



Exhibitor Bulletin

Details & Deadlines



Bulletin #3

Nexus 2026 is just around the corner! Our exhibitor bulletins, sent to the primary exhibit contact, include important information to help you have a successful exhibiting experience.

Look for future editions to be sent periodically between now and the event. An archive of all bulletins will be [posted on our website](#).

Exhibitor Service Kit: Advance Rate Ends Oct 2!

AMCP has partnered with Shepard Exposition Services as the official general service contractor for our national meetings. Exhibitors should log into the platform -- check your email for an invitation -- to order furniture, carpet, and request estimates for installation labor or shipping & material handling. Exhibitor-appointed contractors (EACs) should be directed to [create their own accounts](#).

[Access the Service Kit](#)

orders@shepardes.com
(866) 366-7428

Ordering Electrical Service & Rigging

Electrical service is optional and may be purchased through Encore, the exclusive provider for power and rigging at Gaylord Pacific. [View the brochure](#).

Rigging is only permitted for island booths 20x20 or greater. Booth designs must be pre-approved by show management.

[Order Electric](#)

NEW Exhibitor Badge Upgrade Option

Reminder that exhibitors get three badges with each 10x10 space (1 full-conference and 2 expo-only badges; and can now pay a discounted rate to add or upgrade badges):

- Upgrade EXPO Only to Full-Conference = +\$500
- Additional EXPO Only (max 2) = +\$250

Log into the [Exhibitor Registration](#) to make any adjustments.

Gaylord Pacific Information

Key Locations

Please familiarize yourself with our venue's layout and exhibitor policies before arrival:

- Registration: Port of San Diego Prefunction 1.
- Expo: California 1-4.
- Exhibitor Service Center (Gaylord & Shepard): Back of Aisle 300, Exhibit Hall.
- General Session: Chula Vista Ballroom.
- AMCP Sales Office: Booth 315 (Expo Hall).

[Take a virtual tour.](#)

Booth Catering

Gaylord Pacific is the exclusive caterer for Nexus 2026. Catering is available for exhibit booths, especially during our welcome reception on Tuesday, October 27. [Order online.](#)

Display Rules & Regulations

AMCP also follows the [IAEE Display Guidelines](#) for booth design, line-of-sight rules, and exhibitor conduct.

Boxes and Crates

Exhibitors are not permitted to store boxes or packing crates in or behind booths. This is required by the fire marshal and local safety ordinances. Boxes and crates will be placed in storage by Shepard provided they are properly labeled for storage.

Solicitation

Canvassing or distributing advertising materials outside of the Exhibitor's rented space is not permitted and is grounds for removal from the Expo. Samples, catalogs, pamphlets, souvenirs, etc. may be distributed by Exhibitors and booth personnel within their booth.

Exhibitor Resources

Wi-fi in the Expo Hall

Complimentary wi-fi will be offered event-wide, including the Expo Hall, for all attendees.

Social Media Toolkit

A variety of customizable event-branded images are available for promotional use. [Visit the Toolkit page on the event site](#) to create your own image for social media.

Digital Door Drop-NEW!

Looking for a cost-effective alternative to traditional door drops? Introducing Digital Door Drop, AMCP's new opportunity for corporate members, sponsors, exhibitors, and satellite symposia to get their materials directly into the hands of registered attendees — without the hassle and waste of printing. [Purchase yours in the Sponsorship Gallery.](#)

Exhibitor Resources

Event Partners & Helpful Links

- [Order lead retrieval](#) for booth personnel (Maritz).
- [Register your badges](#) and make hotel reservations (Maritz).
- Order carpet, electric, furniture, or labor via the [Exhibitor Service Kit](#) (Shepard).
- Get a quote for shipping and material handling with [Shepard Logistics.](#)
- Purchase or submit your certificate of insurance at [ExhibitorInsurance.com.](#)
- View the latest [Nexus 2026 attendee list.](#)

Key Dates & Deadlines

SEP 25: First Day for Warehouse Deliveries Without a Surcharge

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: Electric, Catering & IT Services (Gaylord) - Advance Rate Ends

OCT 13: Certificate of Insurance (COI) Due

OCT 13: Exhibitor-Appointed Contractor (EAC) Form Due

OCT 19: Last Day for Warehouse Deliveries without Surcharge

OCT 26: Direct Shipment to Event Site Opens*

**Shipments before this date may be returned!*

Your Exhibits Support Team

We are looking forward to greeting you in San Diego. Don't hesitate to reach us with any questions or concerns.



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