



TAMPA 2019

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

ACTION BULLETIN #2

IMPORTANT EXHIBITOR INFORMATION

Immediate Action Recommended!

ACTION REQUIRED:

- Review Deadline Checklist
- Edit your online exhibitor listing – AUGUST 5
- 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: August 5

Be sure to update your online exhibitor listing, including your contact information, company description, product categories, press releases, videos, etc. You can [make changes](#) to your listing up until August 5 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