



APRIL 15-18

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Customers

EXHIBITOR BULLETIN

Welcome to the AMCP 2024 Expo!

Thank you for exhibiting with AMCP. These Exhibitor Bulletins include important deadlines and information aimed at helping you have a successful exhibiting experience in New Orleans.

Look for future editions to be sent weekly from now until the event dates. An archive of all newsletters will be [posted on our website](#).

Venue

Ernest N. Morial Convention Center
900 Convention Center Blvd.
New Orleans, LA 70130

AMCP 2024 Expo Schedule

Exhibitor Move-in

Monday, April 15	8:00 am–5:00 pm
Tuesday, April 16	8:00 am–10:00 am

Expo Hours

Tuesday, April 16	11:00 am–6:00 pm 4:00 pm–6:00 pm (Opening Reception)
Wednesday, April 17	9:30 am–2:30 pm

Exhibitor Move-out

Wednesday, April 17	2:30 pm–6:00 pm*
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**Booths must be cleared by 6:00 pm!*

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. Many thanks to our sponsor, Syndax for providing this essential benefit to AMCP attendees!

Exhibits Sales Office

Onsite booth selection for Nexus 2024 and AMCP 2025 will occur in our Sales Office in the Expo Hall. AMCP 2024 exhibitors and sponsors are offered the right of first renewal / refusal for 2025 opportunities and will receive personalized invitations during a priority reservation period. More details on the booth assignment process will be released in early April.

Promotional Toolkit

New for AMCP 2024, exhibitors and sponsors will have customized Feathr campaign dashboards to promote their participation in the meeting via social media, email invitations, web links, and co-branded ad banners. Exhibitors can expect an introduction email three business days after their booth confirmation.

Mobile App Listing

All exhibitors will receive a welcome email from Jujama to access their user accounts on March 12 and modify their company information on the AMCP 2024 mobile app. Note: Company information in the mobile app may not transfer over from the exhibitor portal after March 8.

Exhibitor Resources

Fraudulent Email & Phone Call Warning

Maritz is AMCP's official housing partner for AMCP 2024. Any other company claiming to represent AMCP to offer you discounted room rates during AMCP 2024 is fraudulent. If you are contacted by a company misrepresenting themselves as AMCP's housing partner, please contact AMCP immediately at meetings@amcp.org.

Similar attempts have been made by companies falsely offering to sell attendee lists for marketing. AMCP does not sell or lease client e-mail addresses.

Official marketing opportunities to engage with AMCP members are available through:

- [AMCP 2024 Sponsorship Gallery](#)
- [Door Drop at AMCP partner hotels](#)
- [Authorized direct mailing list rental](#)

To combat fraudulent messages, we have removed individual contact information (primary contact name, email and phone number) from company listings on the public floor plan. If exhibitors wish to publish this information, we encourage you to include in their "company profile" text field when updating.

Key Dates & Deadlines

MARCH

- Mar. 13 Mobile App Goes Live to Attendees
- Mar. 18 Advance Shipment to Warehouse Opens
- Mar. 18 Exhibitor Service Kit (Freeman) – Advance Rate Ends**
- Mar. 24 Electrical Service (MCCNO) – Advance Rate Ends**
- Mar. 25 Lead Retrieval (Maritz) – Advance Rate Ends
- Mar. 28 Housing Deadline

APRIL

- Apr. 8 Certificate of Insurance (COI) due
- Apr. 12 Advance Shipment to Warehouse Closes**
- Apr. 15 Direct Shipment to Event Site Opens*

**Shipments before this date may be returned!*

Freeman Exhibitor Service Kit

Advance Deadline: March 18

The [Exhibitor Service Kit \(Freeman\)](#) was emailed to all exhibiting companies in early February. Recently added exhibitors should receive their account login from Freeman within three business days after your booth confirmation.

Contact Freeman Customer Service at customersupport@freeman.com or (888) 508-5054.

Access the
Exhibitor Kit

Booth Profiles

Please be sure to update your online booth profile which displays your company information shown on the interactive [floor plan](#). Access the [Exhibitor Portal](#) to update your profile. (Your company password is located in your booth confirmation or invoice.)

Update My Booth
Profile

Note: Company names changed after Mar. 8 may not be reflected on the printed pocket guide or mobile app.

Your Exhibits Support Team

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



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