



AMCP 2023 Exhibitor Bulletin, March 1

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.

This is our final pre-show Exhibitor Bulletin. A post-show evaluation and bulletin will be sent after breakdown.

Important dates and past Bulletins are posted online at [AMCP 2023](#).

We look forward to greeting you in San Antonio!

Registration Hours and Badges Required

Registration will be located in the Main Lobby and open Tuesday, March 21, 11am-6pm; Wednesday, March 22, 7am-7pm; Thursday, March 23, 7:30am-5:30pm; Friday, March 24; 8, 8am-10am.

All exhibitors and attendees must be badged to enter the Expo. Keep an eye out for the “Know Before You Go” email from our Registration partner (Maritz) with your badge pick-up instructions. Check-in early to avoid lines on Wednesday when the Expo opens!

Exhibitor Appointed Contractor (EAC) staff will be given a wrist band daily for access to the Expo during move-in hours. Any EAC staff needed at the booth during Expo hours require an official meeting registration badge. Wristbands are only good during move-in and move-out hours.

Exhibitor Services Kit

The AMCP 2023 Exhibitor Services Kit is now available on our [website](#).

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, gray, and blue 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. Booth carpet is mandatory. Aisles will be carpeted in blue. Carpet and all booth furnishings can be ordered via the Exhibitor Services Kit.

Now Overdue: Exhibit Balances Were Due Feb. 22, 2023

If you haven't paid your exhibit balance, it is now overdue and you are in danger of not being allowed to set up your exhibit! Please confirm booth fees are paid immediately. You can log in to the [exhibitor portal](#) to pay remaining balances via credit card.

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 \(PDF\)](#) to see who's attending as of 2/27/23. Note: The Info-Only List may not be added to 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](#) (password 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 1,000.

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.**

March 5 **Discount Deadline Date:** for Internet Orders (Public wi-fi is available in the Expo Hall, but additional bandwidth or dedicated service can be order through SmartCity. Form in the [service kit](#).)Form in the [service kit](#).)

March 7: **Last Day:** Food & Beverage Orders Without Incurring Late Fee (RK Culinary Group)

March 14 **Last Day:** Shipments will be received at the Freeman warehouse without incurring additional charge.

March 21 **First Day:** Shipments will be Accepted by Freeman at Convention Center. Shipments must not arrive to the Convention Center before March 21 or they risk being returned!

Housing and Registration

Housing services and the group rate for AMCP 2023 have closed. Please book your rooms directly through the following hotels, all within a short distance of the Convention Center. [Hotel information](#). Note that the AMCP contracted rate is no longer guaranteed.

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 an email prompt from Maritz to register your badges (sent morning after your booth confirmation), please contact exhibits@amcp.org so we can follow up. Be sure to check your spam folder as well.

The Mobile App Is Now Live

Each registered exhibit staff will receive an email from the app vendor Jujama (no-reply@ujama.com) with personalized link/login to download the mobile app. If registered staff have not received the email from Jujama, email: support@ujama.com to have the email resent. Note, emails go to the email used when registering.

The app brings AMCP 2023 to your mobile device and allows users to complete their own profile and view profiles of other attendees; manage a personalized schedule of education sessions and other onsite events; send private in-app messages to other attendees; receive important updates and announcements while onsite and, for [AMCP Partnering participants only](#), request meetings with other attendees.

Use this premium feature of the AMCP mobile app in conjunction with your exhibit to schedule meetings with clients from your booth or the Partnering Lounge. Simply add Partnering via the Registration site or contact AMCPexh@maritz.com for assistance.

Food & Beverages Can Be Served From Your Booth Using RK Catering

Looking to liven up your booth and attract hungry clients? Check out catering options available through RK Culinary, the exclusive caterer at the Henry B Gonzalez Convention Center. RK Culinary offers exhibit booth catering options. Order forms are in your [Exhibitor Service Kit](#) or call 210.225.4535.

Discounts Around San Antonio

Be sure to take advantage of the “Show Us Your Badge” program, which entitles AMCP attendees to discounts at local attractions and dining in San Antonio. All you need is your badge and to mention the program at any of the participating establishments listed on the [Visit San Antonio website](#).