



# ACTION BULLETIN #2

## 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@showmngmt.com](mailto:blewis@showmngmt.com)  
**DATE:** July 21, 2015

#### ACTION REQUIRED:

- Update your *Centerlines* company description
- Access the Exhibitor Service Manual
- Register your exhibit personnel

#### ACI-NA Exhibitor Listing Deadline – July 28

This is your last chance to update your exhibitor listing for the show issue of *Centerlines*, ACI-NA's publication. This 200-word company description can be uploaded by going to [http://fp37.a2zinc.net/clients/acina/acina15/public/e\\_login.aspx](http://fp37.a2zinc.net/clients/acina/acina15/public/e_login.aspx) and entering your company password, which was sent to you with your confirmation email and re-sent last week. You can also use this page to update fields that will be used for publication in the Onsite Conference Guide and online, such as your three product categories, company contact information, etc.

Please note: exhibitors are responsible for uploading and updating their listings for inclusion in print materials. Please review and update your listings **by July 28th** to ensure you are taking advantage of all your exhibiting benefits.

#### Exhibitor Service Manual

The Exhibitor Service Manual was recently sent out via email by Hargrove (our decorator). The Service Manual includes the order forms for necessary services at the show (furniture, electric, internet, labor, shipping, etc.), as well as all deadlines — some of which are critical. The Exhibitor Service Manual will also be available at <http://annual.aci-na.org/?q=exhibitor-service-manual>. You will need the following log-in information:

**Show Name:** ACI-NA  
**Show Code:** 5033602

#### 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](mailto:tnewman@aci-na.org) if you have any registration questions.

#### 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