



TAMPA 2019

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

ACTION BULLETIN #3

IMPORTANT EXHIBITOR INFORMATION

Immediate Action Recommended!

ACTION REQUIRED:

- Register your booth personnel – **AUGUST 23**
- Review the Exhibitor Service Manual – **AUGUST 23**
- Submit your on-site emergency contact
- Download pre-registered attendee list

Conference Registrations – Deadline: August 23

Each exhibiting company is eligible for two full conference registrations per 10'x10' booth purchased. If you haven't already done so, please visit the [exhibitor registration page](#), then click on your booth size to download the appropriate form.

Exhibitor Service Manual – Deadline: August 23

The early bird deadline for ordering your booth services and furnishings from Hargrove is Friday, August 23. The service manual is available online at: <http://aci-na.hargroveinc.com/> and accessed using the Show Name: **ACI-NA** and Show Code: **5040051**.

On-Site Emergency Contact

In case of an emergency, it may be important to reach a representative from your company over the weekend and during non-business hours. Please submit the name and cell phone number of the onsite contact for your company no later than **Friday, August 30**. *Please note: We will only contact you via your cell number in the event of an urgent show-related matter.*

Attendee Roster

As of today, the first pre-show attendee roster is available for download via the [Exhibitor Portal](#). By downloading the roster, you are agreeing to its one-time use in show promotion only. We bring attendees to the exhibit hall; now do what you can to ensure they come to your booth!

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

Brad Lewis, Director of Exhibit Sales & Operations
blewis@showgmt.com, 301-625-5123

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
5:15 pm – 6:45 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