AMP 2022
Annual Meeting & Expo

Exhibitor
“Know Before You Go” Webinar

Sara Hamilton, CMP
Director of Meetings & Exhibits

Laurie Menser, CAE
Director of Strategic Development (Corporate Partnerships)

Crystal Oliveto, CMP
Meetings Manager (Corporate Workshops)

Faye Pastor, CMP
Exhibits & Sponsorships (Exhibit Sales & Sponsorships)
Welcome!

- **Attendee Registration Numbers:** Currently at 1400, pacing with 2019 numbers.

- **Booth Staff Registration:** New Process: Booth Contact must register via instructions. Please complete by 5pm, **October 25th** to streamline process. Each Booth Staff will receive check-in instructions/QR Code via email. If any changes/swaps are needed, please go to the Registration Counter.

- **Additional Booth Staff Badges:** Purchase through Expo Harvester ($50 each).

- **Corporate Workshop Registration:** NEW this year! Still free, but everyone must have a badge. AMP 2022 Attendee/Booth Staff badge will work.

- **Full Registration:** Needed to attend scientific session. Please use the provided Coupon Code for discounted rate.

- **Guest Badges:** Will require sign-in at Registration. Detailed instructions will be provided in the Exhibitor KBYG email.
Housekeeping Notes

• To be mindful of your time, we will keep this webinar to 45 mins.

• We will send the booth contact a copy of this presentation.

• If you have questions, please type them in the chat. We will try to answer them during the webinar. If we don’t get to them, we will make sure we address them in the follow-up email with the recording of the webinar.

• Do NOT use the “raise hand” function.
Covid Protocols

• A COVID-19 Waiver and Commitment executed as part of the registration process.
• An affirmation during badge pickup of receipt of a negative COVID-19 result from a test taken within the two days prior. The test may be either self or laboratory performed.
• Every registrant (Attendees/Booth Staff) must complete the affirmation as part of the check-in process.
• Bulk Badge Pick-Up will NOT be available.
Housing

• Housing Deadline has Passed. Currently hotels are confirming reservations. OnPeak reservations will be updated with the “Hotel Confirmation” information at least one week prior to the event.

• You can check the status by logging into the onPeak system.

• For Questions about your reservations please contact:
  AMP@onpeak.com
  (855) 992-3353
General Contractor (Decorator)

• **The Expo Group** – Official AMP General Contractor. Single source ordering for everything (furniture, carpet, internet, power, etc.)

• **Exhibitor Kit** – Discount Deadline was October 3\textsuperscript{rd}.

• Please contact TEG directly with any questions at ExhibitorService@theexpogroup.com
Expo Hall Highlights

- We are excited to highlight the following activities to draw attendance to the Expo Hall:
  - 11+ Hours of Dedicated and Unopposed Exhibit Time
  - Innovation Spotlight Stages – Hosted Presentations by Exhibitors and AMP*
  - Scientific Posters strategically placed throughout the Expo Hall
  - AMP CENTRAL – AMP’s central Expo Hall location for member and attendee engagement
  - Networking Corner
  - NEW in 2022! Headshot Station
  - Welcome Reception in the Expo Hall*
  - General Lunches in Expo Hall*
  - Coffee Stations in Expo Hall*
  - Unique Branding Opportunities*
  - Photo Op to Encourage Sharing of Pics on Social Media*
  - Exhibitor Meeting Rooms & Offices*
  - Marketing & Social Media Promotions to Encourage Traffic to the Expo Hall*
  - Exhibitor Appreciation Lunch on Saturday
  - Job Board (at AMP Central)

