



# ACTION BULLETIN #3

## 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](mailto:blewis@showmgmt.com)  
**DATE:** September 1, 2015

#### ACTION REQUIRED:

- **New Benefits for 2015**
- **Deadline Checklist**

#### New Show Floor Benefits

The ACI-NA tradeshow floor will be debuting some new exhibitor benefits this year:

**Show Floor Meeting Rooms:** There will be three meeting rooms added to this year's floorplan which are meant to house 30-minute meetings for our exhibitors on a first-come, first-served basis. A sign-up sheet will be posted by each meeting room.

**ACI-NA Conferences App:** ACI-NA is debuting the ACI-NA Conferences App at this year's Annual Conference. Download and use instructions will be sent out prior to the conference and be posted on-site at registration. The app is a great way to promote your booth, giveaways, demonstrations, etc., but please limit posts to four per day.

**Prize Board:** Another great way to promote drawings at your booth is the prize board, which will be located at the front of the hall. Post your company, booth number, and prize at the beginning of the show, then write-in the winner once they have been selected!

#### Deadline Checklist

Please take a look at the deadline checklist to ensure you are on track to complete all tasks: [http://aci-na.hargroveinc.com/Portals/212/DeadlineInfo\\_ACINA-15.pdf](http://aci-na.hargroveinc.com/Portals/212/DeadlineInfo_ACINA-15.pdf).

As always, if you have any questions, feel free to contact Brad Lewis, Show Manager, at 301-625-5123 or [blewis@showmgmt.com](mailto:blewis@showmgmt.com).

#### 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