline Date: Exhibitor Lead Retrieval
February 21	Discount Deadline Date: for Electrical and Utility Services
February 21	Discount Deadline Date: for Furniture, Carpet, and Exhibits
February 21	Discount Deadline Date: for Signs and Graphics
February 21	Discount Deadline Date: for Ordering Freeman labor
February 21	Discount Deadline Date: for Audio-Visual
February 21	Due: Hanging Sign Order Form

February 22	Advance Registration Deadline: for Full Meeting Registrations
February 22	Booth/Sponsorship Payment Due: Final Day to Submit Payment for Booth or Sponsorship
March 5	Discount Deadline Date: for Internet Orders
March 7:	Last Day: Food & Beverage Orders Without Incurring Late Fee
March 20	Last Day: Shipments will be received at the Freeman Warehouse Without Incurring Additional Charges
March 21	First Day: Shipments will be Accepted by Freeman at Convention Center

Exhibitor Services Kit Available Feb. 1

The AMCP 2023 Exhibitor Services Kit is in development and will be available online soon. The Kit will include important dates, official vendors, order forms and all display rules & regulations.

Housing and Registration Is Open

You should receive an email from Maritz, our official Housing and Registration Vendor, within 24 hours of confirming your exhibit booth. This email will have all the information you need to secure your registrations and housing.

*****Based on strong registration numbers to date, rooms in the AMCP housing block are going fast. We recommend booking your rooms ASAP to lock in the discounted rate*****

As a reminder, you will receive one full conference registration and two exhibit-only registrations with your booth. Additional registrations can be purchased at full conference price.

If you have not received this email, please contact exhibits@amcp.org so we can follow up. Be sure to check your spam folder as well.

AMCP Partnering

Launched successfully at Nexus 2021, AMCP Partnering is back! [AMCP Partnering](#) offers the opportunity for attendees to formally connect with key audiences, face-to-face, within the Partnering area in the Expo.

Use AMCP Partnering in conjunction with your exhibit to schedule meetings during before, during, and after Expo hours.

Contact the [Business Strategies Team](#) to discuss further.

We look forward to helping you have a successful show!

Sincerely,
Rebecca Mercado
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