



AMCP 2023 Exhibitor Bulletin, February 15

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 March 1, and March 15 and a post-event bulletin. Important dates and Bulletins will be posted online at [AMCP 2023](#).

***Exhibitor Services Kit Now Live! Discounted rates end
Tuesday, February 21!***

The AMCP 2023 Exhibitor Services Kit is now available on our [website](#). Please note that many discount dates expire on Feb 21!

The Kit includes important dates, official vendors, order forms and all display rules & regulations.

Reminder: Each 10'x10' exhibit includes 8' back drape with blue and gray drape, 3' blue side drape divider and one 7" x44" booth ID sign. Exhibit fees **do not** include carpet, table, chairs, or other booth furnishings. Covering your booth floor is mandatory. Aisles will be carpeted in blue. Carpet and all booth furnishings can be ordered via the Exhibitor Services Kit.

We are pleased to offer wi-fi throughout the entire meeting and exhibit spaces this year. If additional bandwidth or dedicated internet service is required, please contact Smart City at customerservice@smartcitynetworks.com or call (888) 446-6911 before March 5.

***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 ([available on our homepage](#)) to see who's attending and for pre- and post-event marketing. The next update will be posted just after the Feb 22 advance registration deadline.

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.

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

Important Dates:

****Please note the updated date for last day shipments will be accepted by the Freeman warehouse (without incurring additional charges). It is now March 14.**

❖ Discounted rates from the service kit end Feb 21!

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
February 27	Last Day: Hotel Reservations at the AMCP Group Rate Ends
March 5	Discount Deadline Date: for optional Internet Orders (Public wi-fi is available)
March 7:	Last Day: Food & Beverage Orders Without Incurring Late Fee
March 14	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

Discounted Hotel Reservations Close Feb 27

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.

If you have not yet booked your hotel stay, additional rooms have recently been added to the [SpringHill Suites, Fairfield Inn and Sheraton](#).

*****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 group rate, which closes February 27*****

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.

Opening Reception & Luncheon

All attendees of AMCP 2023 – exhibitors included! – are welcome to enjoy a complimentary drink during the Opening Reception, Wednesday, March 22, 4:00-7:00pm, and lunch served in the Expo Hall on Thursday, March 23, 11:00am-1pm. Your badge is all you need.

Enhance Your Visibility with a Sponsorship!

You've taken the right first step by securing a booth, but if you really want to stand out to attendees, consider supporting your presence in the expo hall with a sponsorship!

Available opportunity – the AMCP Pocket Guide!

This highly sought-after sponsorship offers a full-page sponsor ad in our accordion-style guide. The pocket guide contains all the essential info: education sessions, meeting agenda, exhibitor list, [your company's prominently](#)

featured ad and sponsor recognition on the cover. Don't miss this rare chance to claim this rarely available promotional opportunity.

View an [online sponsorship gallery](#) for a complete listing or contact exhibits@amcp.org. Act quickly... our remaining opportunities are going fast!

Need help? Don't hesitate to contact the Exhibits team. We look forward to helping you have a successful show!

Sincerely,

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