



OCTOBER 18-21  
**NEXUS**2021  
*Igniting action* | TOGETHER DENVER



## IMPORTANT INFORMATION

### **Nexus 2021 Exhibitor Bulletin, August 25**

#### **Welcome to The Exchange – the Exposition at Nexus 2021!**

Thank you for participating in Nexus 2021. These Exhibitor Bulletins include important deadlines and information aimed at helping you have a successful experience at Nexus.

Look for future Exhibitor Bulletins on September 8, September 22, October 6, and a post-Nexus bulletin October 28.

Important dates and Bulletins are posted on the [Nexus website](#).

#### **Info Only Pre-Registration List – coming today via email**

As promised, look for the Info Only Pre-Registration list today. The list will be sent in an excel file via email – please note: the email will be from and to me: [llarson@amcp.org](mailto:llarson@amcp.org) and all exhibit contacts will be Bcc'd.

The Info Only list will contain name, title, company, city, and state. Please use this list to see who's attending and for pre- and post-event marketing.

The list may not be added into any type of electronic database.

#### **Multiple Sponsored Attendee Emails Available**

Reach pre-registered Nexus attendees with an email sent by AMCP with your marketing message. Invite clients to visit your booth. Sponsored attendee emails start soon and September 16, 23, 28 and October 7 send dates are available.

AMCP 2021 sponsored attendee emails had 100% delivery and 33% open rates! [Secure online](#) or email [llarson@amcp.org](mailto:llarson@amcp.org) for more information.

#### **COVID Safety at Nexus**

AMCP is committed to providing a safe environment for attendees and exhibiting customers to “Ignite Action Together” during AMCP Nexus at Gaylord Rockies — our first in-person event since Fall 2019. There will not be a virtual component in conjunction with the in-person meeting.

To maintain the health and well-being of all participants at Nexus, AMCP is implementing procedures available on the [Nexus website](#). Any attendee or client that do not feel well will be strongly encouraged not to attend Nexus.

#### **Exhibitor Service Kit Available Next Week**

The Nexus Exhibitor Services Kit will be available online by the end of next week. Link to the FreemanOnline exhibitor service kit from the [Exhibitor Information page](#). Freeman will also email each exhibit contact with the link and user instructions.

The Kit includes deadlines, vendor contact and pricing information, order forms, and exhibit display rules and regulations. Clients can login in if they've worked with Freeman for other shows or create new account, log in and password, and order all Freeman materials and services online. Other Nexus vendors such as Maritz (lead retrieval), Encore (electricity and rigging), and Gaylord Rockies (catering), will have separate website/portal links from the Freeman site.

Some forms are available upon request in a PDF format. Request via [llarson@amcpo.org](mailto:llarson@amcpo.org).

Please note, all companies using an Exhibitor Appointed Contract must return the EAC Notification form to [llarson@amcp.org](mailto:llarson@amcp.org) by September 15. EAC companies must also supply COI insurance forms prior to move-in at the Gaylord. EAC clients will also be sent follow up instructions.

## Nexus 2021 Schedule

<b>Exhibitor Move-In:</b>	<b>NEW:</b> Monday, October 18, 12:00pm-5pm Tuesday, October 19, 7:00am-2:00pm
<b>Exchange Hours:</b>	Tuesday October 19, 4:00pm-7:00pm Wednesday October 20, 11:00am-2:30pm
<b>Exhibitor Move-Out:</b>	Wednesday October 20, 2:30pm-5:00pm

The complete Nexus 2021 schedule is on the [Nexus website](#).

## New Opportunity: AMCP Partnering

Launching at Nexus 2021, AMCP is piloting a new opportunity for attendees to formally connect with key audiences face-to-face within a designated area in The Exchange, the expo at Nexus. Visit the [AMCP Partnering page](#) on the Nexus website for more information or contact Liz Colangelo on the Business Strategies team at [lcolangelo@amcp.org](mailto:lcolangelo@amcp.org).

## Exhibit Fees Due August 31, 2021

Please confirm booth fees are paid by August 31, 2021. You can log in to the exhibitor portal to pay remaining balances via credit card. August 31 is also the deadline to cancel your exhibit and receive a partial refund.

## Enter Company Description and Categories Online

[Log in to the Exhibitor Portal](#) (your password was sent) to enter your company, product, or service description as well as applicable company or product categories. From Exhibitors menu at top left, select Booth Information. Complete contact information, description, and check applicable categories. The App profile is limited to 500 characters and the online profile limit is 1000.

Help attendees learn more about you in advance. Online profile (description) and categories are available on the *See who's already signed up* page on the [Nexus website](#).

App profile and categories will also be uploaded to the Nexus App. Deadline for the App upload is now Thursday, September 2.

Need help logging in or entering/editing information? Let me know. Happy to help.

Please contact me and let me know if you have any questions. I'm here and happy to help.

Thank you again.

Sincerely,  
Laura K. Larson, CEM  
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