



TAMPA 2019

AIRPORTS COUNCIL INTERNATIONAL - NORTH AMERICA
ANNUAL CONFERENCE AND EXHIBITION
SEPTEMBER 15 - 17, 2019

ACTION BULLETIN #1

IMPORTANT EXHIBITOR INFORMATION

Immediate Action Recommended!

ACTION REQUIRED:

- Review Deadline Checklist
- Submit your company listing for *Centerlines* – JUNE 27
- Register your booth personnel – AUGUST 23
- Review the Exhibitor Service Manual – AUGUST 23

Deadline Checklist

Please save and review this year's [deadline checklist](#) to aid in your planning process. Here you'll find important upcoming dates, including deadlines for finalizing company listings, shipping booth materials, and placing booth orders.

ACI-NA Exhibitor Listing – Deadline: June 27

Each exhibiting company is invited to submit a 1000-character company description for inclusion in the Fall issue of *Centerlines*, ACI-NA's publication. You can [upload and make changes](#) to your listing up until June 27 using the **log-in information you received in your e-mail confirmation** (with the subject "ACI-NA Annual Conference & Exhibition Important Exhibitor Info"). Feel free to contact me if you need to be re-sent your password.

Conference Registrations – Deadline: August 23

Each exhibiting company is eligible for two full conference registrations per 10'x10' booth purchased. Simply visit the [exhibitor registration page](#), then click on your booth size to download the appropriate form.

Exhibitor Service Manual – Deadline: August 23

The Exhibitor Service Manual is now available. This service manual includes the order forms for necessary services at the show, as well as all deadlines — some of which are critical. The link was distributed via email by Hargrove on May 17, and is also available online at: <http://aci-na.hargroveinc.com/>. Access using the Show Name: **ACI-NA** and Show Code: **5040051**.

As always, please let me know if you have any questions!

Brad Lewis, Director of Exhibit Sales & Operations
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ACI-NA Exhibition 2019 Schedule

Move-In/Set-Up:

Saturday, September 14
8:00 am – 8:00 pm
Sunday, September 15
8:00 am – 2:00 pm

Exhibitor Registration Hours:

Saturday, September 14
7:30 am – 6:30 pm
Sunday, September 15
7:30 am – 7:00 pm
Monday, September 16
7:30 am – 7:00 pm
Tuesday, September 17
7:30 am – 5:45 pm

Exhibit Hours:

Sunday, September 15
5:00 pm – 7:00 pm
Monday, September 16
7:30 am – 10:00 am
12:00 pm – 3:00 pm
5:30 pm – 7:00 pm
Tuesday, September 17
10:30 am – 3:00 pm

Move-Out:

Tuesday, September 17
3:00 pm – 7:00 pm
Wednesday, September 18
8:00 am – 4:00 pm

2019 ACI-NA Conference & Exhibition

September 15 – 17, 2019

Tampa Convention Center

East, West, Central Halls

333 South Franklin St., Tampa, FL 33602