

Bulletin #4

Nexus 2026 is just two weeks away! 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.**

Mobile App Is Live

The official Nexus 2026 mobile app launched last week. All registered attendees should have an invitation with login credentials in their inbox starting October 8. Download the app to your preferred device or browse on your desktop.

GET IT ON Google Play

Download on the App Store

Booth Profiles (Floorplan)

Please be sure to update your online booth profile, which displays your company information shown on the interactive **floor plan. Reminder to update your information in both the exhibitor portal and the mobile app These systems do not sync after October 1.**

1. Log into the **exhibitor portal.**
2. Click the "Floorplan" tab and locate your booth (displayed in bright green).
3. Select your booth to open the company information sidebar.
4. Click "Edit" to complete your description and contact details, upload a logo, or link out to other content and social accounts. (Email us if you need your address changed.)
5. Be sure to click "Save" and check that everything has successfully loaded.

Update My Booth Profile

EAC & COI Forms Due ASAP

If you are using a third-party exhibits house or contractor to install or dismantle your booth, please have them sign up as an exhibitor-appointed contractors (EAC) via Shepard ExhibitorPro.

Contractors who are not registered should present photo identification and a copy of the booth confirmation or letter of hire to the Registration counter (Port of San Diego Pre-Function) for a daily wristband for setup and teardown only. All booth personnel must have be badged to access the expo hall during event hours.

All exhibiting companies must provide proof of sufficient general liability coverage including AMCP, our event partners and the venue as additional insured parties. Policies can be uploaded (or easily purchased) through ExhibitorInsurance.com. (Search for "AMCP Nexus" under events.)

Important: Certificates of Insurance (COI) must be provided before load-in or you may be prevented from setting up your booth.

Electrical Orders Due Oct 23

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. While we strongly encourage you to make these changes in advance, you can make them onsite at the Registration counter.

Last-Minute Marketing Options

Social Media Toolkit (Free)

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 sharing with your online connections.

Digital Door Drop ($3,500)
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. **Files due October 23.**

Mobile App Push Notification ($5,000) - 2 Left!
Send a timely reminder or announcement to drive visitors to your booth or session with a 178-character message via the AMCP Mobile App. More than 83% of attendees use the app to manage their agenda and navigate all Nexus has to offer. **Files due October 16.**

Floor Decals ($15,000 for 3)
Make a statement and reach attendees in the high-traffic areas of the expo hall with three 3'x3' branded floor stickers or a single 3' x 9'. Your look, your design, your message. **Files due October 16.**

Digital Marquee ($18,000)
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 sharing with your online connections. Includes one full-conference registration. **Files due October 16.**

Sponsorship Gallery

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

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

OCT 13: Catering & IT Services (Gaylord) - Advance Rate Ends
OCT 13: Certificate of Insurance (COI) Due
OCT 13: Exhibitor-Appointed Contractor (EAC) Form Due
OCT 23: Electric & Rigging Orders (Encore) - Extended
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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Forward this email to your colleagues and ask them to subscribe by clicking the button below and filling out the short form. The next Exhibitor Bulletin will be delivered straight to their inbox!

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