February Already?

This is typically the most chaotic month leading up to IMM24, as so many deadlines are approaching. The ACP Exhibit Team wants to help as much as we can to streamline your plans.

If you haven’t seen January’s newsletter, download here.

---

Key Actions to Work On in February

**Badge Registration**

Log into your Exhibitor Dashboard and click on the “Exhibitor Badge Registration” link to be signed into the registration portal. Deadline to register booth staff is **March 30**.

**Exhibitor Service Manual**

Visit this page for direct links into the Exhibitor Service Manual website. This is where you order booth services and also find important show info (e.g., Exhibit Schedule, Official Vendors, Meeting Details, etc). Many vendors have early bird discounts—take advantage!

**Carpet is REQUIRED and must be installed by Weds, 4/17 at 4 pm. or Freeman will force install carpet (very costly).**

---

**Forms Due 3/6/24**

If applicable to you, the following forms are due on March 6:

- **Booth Activities Request Form** (ACP must approve all booth activities, giveaways, and raffles)
- **Exhibitor-Designated Contractor Authorization** (If you have an outside vendor for things like install/dismantle, AV, etc.)
- **Market Research Request Form** (ACP must approve any research conducted)
- **Unofficial Events Form** (ACP must approve any meetings/events conducted by exhibitors)
- **Island Booth Schematics** (ACP must approve all island booth schematics)
3 Spots Left in the Doctor’s Challenge!

You supply the question. Physicians come to YOU for the answer.

The Doctor’s Challenge offers participating Exhibitors an opportunity to interact one-on-one with physician attendees. Reserve your spot today!

Pre-Registrant Mailing List

IMM24 Exhibitors may purchase a pre-registrant mailing list for the purposes of sending out a promotional mailer. The list contains mailing addresses only. Contact Stefy Beury for more details.

Visit Currently Exhibiting

In addition to the Key Actions on page 1, the Currently Exhibiting page is your go-to site for all important exhibiting info. Review the Exhibitor Checklist, Rules & Regulations, Tips for Exhibiting, and more.

Watch for Scammers!

Exhibitors are sometimes targeted by UNAUTHORIZED companies who many claim to be affiliated with ACP/Internal Medicine Meeting. These companies are not authorized to provide conference-related services such as attendee mailing lists, registration, or housing reservations. Entering into agreements with such companies can have costly consequences. All IMM24 Official Vendors are listed in the Exhibitor Dashboard.

Check your listing on the floorplan!