



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](#).

Did you know?

If you haven't visited our [Exhibitor Resources](#) page, you might not be aware that it's got nearly everything you need to prepare. Find answers to these burning questions and more:

- "Where do I register my booth staff?"
- "Can I scan badges using my phone?" (Yes, by using the SWAP app! [See how it works.](#))
- "What time does move-out end?"
- "Who do I contact if I want a barista in my booth?"
- "Is there free wi-fi in the expo hall?"

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

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!*

New Items in the Sponsorship Gallery

Several new pre-event and onsite marketing options have recently been added to the AMCP 2025 Sponsorship Gallery. Submission deadlines are coming up quickly, so don't wait on these great high-impact, last-minute opportunities to boost your presence in Houston!

- **Digital signage** at GRB Convention Center (2nd floor location by Starbucks)
- Window and door **clings on connecting skybridge** to Hilton Americas
- **Retargeting & geo-fencing ad campaign** -- 10x more click-throughs than traditional display ads by targeting visitors to the event website and convention center.
- **Push notification** in the official AMCP 2025 mobile app



[View the Sponsorship Gallery](#)

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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