



OFFICIAL CONTRACTOR LIST

<p>Exhibits & Sponsorship Request</p>	<p>AVMA Michael Wilson, CMP, Rachael Callahan, CMP, DES and Elizabeth Oshinson Phone: 847.285.6739 Email: exhibits@avma.org</p>
<p>ICW/Hotel Meeting Space Request</p>	<p>AVMA Erika Martinez Phone: 847.285.6673 Email: eschnure@avma.org Meeting Space Request Form</p>
<p>Registration</p>	<p>MCI USA</p> <ol style="list-style-type: none"> 1. Login to the Exhibitor Service Center: https://s1.goeshow.com/avma/annual/2022/exhibitor_service_center.cfm 2. Select the “Registration” tab – you should be automatically placed into your booth’s registration page. 3. To bulk upload your booth team, select tab “Booth Upload” and download the Excel spreadsheet, then upload once complete. <ul style="list-style-type: none"> • <i>Download the bulk upload form here:</i> http://s1.goeshow.com/avma/annual/2022/excel/BoothPersonnelUpload.xls • All booth badges MUST have their own UNIQUE email address • <i>How names, titles and companies are put into the upload form is EXACTLY how they will print out. If you need to modify or update a badge please contact avma@mcievents.com</i> <p>If you would prefer to register and book your hotel over the phone, please call the AVMA Convention registration and housing provider (MCI USA) at 888-295-4523 or email avma@mcievents.com. Be sure to mention you are an AVMA Exhibitor.</p>
<p>Housing</p>	<p>MCI USA</p> <ol style="list-style-type: none"> 1. If you HAVE registered and have your Record ID: https://www.mcisemi.com/avma2022/exhibitors/housing_login.cfm 2. If you have NOT yet registered, you can still secure housing: https://www.mcisemi.com/avma2022/exhibitors/index.cfm?page=gdpr 3. Group Housing Block, please contact avma@mcievents.com.



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Lead Units	<p>MCI USA</p> <p>All commercial booths receive (1) complimentary mobile app lead unit. Order at the below link: https://leads.mcisemi.com/avma2022 Order Form: https://leads.mcisemi.com/files/eventOrderForm/avma2022/</p> <p>Complimentary code: PETSRULE22 Non-Commercial booths do not qualify. You can contact us by email leads@mcievents.com.</p>
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Audio Visual	<p>Encore</p> <p>Exhibits Customer Support exhibits@encoreglobal.com 800.966.4498 Online ordering: https://encoreglobal.boomerecommerce.com</p>



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Booth Cleaning and Porter Service	Pennsylvania Convention Center The PA Convention Center does not offer booth cleaning or porter services, please reach out to GES for any needs.
Photographer	Please contact exhibits@avma.org
Plant and Floral	AVMA Exhibitor Service Kit: https://ordering.ges.com/083601018
Facility / Marshal Yard/ Docks	Pennsylvania Convention Center 1101 Arch Street Philadelphia, PA 19107 https://www.paconvention.com/ Marshal Yard information*: Plan-of-Ops-Revised-October-2021-v.1-dbead3da59.pdf (paconvention.com)
Business Center	UPS Store and Business Center Pennsylvania Convention Center 1101 Arch Street, 2 nd Floor Philadelphia, PA 19107 Business Center Phone: (215) 418-2125 Email Files: print7187@theupsstore.com Business Center Hours vary based on Convention schedule
Security	Please contact exhibits@avma.org
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