



Exhibitor Bulletin #2

AMCP 2026 is just under 6 weeks away! Our exhibitor bulletins, sent to the primary exhibit contact, include important information to help you have a successful exhibiting experience.

Look for future editions to be sent periodically between now and the event. An archive of all bulletins will be [posted on our website](#).

See Who's Coming

Registration is pacing well ahead of historical rates. We're expecting a strong turnout for Nashville. Please remember that the attendee list is for reference only and not to be imported to any marketing databases. All AMCP 2026 may send meeting requests via the event mobile app when it goes live in late March.

[View the latest attendee list](#)

Venue

Music City Center - Hall B

201 Rep. John Lewis Way South, Nashville, TN 37203

Expo Schedule

Exhibitor Move-in

Monday, April 13	8:00 am–5:00 pm
Tuesday, April 14	8:00 am–10:00 am

Expo Hours

Tuesday, April 14	11:00 am–6:30 pm
	4:30 pm–6:30 pm (Opening Reception)*
Wednesday, April 15	9:30 am–2:30 pm

Exhibitor Move-out

Wednesday, April 15	2:30 pm–6:00 pm**
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** Closing time on Tuesday has been extended*

*** Booths must be cleared by 6:00 pm!*

Exhibitor Service Kit

AMCP has partnered with Shepard Exposition Services as the official general service contractor for our national meetings. Exhibitors should log into the platform -- check your email for an invitation -- to order furniture, carpet, and

request estimates for installation labor or shipping & material handling. Exhibitor-appointed contractors (EACs) should be directed to [create their own accounts](#).

Shepard Exposition Services

orders@shepardes.com

(866) 366-7428

[Access the Service Kit](#)

Exhibitor Registration & Housing

Maritz is AMCP's official housing partner for AMCP 2026. Any other company claiming to represent AMCP to offer discounted room rates during AMCP 2026 is fraudulent. If you are contacted by a company that misrepresents itself as AMCP's housing partner, please contact us immediately at AMCPexh@maritz.com.

All exhibiting companies receive the following badges per 10x10 (100 SF):

- 1 full-conference registration
- 2 expo-only badges

The headquarters hotel for AMCP 2026 is the **Omni Nashville**, located just across 5th Ave. from the Music City Center. You must [register your badges](#) before booking hotel reservations at the AMCP group rate.



[Register Badges](#)

Booth Profiles

Please be sure to update your online booth profile which displays your company information shown on the interactive [floor plan](#).

1. Log into the exhibitor portal.
2. Click the "Floorplan" tab and locate your booth (displayed in bright green).
3. Select your booth to open the company information sidebar.
4. Click "Edit" to complete your description and contact details, upload a logo, or link out to other content and social accounts.
5. Be sure to click "Save" and check that everything has successfully loaded.

All exhibitor profiles should be completed by March 18.

[Update My Booth Profile](#)

Exhibitor Resources

Wi-fi in the Expo Hall

Complimentary wi-fi will be offered event-wide, including the Expo Hall, for all attendees. Network name and password will be printed the back of every badge.

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 downloadable PowerPoint file. Just add your profile picture or company's logo, and save the slide as a jpeg. Now you're ready to share it via social media. It's that simple!

Digital Door Drop-NEW!

Looking for a cost-effective alternative to traditional door drops? Introducing Digital Door Drop, AMCP's new opportunity for corporate members, sponsors, exhibitors, and satellite symposia to get their materials directly into the hands of registered attendees — without the hassle and waste of printing. [Learn more.](#)

[Exhibitor Resources](#)

Key Dates & Deadlines

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

APRIL

APR 6	Last Day for Warehouse Deliveries without Surcharge
APR 10	Last Day for Warehouse Deliveries with Surcharge
APR 13	Direct Shipment to Event Site Opens*
APR 14-15	Booth Selection Appointments (In-Person) for AMCP 2027

**Shipments before this date may be returned!*

Your Exhibits Support Team

We are looking forward to greeting you in Nashville. Don't hesitate to reach us with any questions or concerns.



Rebecca Mercado, CEM

Senior Manager, Exhibits & Sponsorship

rmercado@amcp.org

703.684.2643



Grace Mutchler

Coordinator, Business Strategies & Sponsorships

gmutchler@amcp.org

703.684.2619

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AMCP | 675 North Washington Street, Suite 220 | Alexandria, VA, 22314

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