



# FORT WORTH 2017

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

## ACTION BULLETIN #3 IMPORTANT EXHIBITOR INFORMATION

### Immediate Action Required!

#### ACTION REQUIRED:

- Register your exhibit personnel – August 25
- Order booth services via the Exhibitor Service Manual – August 28
- Beware of unofficial vendor solicitations

#### Conference Registrations

Each exhibiting company is eligible for two full conference registrations per 10' x 10' booth purchased. **The deadline for pre-registering your personnel is August 25.** Any additions or changes after August 25 must be made on-site.

Registration forms can be found at: <http://annual.aci-na.org/?q=exhibitor-resources>.

#### Exhibitor Service Manual

**The early bird deadline for most booth services (carpet, furniture, graphics, labor, etc.) is August 28.**

If you have not already, please access the Exhibitor Service Manual to place your orders for services at the show (furniture, electric, internet, labor, shipping, etc.). The Exhibitor Service Manual is available at <http://aci-na.hargroveinc.com/>. You will need the following log-in information:

**Show Name: ACI-NA**  
**Show Code: 5037127**

#### Unofficial Vendor Warning

You may have received emails from vendors offering you discounted rates for housing, booth furnishings, AV, or attendee lists. To avoid being overcharged or scammed, please use caution when dealing with these companies. Our official vendors are:

[Hargrove](#) (General Service Contractor)

[e-vents](#) (Lead Retrieval)

[SmartCity](#) (Internet)

[CCR](#) (Audio/Visual)

[Owens Service Company](#) (Convention Center Utilities)

[Urban Jungle](#) (Plants & Floral)

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

Brad Lewis, Show Manager  
[blewis@showmgt.com](mailto:blewis@showmgt.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