

# AMCP 2025 Important Exhibitor Information

Venue	<b>George R. Brown Convention Center</b> 1001 Avenida de las Americas, Houston TX 77010	
Expo Location	Exhibit Hall E (Level 1)	
Exhibitor Move-in	Monday, Mar. 31	8:00 am-5:00 pm
	Tuesday, Apr. 1	8:00 am-10:00 am
Expo Hours	Tuesday, Apr. 1	11:00 am-6:00 pm <i>(Opening Reception: 4:00-6:00 pm)</i>
	Wednesday, Apr. 2	9:30 am-2:30 pm
Exhibitor Move-out	Wednesday, Apr. 2	2:30 pm-6:00 pm <i>Carriers must check in with Shepard by 5:30 pm.</i>

## Key Dates & Deadlines

### FEBRUARY

FEB 5	Exhibitor Service Kit (Shepard) Released
FEB 5	Advance (Attendee) Registration Ends
FEB 28	Update your Company Listing in <a href="#">Exhibitor Hub</a>

### MARCH

MAR 3	Lead Retrieval (Maritz) – Advance Rate Ends
MAR 3	Advance Shipment to Warehouse Opens
MAR 7	Mobile App Goes Live to Attendees
MAR 7	Hotel Reservations Close
<b>MAR 11</b>	<b>Exhibitor Service Kit (Shepard) – Advance Rate Ends</b>
MAR 16	Electric (SmartCity) – Advance Rate Ends
<b>MAR 16</b>	<b>Certificate of Insurance (COI) Due</b>
MAR 16	Exhibitor-Appointed Contractor (EAC) Form Due
<b>MAR 24</b>	<b>Last Day for Warehouse Deliveries without Surcharge</b>
MAR 28	Advance Shipment to Warehouse Closes with Surcharge
MAR 31	Direct Shipment to Event Site Opens <i>(Shipments before this date may be returned!)</i>

### **Advance Shipping (Shepard Warehouse)**

Exhibiting Company Name / Booth Number  
AMCP's Annual Meeting & Expo  
C/O Shepard Exposition Services  
10001 Fannin Street, Suite 100  
Houston, TX 77045

*Shipments received March 3-March 24 (no surcharge)*

*Shipments received March 25-March 28 (surcharge)*

### **Direct Shipping to Show Site**

c/o Shepard Exposition Services  
Exhibiting Company Name / Booth Number  
AMCP's Annual Meeting & Expo  
George R. Brown Convention Center  
1001 Avenida de las Americas  
Houston, TX 77010

*Shipments received beginning March 31*

*(Anything arriving before this date may be refused by the facility.)*

## AMCP 2025 Contractors & Vendors

General Services Contractor	Shepard Exposition Services	<a href="mailto:orders@shepardes.com">orders@shepardes.com</a> (866) 366-7428 Service Kit: <a href="https://exhibitorpro.shepardes.com/">https://exhibitorpro.shepardes.com/</a>
Shipping & Material Handling	Shepard Exposition Services	<a href="mailto:orders@shepardes.com">orders@shepardes.com</a> (866) 366-7428
Registration & Housing	Maritz	<a href="mailto:AMCPexh@maritz.com">AMCPexh@maritz.com</a> (469) 513-9380 <a href="#">Exhibitor Registration Site</a>
Electrical Services (exclusive)	Smart City Networks	<a href="http://www.smartcity.com">www.smartcity.com</a> (713) 853-8900
Overhead Rigging (exclusive)	Staging Solutions	<a href="http://www.stagingsolutions.com">www.stagingsolutions.com</a> (713) 853-8180
Catering (exclusive)	Levy	<a href="mailto:grbexhibitorcatering@levyrestaurants.com">grbexhibitorcatering@levyrestaurants.com</a>
Lead Retrieval	Maritz	<a href="mailto:ExhibitorServices@maritz.com">ExhibitorServices@maritz.com</a> (877) 623-3487 <a href="https://exhibitor.swap.mge360.com">https://exhibitor.swap.mge360.com</a>
Business Center	FedEx Office	FedEx Office Print & Ship Center Hilton Americas-Houston 1600 Lamar St. Houston, Texas 77010 USA Phone: 713-651-3013 Email: <a href="mailto:usa5721@fedex.com">usa5721@fedex.com</a>
Security		AMCP contracts for 24-hour security service during set-up and event dates. If private security is needed, please contact show management at <a href="mailto:meetings@amcp.org">meetings@amcp.org</a>
Internet		Complimentary wi-fi is provided by AMCP in the Hall, education session rooms and general meeting spaces. For dedicated service contact Smart City Networks.
Audio Visual	Freeman AV	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a> (888) 508-5054
Lost and Found	George R. Brown Convention Center	Hotel Security may be reached at ext. 53602 for lost or stolen property. Found items may also be brought to the AMCP Nexus registration desk. Submit inquiry for lost item via GRB <a href="#">website</a> .

