



# NASHVILLE 2018

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

## ACTION BULLETIN #3

### IMPORTANT EXHIBITOR INFORMATION

#### Immediate Action Recommended!

#### **ACTION REQUIRED:**

- **Edit Company Info for Onsite Conference Guide – DUE August 28**
- **Download the Attendee Roster**
- **Submit your on-site emergency contact information**
- **Unofficial Vendor Warning**
- **Review the Deadline Checklist**

#### **Onsite Conference Guide Listing – Deadline: August 28**

Exhibitors' contact information and up to three product categories will appear in print in the Onsite Conference Guide. You can [edit your listing](#) using the **log-in information you received in your e-mail confirmation** (with the subject "ACI-NA Annual Conference & Exhibition Important Exhibitor Info").

**All listings must be submitted by Tuesday, August 28.**

#### **Attendee Roster**

As of today, the first pre-show attendee roster is available for download via the [Exhibitor Portal](#). By downloading the roster, you are agreeing to its one-time use in show promotion only.

#### **On-site Emergency Contact**

In case of an emergency, it may be important to reach a representative from your company over the weekend and during non-business hours. Please submit the name and cell phone number of the onsite contact for your company no later than **Friday, September 14**. *Please note: We will only contact you via your cell number in the event of a serious show-related matter.*

#### **Unofficial Vendor Warning**

You may have received emails from vendors offering you discounted rates for housing, booth furnishings, 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)

[CCR](#) (Audio/Visual)  
[Urban Jungle](#) (Plants & Floral)

#### **Deadline Checklist**

As a reminder, a full [deadline checklist](#) is available for your review in the Exhibitor Service Manual.

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 – C

700 Korean Veterans Blvd., Nashville, TN 37203