



# NASHVILLE 2018

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA  
ANNUAL CONFERENCE AND EXHIBITION  
SEPTEMBER 30 - OCTOBER 2, 2018

## ACTION BULLETIN #1 IMPORTANT EXHIBITOR INFORMATION

### **Immediate Action Recommended!**

#### **ACTION REQUIRED:**

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

#### **Hotel Information – Deadline: September 7 (ASAP)**

We strongly urge you to make your hotel reservations as soon as possible. ACI-NA has secured special room rates at four area hotels. Visit <http://annual.aci-na.org/?q=hotel> for more details. The official deadline is September 7, but rooms are selling out fast, so please reserve yours as soon as possible.

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

#### **ACI-NA Exhibitor Listing – Deadline: July 16**

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 any time 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.

#### **Conference Registrations – Deadline: September 7**

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>.

#### **Exhibitor Service Manual – Deadline: September 10**

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: **5038732**.

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

Brad Lewis, Director of Exhibit Sales & Operations  
[blewis@showmgmt.com](mailto:blewis@showmgmt.com), 301-625-5123

#### **ACI-NA Exhibition 2018 Schedule**

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

Saturday, September 29  
8:00 am – 8:00 pm  
Sunday, September 30  
8:00 am – 2:00 pm

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

Saturday, September 29  
7:30 am – 6:30 pm  
Sunday, September 30  
7:30 am – 7:00 pm  
Monday, October 1  
7:30 am – 7:00 pm  
Tuesday, October 2  
7:30 am – 5:45 pm

##### **Exhibit Hours:**

Sunday, September 30  
5:00 pm – 7:00 pm  
Monday, October 1  
7:30 am – 10:00 am  
12:00 pm – 3:00 pm  
5:30 pm – 7:00 pm  
Tuesday, October 2  
10:30 am – 3:00 pm

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

Tuesday, October 2  
3:00 pm – 7:00 pm  
Wednesday, October 3  
8:00 am – 4:00 pm

2018 ACI-NA Conference & Exhibition

September 30 – October 2, 2018

Music City Center

Halls B – C1

700 Korean Veterans Blvd., Nashville, TN 37203