



ACTION BULLETIN #1

IMPORTANT EXHIBITOR INFORMATION

Immediate Action Recommended!

ACI-NA
Annual Conference
& Exhibition
October 4-7
Long Beach, CA

TO: ACI-NA 2015 Exhibitors
FROM: Brad Lewis, Show Manager
301-625-5123 or blewis@showmgmt.com
DATE: June 16, 2015

ACTION REQUIRED:

- **Edit your online exhibitor listing**
- **Make hotel reservations**
- **Register your booth personnel**
- **Look out for Exhibitor Service Manual**

ACI-NA Online Exhibitor Listing

Your online listing on the conference website, annual.aci-na.org, 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 (for *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

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-and-travel> for more details.

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

Conference Registrations

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-registration>. Please contact Tijuana Newman at 202-293-8500 or tnewman@aci-na.org if you have any registration questions.

Exhibitor Service Manual

The Exhibitor Service Manual, set to be sent out via email by Hargrove (our decorator) in the coming weeks, will include the order forms for necessary services at the show, as well as all deadlines — some of which are critical. Once released and distributed via email, the Exhibitor Service Manual will also be available at <http://annual.aci-na.org/?q=exhibitor-service-manual>.

ACI-NA Exhibition 2015 Schedule

Move-In/Set-Up:

Saturday, October 3
8:00 am – 8:00 pm
Sunday, October 4
8:00 am – 2:00 pm

Exhibitor Registration Hours:

Saturday, October 3
7:30 am – 6:30 pm
Sunday, October 4
7:30 am – 7:00 pm
Monday, October 5
7:30 am – 7:00 pm
Tuesday, October 6
7:30 am – 5:45 pm

Exhibit Hours:

Sunday, October 4
5:00 pm – 7:00 pm
Monday, October 5
7:30 am – 10:00 am
12:00 pm – 3:00 pm
5:30 pm – 7:00 pm
Tuesday, October 6
10:30 am – 3:00 pm

Move-Out:

Tuesday, October 6
3:00 pm – 7:00 pm
Wednesday, October 7
8:00 am – 4:00 pm

2015 ACI-NA Annual Conference & Exhibition

October 4-7, 2015

Long Beach Convention Center

Halls C&D

300 East Ocean Boulevard

Long Beach, CA 90802