

# AMCP 2026 Important Exhibitor Information

Venue	<b>Music City Center</b> 201 Rep. John Lewis Way South Nashville, TN 37203
Expo Location	Hall B
Move-in / Installation	Monday, April 13: 8am-5pm Tuesday, April 14: 8-10am
Expo Hours	Monday, April 13: 8am-5pm Tuesday, April 14: 8-10am
Move-out / Teardown	Wednesday, April 15: 2:30-6pm <i>Booths must be cleared by 6:00 pm!</i>

[See Full Meeting Agenda](#)

## Key Dates & Deadlines

### DECEMBER

DEC 9 Exhibitor and Member Registration Opens

### JANUARY

**JAN 19 Exhibitor Service Kit Released**  
Early-Bird (Attendee) Registration Ends

### FEBRUARY

FEB 2 Lead Retrieval (Maritz) – Early-Bird Discount Ends

### MARCH

MAR 13 Advance Shipment to Warehouse Opens  
MAR 16 Lead Retrieval (Maritz) – Advance Rate Ends  
MAR 16 Audio Visual (Freeman) – Advance Rate Ends  
MAR 18 Company Listings Due in [Exhibitor Portal](#)  
MAR 20 Exhibitor Service Kit (Shepard) – Advance Rate Ends  
MAR 22 Hotel Reservations Close (Maritz)  
MAR 29 Utilities & Internet (Music City Center) -- Advance Rate Ends  
MAR 30 Mobile App Goes Live to Attendees  
MAR 30 Certificate of Insurance (COI) Due  
MAR 30 Exhibitor-Appointed Contractor (EAC) Form Due

### APRIL

APR 6 Last Day for Warehouse Deliveries without Surcharge  
APR 10 Last Day for Warehouse Delivers with surcharge  
APR 13 Direct Shipment to Event Site Opens (*Shipments before this date may be returned!*)  
APR 14-15 AMCP Sales Office (In-Person) Open for AMCP 2027 & NEXUS 2026

## AMCP 2026 Contractors & Vendors

General Services Contractor	Shepard	<a href="mailto:orders@shepardes.com">orders@shepardes.com</a> (866) 366-7428 <a href="#">Service Kit</a>
Exhibitor Portal & Expo Floorplan	AMCP	<a href="#">Exhibitor Portal</a>
Shipping & Material Handling	Shepard	<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>
Audio-Visual	Freeman	<a href="#">Service Kit</a> <a href="mailto:christian.reyes@freemanco.com">christian.reyes@freemanco.com</a> (321) 245-8622
Utilites (electric, compressed air, gas, water)	Music City Center	<a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> (615) 401-1440
Rigging	Music City Center	<a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a> (615) 401-1440
Catering (exclusive)	Music City Center	<a href="mailto:Brandie.Osborn@nashvillemcc.com">Brandie.Osborn@nashvillemcc.com</a> 615.401.1363
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	UPS Store at Music City Center	UPS Store <a href="tel:6154011495">(615) 401-1495</a> <a href="mailto:store6425@theupsstore.com">store6425@theupsstore.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, email <a href="mailto:orderservices@nashvillemcc.com">orderservices@nashvillemcc.com</a>
Lost and Found	AMCP/Music City Center	Found items may also be brought to the AMCP registration desk. At close of event, all items will be transferred to the Music City Center's lost and found.

## 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

Ascension Saint Thomas Hospital Midtown (1.5 miles away)  
2000 Church Street  
Nashville, TN 37203  
(615) 284-5555

Nashville General Hospital (2 miles away)  
1818 Albion Street  
Nashville, TN 37208  
(615) 341-4968

## Urgent Care

CareNow Urgent Care – Downtown North Gulch  
1020 Dr. MLK Jr. Blvd.  
Nashville, TN 37203  
(615) 622-4644

## Pharmacies

CVS Pharmacy  
426 21<sup>st</sup> Street  
Nashville, TN  
(615) 321-2590

## Lost & Found

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

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

An EAC form and COI with sufficient minimum liability coverage and naming AMCP, Shepard Exposition Services, Music City Center, the Nashville Convention and Visitors Corporation (NCVC), and any other parties at interest as additional insured, said insurance in the amount of \$1,000,000 per occurrence (\$2,000,000 aggregate) combined single limit bodily injury and broad form property damage, including broad form contractual liability. COIs must be submitted to Shepard or [ExhibitorInsurance.com](http://ExhibitorInsurance.com) by March 30 or exhibitor may experience delays in setup.

## Company Listings

Please be sure to view your online company listing. Log in to the [Exhibitor Portal](#) to modify your contact information, add media and announce any special offers or events to attendees. Update your listing by March 18 before our export to the mobile app.

## Advance Shipping (Shepard Warehouse)

Exhibiting Company Name / Booth Number  
AMCP 2026  
C/O Shepard Exposition Services c/o TForce Freight  
45 Teledyne Place  
La Vergne, TN 37086

Warehouse hours: 8:00am – 3:00pm

*Shipments received Mar 13-Apr 6 (no surcharge)*

*Shipments received Apr 7-10 (surcharge)*

## Direct Shipping to Show Site

c/o Shepard Exposition Services  
Exhibiting Company Name / Booth Number  
AMCP 2026  
Music City Center  
700 Korean Veterans Blvd.  
Nashville, TN 37203

*Shipments received beginning April 13*

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

## **Material Handling / Drayage**

Log in to the ExhibitorPro site to use Shepard's [material handling estimator](#) to get costs on labor to deliver, setup, and dismantle your booth. New to exhibiting? Be sure to read the educational resources to learn [the difference between shipping vs. materials handling](#).

## **Enhance Your Experience**

### **Sponsorships**

Expand your brand and leave a lasting impression on attendees by sponsoring a speaking opportunity, attendee experience, or an attendee resource. View available opportunities in our [Sponsorship Gallery](#). Check back often as key sponsorships sell early and additional resources are added regularly.

### **Lead Retrieval Upgrade: Digital Backpack**

Exhibitors can now upload content to create custom QR codes to display in their booth. Passive lead capture by tracking who collects their digital materials, which isn't possible from printed literature displays. Attendee sees specific company point of contact. [Order both badge scanning and Digital Backpack through Maritz.](#)

### **Digital Door Drop Request**

Looking for a cost-effective alternative to traditional door drops? This new opportunity will deliver your materials directly into the hands of AMCP 2026 attendees — without the hassle and waste of printing. Learn more information and [submit a request form on our website](#).

### **AI Preconference Program**

Our popular AI Preconference Program is back! Through keynote perspectives, moderated panels, and interactive discussions, you'll hear from leaders at the intersection of pharmacy, technology, and policy who are actively navigating AI implementation. Topics will span member and patient engagement, operational efficiency, evidence generation, and the evolving regulatory landscape, with an emphasis on responsible, human-led deployment. [Learn more.](#)

### **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! **Note:** If you tag @amcporg or use the hashtags #AMCP2026 and #WeAreMCPs, AMCP may reshare select videos across our channels.