



### Welcome to the AMCP 2025 Expo!

Thank you for exhibiting with AMCP. 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.

Look for future editions to be sent biweekly in February and weekly in March. An archive of all bulletins will be [posted on our website](#).

#### Venue

George R. Brown Convention Center  
1001 Avenida de las Americas, Houston TX 77010

#### AMCP 2025 Expo Schedule

##### Exhibitor Move-in

Monday, March 31                    8:00 am–5:00 pm  
Tuesday, April 1                    8:00 am–10:00 am

##### Expo Hours

Tuesday, April 1                    11:00 am-6:00 pm  
   4:00 pm–6:00 pm (Opening Reception)  
Wednesday, April 2                9:30 am-2:30 pm

##### Exhibitor Move-out

Wednesday, April 2                2:30 pm–6:00 pm\*

*\*Booths must be cleared by 6:00 pm!*

#### Exhibitor Service Kit Is Now Live

AMCP is pleased to welcome Shepard Exposition Services as our new general service contractor for our national meetings. This partnership translates to key benefits for our stakeholders: competitive pricing in rentals and services, improved communication with third-party contractors, and simplified estimates -- saving exhibitors time and money.

Earlier today, Shepard emailed the service kit to all exhibiting companies. Exhibitors should log into the online platform and invite appointed contractors (EACs), if applicable, to create their own accounts.

To learn more about Shepard, please visit [www.shepardes.com](http://www.shepardes.com).

[Access the Service Kit](#)

#### Booth Profiles

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](#)

## Exhibitor Resources

### Wi-fi in the Expo Hall

Complimentary wi-fi will be offered event-wide, including the Expo Hall, for all attendees. Network name and password will be printed the back of every badge. Many thanks to our sponsor, Sarepta Therapeutics, for providing this essential benefit to AMCP attendees!

### Social Media Toolkit

A variety of customizable event-branded images are available for promotional use. [Visit the Toolkit page on the event site](#), click on the image for the downloadable file, open it up in PowerPoint, add your company's logo, and save the slide as a jpeg. Now you're ready to share it via social media - it's that simple!

### Exhibitor Orientation (Online)

Save the date! The AMCP Meetings Team will host a live webinar on **Tuesday, February 25 at 2:00 pm ET** to provide an orientation to the expo and GRB Houston Convention Center. New and seasoned exhibitors alike are welcome to participate. Registration link will be sent in the next bulletin.

### Company Listing & Mobile App

All exhibitors will receive a welcome email from Jujama to access their user accounts on March 7 and modify their company information on the AMCP 2025 mobile app. Note: Company information in the mobile app may not transfer over from your booth profile after February 28. We encourage exhibitors to update their information in the Exhibitor Hub before then.

## Exhibitor Resources

### Fraudulent Email & Phone Call Warning

**Maritz is AMCP's official housing partner for AMCP 2025.** Any other company claiming to represent AMCP to offer discounted room rates during AMCP 2025 is fraudulent. If you are contacted by a company that misrepresents itself as AMCP's housing partner, please contact us immediately at [meetings@amcp.org](mailto:meetings@amcp.org).

Similar attempts have been made by companies falsely offering to sell attendee lists for marketing. AMCP does not sell or lease client e-mail addresses.

Official marketing opportunities to engage with AMCP members are available through:

- [AMCP 2025 Sponsorship Gallery](#)
- [Door Drop at AMCP partner hotels](#)
- [Authorized direct mailing list rental](#)

A comprehensive list of official AMCP event service providers and partners is listed in the exhibitor service kit and our resources page.

### Key Dates & Deadlines

#### MARCH

Mar. 3	Advance Shipment to Warehouse Opens
Mar. 3	Lead Retrieval (Maritz) – Advance Rate Ends
<b>Mar. 7</b>	<b>Hotel Reservations Close</b>
Mar. 7	Mobile App Goes Live to Attendees
<b>Mar. 11</b>	<b>Exhibitor Service Kit (Shepard) – Advance Rate Ends</b>
Mar. 16	Electrical Service (Smart City) – Advance Rate Ends
<b>Mar. 16</b>	<b>Certificate of Insurance (COI) Due</b>
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!*

## 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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## **Should another member of your team receive the Exhibitor Bulletin?**

Forward this email to your colleagues and ask them to subscribe by clicking the button below and filling out the short form. The next Exhibitor Bulletin will be delivered straight to their inbox!

**Subscribe**

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