

Exhibitor E-Bulletin: February

## Show time is approaching...!

Now is the time to finalize your plans for Internal Medicine Meeting 2025. The ACP Exhibit Team is here to help as much as we can to streamline the process.

If you haven't seen January's newsletter, [download here](#).



Ernest N. Morial Convention Center | Hall GH | April 3-5, 2025 | Registration: Lobby G

# Key Actions to Work On in February

## Badge Registration

Log into your [Exhibitor Hub](#) account to access the Exhibitor Badge Registration link. Deadline to register booth staff is **March 31**.

## Freeman Service Kit

The Freeman Service Kit is where you order [booth services](#) and also find [important show info](#) (e.g., Exhibit Schedule, Pack in/Pack out, Meeting Details, etc). Many vendors have early bird discounts—take advantage!

**Carpet is REQUIRED and must be installed by Weds, 4/2 at 4 pm. or Freeman will force install carpet (very costly).**

## Forms Due 2/26/25

If applicable to you, the following forms are due on **February 26**:

- [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, catering 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)

## 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. Update your company listing, find helpful exhibitor resources, review the rules & regulations, and more!

## Pre-Registrant Mailing List

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.

## Housing

Save by booking your hotel rooms through onPeak, our official housing partner. Visit [Hotel & Travel](#).

**NEED LEAD RETRIEVAL? [Order Here.](#)**

### ACP Exhibit Team

190 N Independence Mall West  
Philadelphia, PA 19106-1572

e: [exhibits@acponline.org](mailto:exhibits@acponline.org)

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Teresa Lerch

Exhibit and Meeting Manager

p: 215-351-2542 | e: [tlersch@acponline.org](mailto:tlersch@acponline.org)



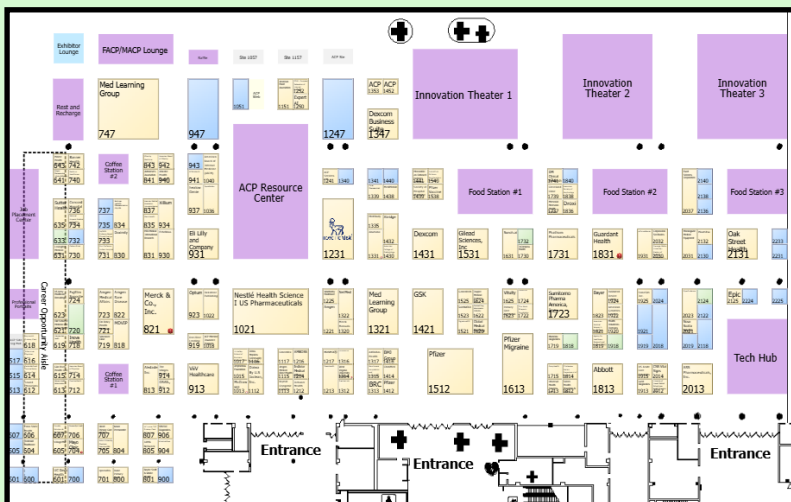
Sue Galeone

Exhibit Program Coordinator

p: 215-351-2544 | e: [sgaleone@acponline.org](mailto:sgaleone@acponline.org)

### Watch for Scammers!

Exhibitors are sometimes targeted by UNAUTHORIZED companies who may 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 IMM25 Official Vendors are listed in the Freeman Service Kit.



View your company listing on the [Exhibit Hall Floorplan!](#)