### Display Rules & Regulations

AMCP adheres to the display guidelines (2023) set forth by the International Association of Exhibition & Events. With few exceptions specific to booth location (and individually approved by show management), displays may not exceed the height of the 8' back drape wall or obscure the line-of-sight between neighboring booths. Please contact [exhibits@amcp.org](mailto:exhibits@amcp.org) with concerns or questions.

### Exhibitor-Appointed Contractors (EAC) and Certificate of Insurance (COI)

An EAC form and COI with sufficient minimum liability coverage (\$1,000,000 per occurrence; \$2,000,000 aggregate) and naming AMCP, Shepard Exposition Services, George R. Brown Convention Center, Houston First Corporation, and the City of Houston as additional insured. To be submitted to show management by March 16 via [www.ExhibitorInsurance.com](http://www.ExhibitorInsurance.com) (link in the [Shepard service kit](#)).

### Emergency Information

In an emergency, please notify AMCP emergency contact Julian Greer, Senior Manager of Meetings and Conventions (contact number for emergencies only: 703-499-6596). She will liaise with the convention center to ensure that emergency personnel are directed to the correct area in the convention center.

### Hospital

St. Joseph Medical Center	Ben Taub General Hospital
1401 St. Joseph Parkway	1501 Taub Loop
713-757-1000	713-873-2000

### Urgent Care

CareNow Urgent Care	MinuteClinic at CVS
2707 Milam Street	1003 Richmond Avenue
832-632-7135	866-389-2727

### Pharmacies

Walgreens (open 24 hours)	CVS Pharmacy
3317 Montrose Blvd	2410 Polk Street
713-520-7777	832-973-4879

### Lost & Found

Call to report a missing or found item to the convention center security or report to the AMCP 2025 registration desk.

### Exhibitor Resources

Visit the [Exhibitor Resources page](#) on [www.amcpannual.org](http://www.amcpannual.org) for more information and archived bulletins.

### Exhibitor Hub (Booth Profile & Service Links)

[Update your booth listing](#) here before February 28. You will also receive an email invitation from Jujama, our event app provider, to view / edit your company listing in the AMCP 2025 app, which goes live to attendees on March 7.

### Education

Several of our event partners have video tutorials available on-demand with valuable information for first-time exhibitors – or companies looking to train new booth personnel.

- Shepard – [Tips for Exhibitors](#)
- Maritz – [Lead Generation Basics](#)
- Maritz – [Exhibitor Etiquette](#)

### Exhibitor Bulletins

Primary booth contacts will receive the Exhibitor Bulletin aimed at helping everyone prepare for a successful event. We encourage you to share these with your team – or subscribe them to the list – for having the most recent expo updates and tips for a fun, productive trip to Houston.

**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 Exhibitor Bulletins.

## Enhance Your Experience

### Sponsorship & Marketing Opportunities

Expand your brand presence in Houston and leave a lasting impression on attendees with a networking coffee break, digital signage ad or elevator cling. Browse options in our [Sponsorship Gallery](#) or email Rebecca Mercado, [rmercado@amcp.org](mailto:rmercado@amcp.org) for more information.

### Hotel Door Drop Request

All exhibitors are eligible to conduct a promotional door drop to guests in the headquarters hotel with AMCP's written approval. Learn more information and [submit a request form on our website](#).

### Exhibitor 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!

Boost your visibility by following [@amcporg](#) on [facebook](#), [X/Twitter](#), [LinkedIn](#), [Instagram](#), [TikTok](#) and [YouTube](#). Don't forget to tag [@amcporg](#) and use **#AMCP2025**