



[Home](#) | [Contacts](#) | [Promotional Opportunities](#) | [Floor Plan](#)

## 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 - January

### Approaching Dates and Deadlines

#### January 30 – Rooming List Deadline

Exhibitor Blocks must have names and deposit guarantee information on all rooms in their block no later than January 30, 2019. After this date if a room is cancelled, a one night room and tax cancellation fee will be applied per cancelled room.

Once your remaining rooms transfer to the hotel on February 22nd, the hotel will charge a one night room and tax deposit on each room reservation which will be applied to that room, unless separate billing arrangements have been made and confirmed in advance directly with the appropriate hotel(s). This fee is non-refundable if a reservation is cancelled in its entirety.

Contact [Experient](#) with questions.

#### February 8

Deadline to Receive Priority Points for Promotional Opportunities and Advertising Support

#### February 15

[Exhibitor-Appointed Contractor](#) (EAC) Request Forms and Certificates of Insurance Deadline

[Additional Booth Activities](#) Form due (giveaways, in-booth presentations, videography/photography, hanging signs, banners and lighting truss, etc.)

Promotional Materials Approval Deadline. All promotional materials (including announcements, signage, invitations, emails, websites, advertisements, posters and flyers) must be approved by ACC prior to printing or use. Final versions of materials should be submitted for approval by this date. Submissions should be sent to [promotional@acc.org](mailto:promotional@acc.org).

#### February 19

Deadline to receive discounted rates from Freeman (furniture, carpet, cleaning, etc.)

#### February 22 (Extended)

Diagrams of island booths (all booths 400 square feet or larger) must be [submitted to ACC](#) for approval.

### Exhibitor Service Kit

## Contact Us

### Learning Destinations

Christy Troiano  
[ctroiano@acc.org](mailto:ctroiano@acc.org)

### Operations, Regulations

Kent Riffert  
[kriffert@acc.org](mailto:kriffert@acc.org)

### Exhibit/ExpoSuite Sales, Promotional Opportunities

Craig Baker  
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Connie Shaw  
[connie.shaw@sparqoinc.com](mailto:connie.shaw@sparqoinc.com)

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: if you will be shipping your display/materials directly to the convention center, please check the [Target Freight Floor Plan](#) – it indicates the date/timeframe when your shipment should arrive. Material Handling forms, labels, shipping deadlines, etc. can be found via the Service Kit.

Remember, ACC does not provide its exhibitor list to outside parties or vendors for solicitation. Official vendors should include our "Official Service Provider" logo in communications.



## The Only Official Registrant Mailing List

Drive traffic to your booth and maximize your exhibit experience! The ACC.19 Advance Professional Registrant Mailing List will be available starting February 12 and will include thousands of addresses. Place your order now to ensure fast fulfillment of your mailing(s) in the prime timeframe to reach attendees. For more details, visit [INFOCUS Marketing](#).

**Please note:** INFOCUS Marketing is the **exclusive** list rental provider of the American College of Cardiology and the **ONLY** vendor with access to ACC's annual meeting attendee and membership data records. Beware of other offers soliciting lists of cardiologists or ACC.19 attendees.

Be sure to refer to the [ACC Logo and Language Guidelines](#) when preparing any booth invitations.

## Expand Your Brand in the Future Hub!

In response to attendees' thirst for knowledge and desire for interactive, hands-on, cutting-edge education, the ACC is pleased to present for the second year, the ACC.19 Future Hub – a multi-vendor, interactive, educational exhibit. Participation in the Future Hub is intended to position your company as a leader in cardiovascular innovation and provides a new level of attendee engagement in the Expo. **This is a great way to expand your company's presence and provide a showcase opportunity a booth alone cannot afford!**

[Click for more info on the Future Hub](#), where attendees will 'see the future' of cardiovascular healthcare via:

- Exhibitor demonstrations/kiosks with individualized hands-on opportunities



- TED-style talks
- Small panel discussions/debates
- Entrepreneurial pitch competitions (the ACC.19 Innovation Challenge)

## Ancillary Event Guidelines

If you're planning on holding any type of meeting or event in New Orleans from March 14-18, 2019, start your planning process by [reviewing the helpful ACC.19 Ancillary Event Flow Chart](#), noting that **every event must be registered and approved in advance**. Then, review the [ACC.19 Ancillary Event Guidelines](#), which outlines the dates and times during which events can be held, registration fees, and information on securing meeting space. [Learn more about holding meetings and events at ACC.19](#).

Questions? Contact us: [accexhibits@sparqoinc.com](mailto:accexhibits@sparqoinc.com) | 703-631-6200

Click [here](#) to unsubscribe.

