



Exhibitor E-Bulletin: January

Happy New Year!

Hello Exhibitors! We hope you all had a happy and relaxing holiday break. Unfortunately, it's time to focus on order forms, deadlines, and important "Know Before You Go" details.

The ACP Exhibit Team is here to help! We'll now be sending out these monthly e-bulletins as well as frequent e-mail reminders to help you keep on track.



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

What Do I Do Now??

Visit [Currently Exhibiting](#):

- Update your company listing & register for badges in the **Exhibitor Hub**
- Order booth furnishings/services from the **Exhibitor Service Manual**
- Find FAQ and helpful resources in the **Exhibitor Toolbox**
- Review the **Rules & Regulations**

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 2025 Official Vendors are listed in Exhibitor Hub.

IMPORTANT NOTICE

Exhibitors are required to have carpet/flooring in their booth space. The official General Service Contractor will, at the Exhibitor's expense, install carpet in any booth in which carpet/flooring has not begun by 4:00 PM on Wednesday, April 2.

The Exhibitor Service Manual has more than just order forms...

Visit [Forms and Brochures](#) for important Show Management Information:

- Exhibit Schedule
- Dismantle Notice
- Meeting Details
- Request Forms*
- Emergency Information
- And more!

*Request Forms are due February 26, 2025 (if applicable)

- ◆ Booth Activities/Giveaways/Raffles
- ◆ Exhibitor-Designated Contractor Authorization
- ◆ Island Booth Schematics
- ◆ Unofficial Events Request
- ◆ Market Research Request

Badge Registration

Is now available! Log into the [Exhibitor Hub](#) to access the badge registration site.

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



Teresa Lerch

Exhibit and Meeting Manager

p: 215-351-2542 | e: tlersch@acponline.org



Sue Galeone

Exhibit Program Coordinator

p: 215-351-2544 | e: sgaleone@acponline.org

STAND OUT

Maximize your exposure through sponsorship and advertising opportunities that are sure to build brand awareness and drive attendance to your booth.

Visit [Advertising & Sponsorship](#).