



Issue # 3: Just Over Three Weeks to Go

These Exhibitor Bulletins are aimed at helping you have a successful exhibiting experience in New Orleans. With March nearly over, there are some key deadlines coming up soon.

Look for future editions to be sent periodically leading up to event dates. Did you miss an issue? An archive of all newsletters will be [posted on our website](#)

We have a [full expo hall](#) with more than 80 exhibiting companies, nearly 400 poster presentations, 4 product theaters, 2 open-to-all Partnering lounges for you to network, an exciting professional resources area, and a multifaceted central hub for all things AMCP.

It's going to be one of our biggest and best annual meetings yet!

See who's attending so far in the most recent registration list, available for download on the homepage of www.amcpannual.org.

Exhibitor Resources

Visit our website for your one-stop source for important links and forms, including:

- Exhibitor registration & housing.
- Certificate of insurance (COI) requirements.
- Exhibitor-appointed contractor (EAC) form.
- Display rules & regulations.
- Catering menu.
- Electrical order form.

[View Exhibitor Resources](#)

Don't Let Those Leads Go Cold! Order Lead Retrieval by March 25 to Save

Badge scanning is available by renting lead retrieval scanners or via the [SWAP app](#), both from Maritz, the official registration partner for AMCP 2024. The app includes up to three user licenses for the price of one traditional device.

- Native app for Android or iOS
- Economical way to get a scanning solution into the hands of each salesperson
- Tracks leads by individual
- Supports sending marketing collateral through email
- Business card scanning



[Order lead retrieval online](#) or contact exhibitorservices@maritz.com or (877) 623-3487 for assistance.

[Video: SWAP Lead Retrieval Process](#)

Exhibiting at Nexus 2024? Book Your Booth Now.

Exhibitors will be able to select booth space for next year's meeting in the sales office (Booth 911) at AMCP 2024 — priority points and appointments will be sent by April 1 — but did you know that sales for Nexus 2024 are already open?

Be sure to select your space *before* it's on everyone's mind during their appointments.

Nexus 2024

Oct. 14-17

[MGM Grand, Las Vegas](#)

Reserve Your Booth for Nexus 2024

AMCP 2024 Essential Information

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!*

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!*

Helpful Links

- [Freeman Service Kit](#)
- [Electrical Service \(MCCNO\)](#)
- [Exhibitor Registration & Hotel \(Maritz\)](#)
- [Exhibitor Portal \(Booth Profile\)](#)
- [Lead Retrieval](#)

[View Exhibitor Resources](#)

Your Exhibits Support Team

We are looking forward to greeting you in New Orleans next month. Don't hesitate to reach out to us with any questions or concerns.



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