



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](#).

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 16. This form must be received prior to move-in.



Get to Know the GRB Convention Center

Here's a quick guide to what you'll need where at AMCP 2025.

- **Starbucks** is located on the 2nd-floor mezzanine
- **Registration** desks with Scan-and-Go stations are on Level 3 directly across from the Hilton Americas skybridge. (The Marriott skybridge connects to the GRB on Level 2.)
- **Expo** is on the first level in Hall E. You may enter the building via skybridges or at the ground level as early as 7am. Exhibitors may access the expo hall from 8am on Monday, May 31 for move-in and event days.
- **CLEAR Badge Print Kiosks** are a convenient option for CLEAR members. Find these self-serve stations in the Hilton, Marriott Marquis and Embassy Suites.

Did You Know?

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

- Lunch is served in the expo hall on Wed. April 2, 11am-1pm to all participants.
- 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.](#)
- You can purchase an affordable event insurance policy that meets show requirements at [ExhibitorInsurance.com](#). Find AMCP 2025 in the list of events and enter your company information.
- WIFI is available complimentary throughout the event thanks to our sponsor, Sarepta Therapeutics.

Additional Important Resources

» Be sure to access the service kit.

[Access the Service Kit](#)

» Easily access exhibitor resources.

[Exhibitor Resources](#)

» Submit your certificate of insurance.

[Upload Your COI](#)

» Plan your last-minute marketing.

[Sponsorship Gallery](#)

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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