



Issue # 4: Ready, Set, Show!

Hard to believe we're already in April! AMCP 2024 kicks off in just 10 days.

We're here to support you. Don't hesitate to reach us at exhibits@amcp.org if you need anything in the days before and during AMCP 2024. Our contact information (and smiling faces) are at the bottom of this email.

These bulletins are aimed at helping you have a successful exhibiting experience in New Orleans. Did you miss an issue? Catch up in the bulletin archives [posted on our website](#).

EAC & COI Forms Due Monday!

Companies hiring a third-party contractor to install and/or dismantle your booth must submit an Exhibitor-Appointed Contractor (EAC) form.

All exhibitors are required to carry a minimum liability coverage naming AMCP, Freeman and the venue as policyholders. Certificates of Insurance (COI) must be emailed to exhibits@amcp.org before move-in on Monday, April 15 or you may be prevented from setting up.

Both the EAC form and insurance policy requirements can be found in the Exhibitor Info section of the event website.

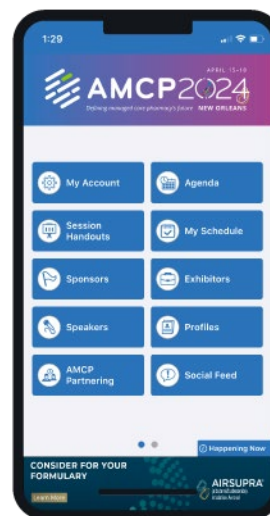
[View Exhibitor Resources](#)

Appointments via the AMCP Mobile App

Did you know that you can book appointments **now** with colleagues attending AMCP 2024?

Download the AMCP Events app from the [Apple App Store](#) or [Google Play](#). Use the temporary credentials we emailed you via our app partner Jujuma at no-reply@jujama.com.

Once in the app, you can view the agenda, create a personalized schedule, set up Partnering meetings to connect with other attendees, and see what companies are sponsoring and exhibiting. Email our app partner at support@jujama.com for all technical questions.



See Who's Coming: April 3 Attendee List Now Available

See who's attending so far in the [latest registration list](#). (PDF).

Onsite Booth Selection for AMCP 2025

Exhibitors will be able to select booth space for next year's meeting at the sales office (Booth 911) at AMCP 2024. Check your inbox today for your appointment time and steps to select your booth space.

Read more about priority points and the [2025 space selection process](#).

Need to book your booth for **Nexus 2024**? You can select your space for both events during your appointment, but there's no need to wait. [Reserve your Nexus space online today via the Exhibitor Portal](#).

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*
---------------------	------------------

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

Key Dates & Deadlines

- Apr. 8 EAC Form and 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](#) -- Advance orders recommended.
 - [More Exhibitor Resources](#)
-

Your Exhibits Support Team

Don't hesitate to contact us with any questions or concerns. To provide the fastest response, we encourage you to use exhibits@amcp.org during event dates.



Rebecca Mercado
Senior Manager, Exhibits & Sponsorship
rmercado@amcp.org
703.684.2643



Grace Mutchler
Coordinator, Business Strategies & Sponsorships
gmutchler@amcp.org
703.684.2619

Should another member of your team receive the Exhibitor Bulletin?

Forward this email to your colleagues and ask them to subscribe by clicking the button below and filling out the short form. The next Exhibitor Bulletin will be delivered straight to their inbox!

Subscribe