



Important Information

EXHIBIT HALL SCHEDULE:

Please ensure your booth is staffed during these times!

Saturday, March 16:
9:30 a.m. - 4:45 p.m.

Sunday, March 17:
9:30 a.m. - 4:45 p.m.

Monday, March 18:
9:30 a.m. - 2:00 p.m.

Move-in Hours:

Tuesday, March 12:
8:00 a.m. - 7:00 p.m.

Wednesday, March 13:
8:00 a.m. - 7:00 p.m.

Thursday, March 14:
8:00 a.m. - 7:00 p.m.

Friday, March 15:
8:00 a.m. - 7:00 p.m.

Move-Out Hours:

Monday, March 18:
2:00 p.m. - 7:00 p.m.

Tuesday, March 19:
8:00 a.m. - 5:00 p.m.

Wednesday, March 20:
8:00 a.m. - 5:00 p.m.

ACC.19 ExpoExtra - February

Approaching Dates and Deadlines

February 19

Freeman advance-order pricing deadline

February 22

Island booth diagrams must be [submitted to ACC](#) for approval.

March 6

Last day for advance freight to arrive at Freeman warehouse without surcharges. [Click here](#) for shipping label format.

March 12-15

Exhibitor move-in. Check the [Target Freight Floor Plan](#) if you have questions about when your company's direct-shipped freight should arrive at the convention center. [Click here](#) for label format. [Contact Freeman](#) with any questions: 504-731-6317.

Exhibitor Service Kit

The [Exhibitor Service Kit](#) contains the detailed logistical information you need for ACC.19, including order forms and information about shipping, handling, labor, furniture, utilities and all show-related services. Note: PDFs of all forms and show regulations can be found via [this link](#) within the Service Kit.

Attendee List

You can download a list of currently-registered attendees using your company password via the ACC.19 [exhibitor website](#). Exhibitors interested in sending a mailing should visit [Infocus Marketing](#)'s website for mailing list rental information.

Stand Out From the Competition

It is not too late to increase your presence at ACC.19! Keeping your name and message in front of attendees is paramount. A variety of [promotional opportunities](#) are still available, and now is the time to secure yours.

Hotels and Meeting Space

Exhibitors with hotel blocks should have already submitted names and payment information. If your company still needs hotel rooms, please contact [Experient](#) – great rooms are still available at the Astor Crowne

Contact Us

Learning Destinations

Christy Troiano
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Operations, Regulations

Kent Riffert
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Exhibit/ExpoSuite Sales, Promotional Opportunities

Craig Baker
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Connie Shaw
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Plaza, New Orleans Marriott, JW Marriott, and the Renaissance Pere Marquette.

If you plan on hosting ancillary events and have not already completed the [request process](#), please complete it as soon as possible.

Exhibitor Company Listings

If you haven't already done so, be sure to update your company listing and product category information, by logging in using your password at www.expo.acc.org. Your listing is viewable in the ACC online planner and our mobile app, which is live now (search for "ACC 19" in the iTunes App Store or Google Play) and used by the majority of our attendees.

ACC.19 Expo Hours

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ACC.20 Space Selection

ACC is excited to announce that ACC.20 will take place March 28-30 in Chicago, IL. On-site booth space selection appointments for ACC.20 will be emailed to exhibitors in early March. Please be on the lookout for your appointment email.

Questions? Contact us: accexhibits@spargoinc.com | 703-631-6200

Click [here](#) to unsubscribe.

