



**AMCP2025**  
MARCH 31-APRIL 3 | HOUSTON

**EXPO**

## EXHIBITOR BULLETIN

These bulletins, sent to the primary exhibit contact, include important information to help you have a successful exhibiting experience in Houston.

We encourage you to share these with your team. They can subscribe to the list using the button at the bottom of this email to receive deadline reminders and tips.

An archive of all bulletins will be [posted on our website](#).

### **Free Live Webinar: Exhibitor Orientation** **Wednesday, Feb. 25, 2–3pm EST**

This session will provide essential insights into networking opportunities, display regulations, and key marketing strategies — both before and during the event. Whether you're a first-time exhibitor or a returning participant, this webinar will equip you with the tools to enhance your visibility and engagement at AMCP 2025. Don't miss this chance to set yourself up for success!

[Register Now](#)

### **Key Dates & Deadlines**

#### **MARCH**

- Mar. 3 Advance Shipment to Warehouse Opens
- Mar. 3 Lead Retrieval (Maritz) – Advance Rate Ends
- Mar. 7 Hotel Reservations Close**
- Mar. 7 Mobile App Goes Live to Attendees
- Mar. 11 Exhibitor Service Kit (Shepard) – Advance Rate Ends**
- Mar. 16 Electrical Service (Smart City) – Advance Rate Ends
- Mar. 16 Certificate of Insurance (COI) Due**
- Mar. 16 Exhibitor-Appointed Contractor (EAC) Form Due
- Mar. 24 Last Day for Warehouse Deliveries Without a Surcharge**
- Mar. 28 Advance Shipment to Warehouse Closes with Surcharge
- Mar. 31 Direct Shipment to Event Site Opens\*

*\*Shipments before this date may be returned!*

## Update Your Booth Profile by Feb. 28

Please be sure to update your online booth profile which displays your company information shown on the interactive [floor plan](#). Access the [Exhibitor Hub](#) to update your profile.

Note: Company names changed after Feb. 28 may not be reflected on the mobile app.

[Update My Booth Profile](#)

## Additional Important Resources

» Be sure to access the service kit.

[Access the Service Kit](#)

» Easily access exhibitor resources.

[Exhibitor Resources](#)

## Your Exhibits Support Team

We are looking forward to greeting you in Houston next month. Don't hesitate to reach us with any questions or concerns.



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