

EXHIBITOR KIT IMPORTANT INFORMATION FROM ACMA

WELCOME SPONSOR!

Congratulations! You are a sponsor for the 2024 ACMA National Conference. This exhibitor kit includes the critical information you need for shipping, booth build out, electrical and more! The electrical and Audiovisual order forms are included in this kit.

If you don't see something you need, please reach out to the ACMA exhibit sales team by calling (501) 303-4732 or (501) 303-4664.

EXHIBITION & LOGISTIC UPDATES

As event details are finalized and new information becomes available, ACMA updates the exhibition logistic page on the conference website. You may visit our website by clicking this link. [2024 ACMA Why Exhibit Page, CLICK HERE](#)

ACMA POLICIES & GUIDELINES

Exhibiting Companies are expected to abide by ACMA's Exhibition Policies and Display/Exhibit Guidelines. To access these documents, click on the links below. If you have questions, contact the ACMA Exhibit Sales Team via phone at (501) 303-4732 or (501) 303-4664. These documents are available in this kit, or on our website. The links are included for you below.

EXHIBIT & DISPLAY GUIDELINES, ACMA National Conference website, click [HERE](#)
CONFERENCE & EXHIBITION POLICIES, National Conference website Exhibit page, then click the Resources tab, click [HERE](#)

ACMA CONFERENCE SCHEDULE:

The ACMA 2023 Exhibitor Conference schedule is available in this exhibitor kit or on the ACMA Conference website, click [HERE](#)

INDUSTRY SCAMS & THIRD-PARTY COMPANIES

It has been brought to our attention that a few of our exhibiting companies are being contacted by third parties claiming to represent ACMA and/or our conference.

Please note the following:

- ACMA **does not utilize** housing services, travel agencies/discount travel related organizations, mailing list providers, etc.
- Although your company name is listed on our event website, ACMA does not distribute contact information for employees of our exhibiting companies to anyone other than the official event management contractor. The exhibit expo provider contracted for ACMA 2024 is GES.

Be aware that these companies are often running scams that are designed to obtain your personal details and credit card information. We recommend that you do not give these companies your credit card number, personal information, and/or any details about your hotel reservations and/or exhibit booth.

If you are contacted by any company claiming to represent ACMA and/or our conference, please ask for the company name and phone number and report the incident immediately to ACMA by calling (501) 303-4732 or (501) 303-4664 or email exhibits@acmaweb.org.

QUESTIONS?

If you have questions or need assistance leading up to the event, contact the ACMA Exhibit Sales Team via phone at (501) 303-4732 or (501) 303-4664.