

EXHIBITOR DEADLINES

The dates listed below are the deadlines specified by AMCP and/or each contractor for ordering their services in advance, to receive the appropriate discounts and avoid additional penalties.

Action Item	Deadline
AMCP 2020 Early Bird Registration Deadline	February 14, 2020
Names for Exhibitor hotel blocks due	February 20, 2020
Lead Retrieval Early Bird Deadline	February 25, 2020
Booth descriptions due for inclusion in Program and Event Guide, App and website listing	February 27, 2020
Booth diagrams due for review and approval (island booths only)	February 27, 2020
Freeman will begin to accept freight at advance warehouse	March 23, 2020
Last Day Freeman will accept AV orders w/o fee increase	April 1, 2020
Freeman advance order discount deadline	April 1, 2020
Exhibitor Appointed Contractor (EAC) Notification Form and EAC Certificates of Insurance (COIs) Due	March 11, 2020
Ordering Deadline for Catering (Levy)	March 23, 2020
Advanced rates apply for Electrical and Plumbing Orders	March 30, 2020
Exhibitor Certificates of Insurance Due to RainProtection	April 12, 2020
Hotel Reservations: Contact hotel directly for any changes to an existing reservation	April 13, 2020
Last Day Freeman will accept freight at warehouse w/o incurring fees	April 14, 2020
Freeman to begin accepting freight at the George R Brown Convention Center	April 21, 2020
AMCP 2020 Expo Open	April 22-24, 2020
Exhibitor Move-Out	April 24, 2020: 11:00pm-5:00pm