2020 Additive Manufacturing User Group Conference

Chicago, Illinois: Mar. 22 - 26

Exhibitor Appointed Contractor (EAC) **– Information**

Exhibitor Appointed Contractor (EAC), please read this document, and the info at the link below. This provides general information regarding the expo and conference. Once you have been selected as the official contractor for an AMUG sponsor/exhibitor, please request the exhibiting/sponsoring company send an e-mail to Red Oak Meetings and Events with their consent to have you added as their appointed contractor. Red Oak will then send you an e-mail with your specific login and 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 answered in these documents, or on the portal, please reach out to us. Our contact information is below.

Important link / information

2020 AMUG conference Sponsor Prospectus:

https://www.amug.com/wp-content/uploads/2019/09/2020_AMUG_Sponsor_and_Exhibitor_Prospectus.pdf

Important Dates

Thursday, February 13, 2020	Advance shipments may begin to arrive at Warehouse
Friday, March 6, 2020	Pre-Order Discount Deadline. All orders must be received with payment in full by this date to receive discounted pricing.
Friday, March 13, 2020	Last day for Advance Shipments to arrive at Warehouse without surcharges.

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 6' tables covered in black cloth, 4 chairs, 1 ID sign.
- Gold and Gold+, Silver and general exhibitors, receive a 10' x 10' space with 8' tall back drape and 3' sides all draped in black. 1 6' table covered in black cloth, 2 chairs, 1 ID sign.

Show Colors

Aisle Carpet Color:	Hotel has existing carpet
Drape Color:	Black

Show Schedule

Thu	Fri	Sat	Sun	Mon	Tues	Thu	Fri	Sat
March 19, 2020	March 20, 2020	March 21, 2020	March 22, 2020	March 23, 2020	March 24, 2020	March 26, 2020	March 27, 2020	March 28, 2020
Diamond Sponsor Equipment Move In	Diamond Sponsor Booth Set Up	Platinum Sponsor Booth Set up	Gold & Exhibitor Booth Set up	Show Day 2 (AM)	Deadline for All Exhibitors & Gold Sponsors to be off show floor	Diamond & Platinum Empty Crate Return*	Diamond & Platinum Move out Day 1	Diamond & Platinum Move out Day 2
8am - 4pm	8am-4pm	8am-4pm	8am-1:00pm	10am -12pm	9am	5pm-9pm	8am-8pm	8am-1pm
	Platinum Sponsor Equipment Move in	Gold & Exhibitor Equipment Move In	Show Floor Clean up*	Show Day 2 (PM)	Show Floor Open for Diamonds & Platinums	Diamond & Platinum Teardown		
	8am-4pm	8am-4pm	1:00pm-3:30pm**	6pm-10pm	10:30am - 12pm	9pm-12am		
			Show Day 1	Gold & Exhibitor Teardown	Show Floor Open for Diamonds & Platinums			
			4pm-10pm	10pm-12am	1:30pm - 4pm			

Material Handling

Advance Shipments

UPS Freight c/o Roadco
3417 S. Cicero Ave.
Cicero, IL. 60804

Additional Advance Shipment Information

- Shipments should arrive between Thursday, February 13, 2020 and Friday, March 13, 2020
- Any shipments over 10,000 lbs. must be shipped direct to show
- All shipments received outside these dates will be subject to a 25% late fee
- Shipments that arrive at the warehouse after Friday, March 13, 2020 cannot be guaranteed to arrive before show opening. Additional handling charges will be added for expedited trucking and freight

Direct Shipments

Hilton Chicago
720 S Michigan Ave
Chicago, IL 60605

Additional Direct Shipment Information

- Direct shipments for Diamond's will be accepted on Thursday, March 19, 2020
- Direct shipments for Platinum's will be accepted on Friday, March 20, 2020
- Direct shipments for Gold's and Exhibitors will be accepted on Saturday, March 21, 2020
- Please print the direct shipment labels by clicking on that option in the left-hand menu
- Receiving is only during exhibitor move-in hours

- Please print the advance shipment labels by clicking on that option in the left-hand menu

Contact Info

General conference questions:	VP	Jamie Cone	919-624-4766	vicepresident@amug.com
	VP	Andy Allshorn	44 (0) 7789713087	vicepresident@amug.com
Expo specific questions:	Expo Chair	Mark Wynn	734-716-3881	expo@amug.com
Booth items & support:	Red Oak	Roger Mitchell	954-649-1439	roger@redoakevents.com