

AMCP 2026 Important Exhibitor Information

Venue	Music City Center 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	Tuesday, April 14: 11am-6:30pm Wednesday, April 15: 9:30am-2:30pm
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

SEPT 5 Advance (Attendee) Registration Ends
MAR 13 Advance Shipment to Warehouse Opens
MAR 16 Lead Retrieval (Maritz) – Advance Rate Ends
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
Certificate of Insurance (COI) Due
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	orders@shepardes.com (866) 366-7428 Service Kit
Exhibitor Portal & Expo Floorplan	AMCP	Exhibitor Portal
Shipping & Material Handling	Shepard	orders@shepardes.com (866) 366-7428
Registration & Housing	Maritz	AMCPexh@maritz.com
Audio-Visual	Freeman	Service Kit christian.reyes@freemanco.com (321) 245-8622
Utilites (electric, compressed air, gas, water)	Music City Center	orderservices@nashvillemcc.com (615) 401-1440
Rigging	Music City Center	orderservices@nashvillemcc.com (615) 401-1440
Catering (exclusive)	Music City Center	Brandie.Osborn@nashvillemcc.com 615.401.1363
Lead Retrieval	Maritz	ExhibitorServices@maritz.com (877) 623-3487 https://exhibitor.swap.mge360.com
Business Center	UPS Store at Music City Center	UPS Store (615) 401-1495 store6425@theupsstore.com .
Security		AMCP contracts for 24-hour security service during set-up and event dates. If private security is needed, please contact show management at meetings@amcp.org
Internet		Complimentary wi-fi is provided by AMCP in the Hall, education session rooms and general meeting spaces. For dedicated service, email orderservices@nashvillemcc.com
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 21st 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 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.