

Important Exhibitor Information

Venue	Gaylord Pacific Resort & Conference Center 1000 H Street, Chula Vista, CA 91910 Expo: California Ballroom
Move-in / Installation	Monday, October 26: 8am-5pm Tuesday, October 27: 8-10am
Expo Hours	Tuesday, October 27: 11am-6:00pm Wednesday, October 28: 9:30am-2:30pm See Full Meeting Agenda
Move-out / Teardown	Wednesday, October 28: 2:30-6pm <i>Booths must be cleared by 6:00 pm!</i>

Key Dates & Deadlines

SEP 15	Company Listings Due in Exhibitor Portal
SEP 25	Hotel Reservations Close (Maritz)
SEP 25	Advance Shipment to Warehouse Opens
SEP 28	Audio Visual (Freeman) – Advance Rate Ends
SEP 29	Lead Retrieval (Maritz) – Advance Rate Ends
OCT 2	Exhibitor Service Kit (Shepard) – Advance Rate Ends
OCT 6	Mobile App Goes Live to Attendees
OCT 13	Certificate of Insurance (COI) Due Exhibitor-Appointed Contractor (EAC) Form Due Utilities & Internet (Gaylord Pacific) -- Advance Rate Ends
OCT 19	Last Day for Warehouse Deliveries <u>without</u> Surcharge
OCT 23	Last Day for Warehouse Deliveries
OCT 26	Direct Shipment to Event Site Opens (<i>Shipments before this date may be returned!</i>)

Exhibitor-Appointed Contractors (EAC) and Certificate of Insurance (COI)

An EAC form and COI with sufficient minimum liability coverage and naming AMCP, Gaylord Pacific Resort & Convention Center, Shepard Exposition Services, Marriott International, Inc., and RIDA Chula Vista, LLC., and any other parties at interest as additional insured, said insurance in the amount of \$1,000,000 per occurrence (\$2,000,000 aggregate). Policy must be in force during the lease dates of NEXUS 2026: October 25-29, 2026. COIs must be submitted to Shepard or [ExhibitorInsurance.com](#) by October 13 or exhibitor may experience delays in setup.

Material Handling / Drayage

Log in to the ExhibitorPro site to use Shepard's [material handling estimator](#) to get costs on labor to deliver, setup, and dismantle your booth. New to exhibiting? Be sure to read the educational resources to learn [the difference between shipping vs. materials handling](#).

Contacts for Event Partners

Advance Shipping (Shepard Warehouse)

Exhibiting Co. Name & Booth Number

AMCP Nexus - 2026 c/o Shepard Exposition Services
c/o Palmisano Delivery SD
2995 Faivre, Street, Suite 110 Chula Vista, CA 91911

Warehouse hours: Monday - Friday, 8:00 AM - 4:00 PM

Shipments received September 25-October 19 (no surcharge)

Direct Shipping to Show Site

c/o Shepard Exposition Services

Exhibiting Co. Name & Booth Number AMCP Nexus -
2026 Gaylord Pacific Resort & Convention Center
1000 H Street Chula Vista, CA 91910

Shipments received beginning October 26

(Anything arriving before this date may be refused by the facility.)

General Services Contractor	Shepard	orders@shepardes.com (866) 366-7428 Service Kit
Exhibitor Portal & Expo Floorplan	AMCP	Exhibitor Portal
Shipping & Material Handling	Shepard	orders@shepardes.com (866) 366-7428
Registration & Housing	Maritz	AMCPexh@maritz.com
Audio-Visual	Freeman	Service Kit christian.reyes@freeman.com (321) 245-8622
Utilities	Gaylord Pacific	gaylordpacificexhibitleadershipteam@marriott.com Gaylord Exhibitor Portal
Rigging	Encore	gaylordpacificexhibitleadershipteam@marriott.com Gaylord Exhibitor Portal
Catering (exclusive)	Gaylord Pacific	gaylordpacificexhibitleadershipteam@marriott.com Gaylord Exhibitor Portal
Lead Retrieval	Maritz	ExhibitorServices@maritz.com (877) 623-3487 https://exhibitor.swap.mge360.com
Business Center	FedEx (Onsite)	FedEx Office Business Center 619.872.4000 usa3021@fedex.com
Security		AMCP contracts for 24-hour security service during set-up and event dates. If private security is needed, please contact show management at meetings@amcp.org
Internet		Complimentary wi-fi is provided by AMCP in the Hall, education session rooms and general meeting spaces.

Updated 08/19/26

		For dedicated service, contact Gaylord Exhibitor Services.
Lost and Found	AMCP/Gaylord Pacific	Found items may also be brought to the AMCP registration desk. At close of event, all items will be transferred to the venue's lost and found.

Emergency Information

In an emergency, please notify AMCP emergency contact Julian Greer, Senior Manager of Meetings and Conventions (contact number for emergencies only: 703-499-6596). She will liaise with the convention center to ensure that emergency personnel are directed to the correct area in the convention center.

Hospital Scripps Mercy Hospital Chula Vista (1.3 miles away) 435 H Street, Chula Vista	Urgent Care Sharp Rees-Stealy Chula Vista Urgent Care 480 H Street, Chula Vista Hours: 8:00 AM – 8:00 PM
Pharmacy Walgreens 621 I Street, Chula Vista (619) 407-4057	Lost & Found Call to report a missing or found item to the convention center security or report to the AMCP registration desk.

Enhance Your Experience

Company Listings

Please be sure to view your online company listing. Log in to the [Exhibitor Portal](#) to modify your contact information, add media and announce any special offers or events to attendees. Update your listing by September 15 before our export to the mobile app.

Sponsorships

Expand your brand and leave a lasting impression on attendees by sponsoring a speaking opportunity, attendee experience, or an attendee resource. View available opportunities in our [Sponsorship Gallery](#). Check back often as key sponsorships sell early and additional resources are added regularly.

Lead Retrieval Upgrade: Digital Backpack

Exhibitors can now upload content to create custom QR codes to display in their booth. Passive lead capture by tracking who collects their digital materials, which isn't possible from printed literature displays. Attendee sees specific company point of contact. [Order the badge scanning app through Maritz.](#)

Digital Door Drops

Looking for a cost-effective alternative to traditional door drops? This new opportunity will deliver your materials directly into the hands of AMCP Nexus 2026 attendees — without the hassle and waste of printing. Purchase through the [online sponsorship gallery](#) or contact our team for more information.

Social Media Toolkit

A variety of customizable event-branded images are available for promotional use. [Visit the Toolkit page on the event site](#), click on the image for the downloadable file, open it up in PowerPoint, add your company's logo, and save the slide as a jpeg.