

First-Time Exhibitor Guide

Start with the Basics

1. [Register badges](#) for your booth personnel (companies receive one complimentary full conference badge and two expo only badges per 100 SF).
2. [Book your hotel rooms](#) at the MGM Grand with AMCP's discounted group rate.
3. Log in to the [Exhibitor Portal](#) for important dates & resources.
4. Edit your company's booth profile that will be featured on the AMCP Nexus 2024 mobile app and website exhibitor listing.

Set the Stage

1. Order furnishings, electricity, audio-visual equipment and labor through the [exhibitor services kit](#).
2. Estimate shipping and material handling through AMCP's general services partner, Freeman.
3. Submit your certificate of insurance (COI) and exhibitor-appointment contractor (EAC) forms to exhibits@amcp.org by 9/30/2024.
4. Get creative for the Opening Reception on Tuesday, October 15 in the expo hall. Many exhibitors have a branded giveaway, custom catering station or other special treat to entice attendees to visit their booth during the busiest time in the expo hall.

Make a Splash

1. Download the Nexus 2024 mobile app (available in early September) to connect with attendees and book appointments for Las Vegas in our Partnering lounges located in the expo hall.
2. Promote your participation in Nexus 2024 online using our [social badges](#).
3. Review [booth etiquette](#) and strategic goals with your team. Discuss dress code, pre-show and onsite duties, and professional conduct when working in the booth.
4. Visit the Nexus 2024 [Sponsorship Gallery](#) to discover brand opportunities that can drive traffic to your booth.
5. After you've checked in onsite at Nexus 2024, stop by the AMCP Concierge in the Grand Pre-function on the first floor of the convention center to personalize your badge with custom buttons.

Add the Extras

1. Register for this year's pre-conference program on Monday, October 14 from 1-4pm on [Medicare Part D and PBM Reform](#). Additional registration fees apply.
2. RSVP for the new member and first-time attendee welcome breakfast held on Tuesday, October 15 from 7:15-8:15am. (Invitation sent by email.)
3. Scope out the restaurants at MGM Grand and [make a few dining reservations](#) ahead of your arrival for internal team dinners or client meetings as restaurants book up fast. AMCP staff favorites include Wolfgang Puck's Bar & Grill and Tom Colicchio's Craftsteak.