



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?

The [Exhibitor Resources](#) page has nearly everything you need to prepare.

- The attendee list (as of March 7) is available. Reply to this email and we'll send you a copy. Note: The list is for reference only, not marketing. [Preview the list](#).
- Three members of your team can scan badges using the SWAP app. [See how it works](#). Advance rate ends on Monday!
- WIFI is available complimentary throughout the event thanks to our sponsor, Sarepta Therapeutics.
- Exhibitor Service Kit (Shepard) Advanced Rate has been EXTENDED to March 21.

Mobile App Invitations Are Out Today

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 March 2 may not be reflected on the mobile app.

[Update My Booth Profile](#)

Exhibitor Orientation Webinar

Watch On Demand

Thank you to all who joined our first exhibitor orientation. If you weren't able to catch the live webinar, the recording is available. Use the passcode below to watch it at your convenience.

Access Code: i8N?cU7X

[Watch the Recording](#)

Key Dates & Deadlines

Note: Shepard's Advanced Rate has been EXTENDED to March 21.

Mar. 7 Hotel Reservations Close

Mar. 7 Mobile App Goes Live to Attendees

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. 21 Exhibitor Service Kit (Shepard) – Advance Rate Ends (Extended)

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!*

Exhibitor-Appointed Contractors

If your company plans to use a firm that is not an official service contractor as designated by show management, please submit an EAC form by March 16th. This form must be received PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

[Submit EAC Form](#)

Certificate of Insurance

As a standard requirement for all exhibitors, Exhibitor must present proof or documentation of insurance (certificate of insurance, COI) to AMCP. Failure to provide certificate of insurance will prevent exhibitor installation.

We've partnered with ExhibitorInsurance.com, a leading insurance provider for events, conferences, and trade shows. ExhibitorInsurance.com will now handle the collection and

verification of all COI's for Shepard produced events. They also offer competitively priced insurance options for those who need event coverage.

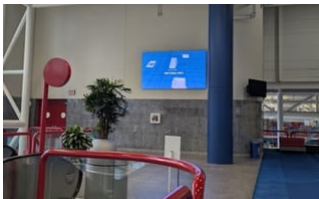
[Upload Certificate of Insurance \(COI\)](#)

[Purchase Insurance](#)

Last-Minute Marketing

There are a few marketing options remaining in the AMCP 2025 Sponsorship Gallery. Submission deadlines are coming up quickly, so don't wait on these opportunities to boost your presence in Houston!

- **Digital signage** at GRB Convention Center (2nd floor location by Starbucks)
- **NEW! Retargeting & geo-fencing ad campaign** -- 10x more click-throughs than traditional display ads by targeting visitors to the event website and convention center.
- **Hanging banner** outside the expo entrance. Welcome attendees to the expo hall.
- **Attendee Newsletter** banner ad. Just one left for March 18.
- **Sponsored Email**. Send a dedicated email to all registrants on March 26.



[View the Sponsorship Gallery](#)

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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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!

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