

## AMCP 2024 Important Exhibitor Information

Venue	<b>Ernest N. Morial Convention Center</b> 900 Convention Center Blvd. New Orleans, LA 70130	
Expo Location	Hall B	
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
	Wednesday, April 17	9:30 am – 2:30 pm
Exhibitor Move-out	Wednesday, April 17	2:30 pm-6:00 pm
	<i>Booths must be cleared by 6:00 pm!</i>	

### Key Dates & Deadlines

#### JANUARY

JAN 19	Non-Exhibitor & Attendee Registration – Early-Bird Discount Ends
JAN 22	Info-only Pre-Registration List Available

#### FEBRUARY

<b>FEB 2</b>	<b>Exhibitor Service Kit Released</b>
FEB 15	Lead Retrieval (Maritz) – Early-Bird Discount Ends
FEB 20	Deadline to Update Booth Profile

#### MARCH

MAR 13	Mobile App Goes Live to Attendees
MAR 18	Advance Shipment to Warehouse Opens
<b>MAR 18</b>	<b>Exhibitor Service Kit (Freeman) – Advance Rate Ends</b>
<b>MAR 24</b>	<b>Electrical Service (MCCNO) – Advance Rate Ends</b>
MAR 25	Lead Retrieval (Maritz) – Advance Rate Ends
MAR 28	Housing Deadline

#### APRIL

APR 8	Certificate of Insurance (COI) due
<b>APR 12</b>	<b>Advance Shipment to Warehouse Closes</b>
APR 15	Direct Shipment to Event Site Opens ( <i>Shipments before this date may be returned!</i> )

## AMCP 2024 Contractors & Vendors

General Services Contractor	Freeman	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a> (888) 508-5054 Live chat via <a href="#">Exhibitor Kit</a> site
Shipping & Material Handling	Freeman	(888) 508-5054
Registration & Housing	Maritz	<a href="mailto:amcpexh@maritz.com">amcpexh@maritz.com</a>
Electrical Services (exclusive)	Morial Convention Center New Orleans (MCCNO)	(504) 582-3036 <a href="mailto:exhibit_services@mccno.com">exhibit_services@mccno.com</a>
Rigging	Freeman	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a>
Catering (exclusive)	Sodexo at the Morial Convention Center New Orleans (MCCNO)	View <a href="#">Catering Menus</a> <a href="#">Click Here</a> to order
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	UPS Store #6216 Phone: (504) 670-8941 Fax: (504) 670-8887 <a href="mailto:store6216@theupsstore.com">store6216@theupsstore.com</a>
Security	Morial Convention Center New Orleans (MCCNO)	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 (exclusive)	Morial Convention Center New Orleans (MCCNO)	Complimentary wi-fi is provided by AMCP in the Hall, education session rooms and general meeting spaces. For dedicated service contact show management to liaise with convention center's IT department.
Audio Visual	Freeman AV	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a> (888) 508-5054 Live chat via <a href="#">Exhibitor Kit</a> site
Lost and Found	Morial Convention Center New Orleans (MCCNO)	(504) 582-3040 to report a lost item and/or if you are seeking to find an item.  Item may also be brought to AMCP registration desk in Great Hall.

### 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

Ochsner Baptist	Children's Hospital
2700 Napoleon Avenue	200 Henry Clay Avenue
504.899.9311	504.899.9511

### Urgent Care

Ochsner Urgent Care	Concentra Urgent Care
900 Magazine Street	318 Baronne Street
504.552.2433	504.561.1051

### 24-hour Pharmacies

CVS	Walgreens
800 Canal Street	900 Canal Street
504.899.9511	504.568.1271

### Lost & Found

Call to report a missing or found item to Morial Convention Center New Orleans: 504.582.3040  
Or report to the AMCP 2024 registration desk [the Great Hall Pre-Function]

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

An EAC form and COI with sufficient minimum liability coverage and naming AMCP, Freeman, and Morial Convention Center New Orleans as additional insured. To be submitted to show management by April 8, 2024 or exhibitor will not be permitted to set up.

### Advance Shipping (Freeman Warehouse)

Exhibiting Company Name / Booth Number  
AMCP 2024  
C/O Freeman  
905 Sams Ave  
New Orleans, LA 70123 USA

*Shipments received March 18-April 11*

### Direct Shipping to Show Site

Exhibiting Company Name / Booth Number  
AMCP 2024  
Ernest N Morial Convention Center  
C/O Freeman  
900 Convention Center Blvd  
New Orleans, LA 70130 USA

*Shipments received beginning April 15*

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

### Material Handling / Drayage

The Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, freight requiring refrigeration, a single piece of freight exceeding 5,000 pounds in weight or 108" high x 93" wide in size. Certified weight tickets must accompany all shipments. Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor.

## 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. Browse Opportunities in our [Sponsorship Gallery](#).

### Hotel Door Drop Request

All exhibitors are eligible to conduct a promotional door drop to guests in the headquarters hotel with AMCP's written approval. Learn more information and [submit a request form on our website](#).

### NEW! Digital Promotions Toolkit

Designed in partnership with AMCP digital marketing platform partner [Feathr](#), the toolkit contains customizable digital marketing assets for you to personalize and share including email signatures and templates, social graphics, and a landing page.

With these tools, we encourage you to upload your company logo, edit your profile, and start sharing with your stakeholders. If your audience hasn't registered for the meeting yet, no problem! Look out for an email sent from AMCP on February 1 about this opportunity and how to fully utilize it to optimize your and your attendee's experience.

Boost your visibility by following [@amcporg](#) on [facebook](#), [X/Twitter](#), [LinkedIn](#), [Instagram](#), [TikTok](#) and [YouTube](#)

Don't forget to tag [@amcporg](#) and use [#AMCP2024](#)