*These attractions are available for sponsorship and may vary based on what sponsorships are secured.
## Expo Hall Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday, November 3</td>
<td>12:00pm – 7:00pm</td>
<td></td>
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<tr>
<td></td>
<td>6:00pm – 7:00pm</td>
<td>Welcome Reception in the Expo Hall</td>
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<tr>
<td>Friday, November 4</td>
<td>9:00am – 4:00pm</td>
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<tr>
<td></td>
<td>*Appointment only demos – 4:00pm – 5:00pm</td>
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</tr>
<tr>
<td>Saturday, November 5</td>
<td>9:00am – 1:30pm</td>
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<tr>
<td></td>
<td>*Appointment only demos – 8:00am – 9:00am</td>
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<tr>
<td></td>
<td>11:45am – 1:15pm</td>
<td>Exhibitor Appreciation Lunch</td>
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*Appointment Only Demos can be scheduled during these times. Exhibitors are responsible for meeting attendees/guests at the Expo Hall entrance and accompany them while in the Expo Hall during non-show hours. Demos are meant to provide Exhibitors one-on-one opportunities with attendees and must be limited to no more than 10 attendees.

### Exhibit Installation/Dismantling

#### Move-in:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Wednesday, November 2</td>
<td>7:00am – 6:00pm</td>
</tr>
<tr>
<td>Thursday, November 3*</td>
<td>7:00am – 10:00am</td>
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<tr>
<td></td>
<td>*Internal booth work only, no freight delivery</td>
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#### Move-out:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
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<tbody>
<tr>
<td>Saturday, November 5</td>
<td>1:30pm – 9:00pm</td>
</tr>
</tbody>
</table>
## Registration Hours

**ATTENDEE/EXHIBITOR REGISTRATION DESK HOURS**

(Convention Center, Exposition Hall Foyer, Lower Level)

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
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<tbody>
<tr>
<td>Tuesday, November 1</td>
<td>3:00 PM – 6:00 PM</td>
</tr>
<tr>
<td>Wednesday, November 2</td>
<td>7:30 AM – 5:00 PM</td>
</tr>
<tr>
<td>Thursday, November 3</td>
<td>7:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Friday, November 4</td>
<td>7:30 AM – 5:00 PM</td>
</tr>
<tr>
<td>Saturday, November 5</td>
<td>7:30 AM – 2:00 PM</td>
</tr>
</tbody>
</table>
Map of Downtown Phoenix
Venue Floorplans

PHOENIX CONVENTION CENTER
OVERVIEW MAP

WEST BUILDING
NORTH BUILDING

200 LEVEL
Executive Conference Center
Corporate Workshop Day
North Ballroom
Session Rooms
Meeting Rooms
AMP Expo Hall

100 LEVEL

LOWER LEVEL

PHOENIX CONVENTION CENTER
MAP OF NORTH BUILDING, 100 LEVEL

North Ballroom
Plenary Room

Breakout Rooms
121
126
127

Luncheon Rooms
125
128

Overflow Rooms
129

Meeting Management Office
1318

AMP News Room
1326

AMP Expo Hall
124
123

Speaker Ready Room
122

WASHINGTO N STREET

PHOTOGRAPHY PERMITTED
Expo Hall Floorplan
Lead Retrieval

• AMP's Registration Company (American Tradeshow Services) is excited to offer several Lead Retrieval options. Please click the button below to review these options.

• Please contact orders@american-tradeshow.com with any questions.

Sponsorships

• There are still several last-minute opportunities. Please contact Faye Pastor with inquiries. Items include:
  • Pre-reg list
  • Membership list
  • Post-reg list
  • Promotional emails
  • On-site branding
Mobile App

• The Mobile App will be available the week prior to the event.

• It will include the Current program, detailed session information and speaker information, expo hall map, exhibiting company list with descriptions, name of attendees who registered for the mobile app will be outlined (dependent on disclosure agreement from registrant)
Thank you!

• We look forward to seeing you in Phoenix!

• **ONSITE CONTACT FOR EXHIBITORS**
  • For assistance on-site please contact the Floor managers:
  • **AMP:** Faye Pastor, CMP, [exhibits@amp.org](mailto:exhibits@amp.org) (available at the Registration Area). My office phone will be forwarded so you can reach me there (301) 634-7934.
  • **The Expo Group:** Carrie Cobb (available in the Service Center.)