



# FORT WORTH 2017

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA  
ANNUAL CONFERENCE AND EXHIBITION  
SEPTEMBER 17 - 20, 2017

## ACTION BULLETIN #1 IMPORTANT EXHIBITOR INFORMATION

**Immediate Action Recommended!**

### **ACTION REQUIRED:**

- **Edit your online exhibitor listing**
- **Make hotel reservations**
- **Register your booth personnel**
- **Review the Exhibitor Service Manual**

### **ACI-NA Exhibitor Listing – Deadline: July 17**

Your listing on the [interactive floorplan](#) enables ACI-NA members and conference attendees to easily find your company's contact information, as well as click through to your company's website. The listing includes your company's booth number, address, phone, fax, website, a 200-word description (also for print in *Centerlines*, ACI-NA's publication), and up to three (3) product categories. You can [make changes to your listing](#) at anytime using the **log-in information you received in your e-mail confirmation** (with the subject "ACI-NA Annual Conference & Exhibition Important Exhibitor Info"). Feel free to contact me if you need to be re-sent your password.

### **Hotel Information – Deadline: August 24**

We strongly urge you to make your hotel reservations as soon as possible. ACI-NA has secured special room rates at three area hotels. Visit <http://annual.aci-na.org/?q=hotel> for more details.

*Please book in the hotel block to avoid overpaying and housing scams, and to support the Association.*

### **Conference Registrations – Deadline: August 25**

Each exhibiting company is eligible for two full conference registrations per 10' x 10' booth purchased. Registration forms can be found at <http://annual.aci-na.org/?q=exhibitor-resources>. Please contact Tijuana Newman at 202-293-8500 or [tnewman@aci-na.org](mailto:tnewman@aci-na.org) if you have any registration questions.

### **Exhibitor Service Manual – Deadline: August 28**

The Exhibitor Service Manual is now available. This service manual includes the order forms for necessary services at the show, as well as all deadlines — some of which are critical. The link was distributed via email by Hargrove on May 17, and is also available online at: <http://aci-na.hargroveinc.com/>. Access using the Show Name: **ACI-NA** and Show Code: **5037127**.

As always, please let me know if you have any questions!

Brad Lewis, Show Manager  
[blewis@showgmt.com](mailto:blewis@showgmt.com), 301-625-5123

### **ACI-NA Exhibition 2017 Schedule**

#### **Move-In/Set-Up:**

Saturday, September 16

8:00 am – 8:00 pm

Sunday, September 17

8:00 am – 2:00 pm

#### **Exhibitor Registration Hours:**

Saturday, September 16

7:30 am – 6:30 pm

Sunday, September 17

7:30 am – 7:00 pm

Monday, September 18

7:30 am – 7:00 pm

Tuesday, September 19

7:30 am – 5:45 pm

#### **Exhibit Hours:**

Sunday, September 17

5:00 pm – 7:00 pm

Monday, September 18

7:30 am – 10:00 am

12:00 pm – 3:00 pm

5:30 pm – 7:00 pm

Tuesday, September 19

10:30 am – 3:00 pm

#### **Move-Out:**

Tuesday, September 19

3:00 pm – 7:00 pm

Wednesday, September 20

8:00 am – 4:00 pm