

## Nexus 2023 Important Exhibitor Information

Venue	<b>Orlando World Center Marriott</b> 8701 World Center Drive Orlando, FL, 32821	
Expo Location	Cypress Ballroom	
Exhibitor Move-in	Monday, October 16	8:00 am-5:00 pm
	Tuesday, October 17	8:00 am-2:00 pm
Expo Hours	Tuesday, October 17	4:00 pm-7:00 pm
	Wednesday, October 18	11:00 am-2:30 pm
Exhibitor Move-out	Wednesday, October 18	2:30 pm-5:00 pm
	<i>Booths must be cleared by 5:00 pm!</i>	

### Key Dates & Deadlines

#### AUGUST

AUG 7	Lead Retrieval (Maritz) – Early-Bird Discount Ends
AUG 15	Non-Exhibitor & Attendee Registration – Early-Bird Discount Ends
AUG 24	Info-only Pre-Registration List Available
<b>AUG 16</b>	<b>Exhibitor Service Kit Released</b>
AUG 18	Deadline to Update Booth Profile

#### SEPTEMBER

SEP 13	Mobile App Goes Live
SEP 18	Lead Retrieval (Maritz) – Advance Rate Ends
SEP 18	Advance Ship to Warehouse Opens
<b>SEP 18</b>	<b>Exhibitor Service Kit (Freeman) – Advance Rate Ends</b>

#### OCTOBER

<b>OCT 3</b>	<b>Electrical Service (GES) – Advance Rate Ends</b>
<b>OCT 9</b>	<b>Advance Ship to Warehouse Closes</b>
OCT 16	Direct Ship to Event Site Opens ( <i>Shipments before this date may be returned!</i> )

#### AMCP Exhibits Team

Rebecca Mercado  
Senior Manager, Exhibits & Sponsorships  
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Grace Mutchler  
Coordinator, Business Strategies

**Nexus Contractors & Vendors**

General Services Contractor	Freeman	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a> (888) 508-5054 Live chat via <a href="#">Exhibitor Kit</a> site
Shipping & Material Handling	Freeman	(888) 508-5054
Registration & Housing	Maritz	<a href="mailto:amcpexhnexus@maritz.com">amcpexhnexus@maritz.com</a>
Electrical Services (exclusive)	GES	(800) 801-7648 <a href="https://ordering.ges.com/052697262">https://ordering.ges.com/052697262</a>
Rigging (exclusive)	Encore	<a href="https://www.encoreglobal.com/rigging-request/">https://www.encoreglobal.com/rigging-request/</a>
Catering (exclusive)	Marriott	Ruth Estimable <a href="mailto:Ruth.Estimable@marriott.com">Ruth.Estimable@marriott.com</a> View <a href="#">Catering Menus</a>
Lead Retrieval	Maritz	<a href="mailto:ExhibitorServices@maritz.com">ExhibitorServices@maritz.com</a> (877) 623-3487 <a href="https://exhibitor.swap.mge360.com">https://exhibitor.swap.mge360.com</a>
Business Center	FedEx Office	FedEx Office #5517 Phone: (407) 239-6411 Fax 407.239.6164 <a href="mailto:usa5517@fedex.com">usa5517@fedex.com</a>
Security	Marriott	AMCP contracts for 24-hour security service during set-up and event dates. If private security is needed, please contact show management at <a href="mailto:meetings@amcp.org">meetings@amcp.org</a>
Internet (exclusive)	Marriott	Free wi-fi is available event-wide. For dedicated service contact show management to liaise with Marriott's IT Department.
Audio Visual	Freeman AV	<a href="mailto:customersupport@freeman.com">customersupport@freeman.com</a> (888) 508-5054 Live chat via <a href="#">Exhibitor Kit</a> site

**Emergency Information**

Marriott internal extension (55555) for emergency services from any house phone. Show management and security should be notified in a medical emergency to coordinate the fastest response with emergency medical services.

**Hospital**

Celebration Hospital  
400 Celebration Place, Celebration, FL 34747  
407.303.4000

**Urgent Care**

Centra Care  
12500 S. Apopka-Vineland Rd, Orlando  
407.934.2273

**24-hour Pharmacies**

CVS  
7599 West Sand Lake Rd | 407.352.1177

Walgreens  
7650 West Sand Lake Rd | 407.370-6742

**Weapons Policy**

The Orlando World Center Marriott has a strictly enforced no weapons policy.

**Lost & Found**

The World Center Marriott has partnered with [iLeftMyStuff.com](http://iLeftMyStuff.com) for management of lost and found items. Guests can view real-time updates and communications for any items left behind. Log into [ileftmystuff.com](http://ileftmystuff.com) and enter the Client # 44304 when prompted.

**Exhibitor-Appointed Contractors (EAC)**

An EAC form and COI with sufficient minimum liability coverage and naming AMCP, Freeman and Orlando World Center Marriott as additional insured must be submitted to show management by Oct. 9 or exhibitor will not be permitted to set up.

**Material Handling / Drayage**

The Freeman warehouse does not accept uncrated freight (loose, pad-wrapped material and/or unskidded machinery), COD shipments, freight requiring refrigeration, a single piece of freight exceeding 5,000 pounds in weight or 108" high x 93" wide in size. Certified weight tickets must accompany all shipments. Any materials received by Freeman are subject to material handling charges and are the responsibility of the exhibitor. Material handling includes unloading, storage up to 30 days in advance at the warehouse, delivery to the booth, handling of empty containers, and removal of packed exhibiting materials and reloading onto outbound carriers.

**Advance Shipping (Freeman Warehouse)**

AMCP Nexus 2023  
C/O Freeman  
10088 General Dr  
Orlando, FL 32824USA

*Shipments received September 18-October 9*

**Direct Shipping to Show Site**

AMCP Nexus 2023  
Orlando World Center Marriott  
C/O Freeman  
8701 World Center Dr  
Orlando, FL 32821USA

*Shipments received beginning October 16.  
(Anything arriving before this date may be refused by the facility.)*

