



Please read this document, and the info at the link below. This will provide general information regarding this expo & conference. Once you have been selected as the official contractor for an AMUG sponsor/exhibitor, please request that company send an e-mail to Red Oak Meetings and Events with their consent / approval to have you added as their contractor. Red Oak will then send you an e-mail with your specific login & password to the official online portal. You will find everything you need to plan a successful event on this site. If you have questions that are not included in these documents, or on the portal, please feel free to reach out to us. Please find our contact info below. Thank you!

Important link / information

2019 AMUG conference Sponsor Prospectus:
http://www.amug.com/wp-content/uploads/2018/09/2019_AMUG_Sponsor_and_Exhibitor_Prospectus.pdf

Important Dates

- Thursday, February 21, 2019** Advance shipments may begin to arrive at Warehouse
- Friday, March 15, 2019** Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.
- Friday, March 22, 2019** Last day for Advance Shipments to arrive at Warehouse without surcharges.

Show Schedule

March 28 - April 05, 2019						
Thursday March 28, 2019	Friday March 29, 2019	Saturday March 30, 2019	Sunday March 31, 2019	Monday April 01, 2019	Thursday April 04, 2019	Friday April 05, 2019
Diamond load In	Platinum load In	Exhibitor and Gold load In	Show Floor Clean up	Show day 2 - AM	Diamond/Platinum breakdown	Diamond/Platinum breakdown
7:30am - 4:30pm	7:30am - 4:30pm	8:30am - 4:30pm	1:00pm - 4:00pm	10:00am - 12:00pm	9:00pm - 1:00am	7:30am-3:30pm
			Show day 1	Show day 2 - PM		
			5:00pm-10:00pm	6:00pm - 10:00pm		
				Exhibitor and Gold Tear Down		
				10:00pm - 1:00am		



Provided Booth Equipment

Provided Booth Package will include:

- Diamonds receive a 20' x 20' space with an 8' tall drape that separates them from the next booth. Diamonds have the option for a wall build out if they choose. Please refer to the wall build out document for rules and specifications.
- Platinum's receive a 10' x 20' space with 8' tall back drape and 3' sides all draped in black. 2 - 6ft tables covered in black cloth, 4 chairs, 1 - ID sign.
- Gold/Gold+ sponsors and exhibitors-only, receive a 10' x 10' space with 8' tall back drape and 3' sides all draped in black. 1 - 6ft table covered in black cloth, 2 chairs, 1 - ID sign.

Show Colors

Aisle Carpet Color: Hotel is carpeted

Drape Color: Black

Material Handling

Advance Shipments

UPS Freight
 2338 South Indiana Avenue
 Chicago, IL 60616

Direct Shipments

Hilton Chicago
 720 South Michigan Avenue
 Chicago, IL 60605

Additional Advance Shipment Information

- Shipments should arrive between Thursday, February 21, 2019 and Friday, March 22, 2019
- Any shipments over 10,000 lbs. must be shipped to the hotel direct.
- All shipments received outside these dates will be subject to a 25% late fee
- Shipments that arrive at the warehouse after Friday, March 22, 2019 cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight
- Please print the advance shipment labels by clicking on that option in the left hand menu

Additional Direct Shipment Information

- Direct shipments for Diamond's will be accepted on Thursday, March 28, 2019
- Direct shipments for Platinum's will be accepted on Friday, March 29, 2019
- Direct shipments for Exhibitors and Golds will be accepted on Saturday, March 30, 2019
- Please print the direct shipment labels by clicking on that option in the left hand menu
- Receiving only during exhibitor move-in hours

Contact Info

General conference questions:

Vice President	Jamie Cone	919-624-4766	vicepresident@amug.com
Vice President	Carl Dekker	630-460-5600	vicepresident@amug.com

Expo specific questions:

Deputy VP	Mark Wynn	734-716-3881	deputyvp@amug.com
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Booth items / questions:

Red Oak Events	Roger Mitchell	954-649-1439	roger@redoakevents.com
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