

**Subject: 2025 AMSN Convention Newsletter #2**



Hello AMSN Convention Exhibitor,

In preparation for AMSN Convention, please review the following notes and reminders and share with your team members as appropriate.

**CRITICAL DATES**

**Thursday, August 7 – Thursday, September 4**

- Advance shipments accepted at the Levy warehouse.
  - To avoid additional after-deadline charges, materials must arrive by **September 4, 2025**.

**Tuesday, August 12**

- Book your hotel room at the Hilton Austin for \$274 + tax USD/night. The link to book your room at the Hilton Austin will be included in your Registration Confirmation email.

**Thursday, August 21**

- Levy discount deadline.

**Thursday, August 28**

- Deadline to order lead retrieval services. [Click here](#) to order.

**Tuesday, September 9**

Electrical, internet, and AV order deadline through Encore. To order these services for your booth [click here](#).

**Thursday, September 11**

- Direct shipments accepted at the Hilton Austin after 8:00 am.

**EXHIBITOR RESOURCES PAGE**

The Exhibitor Resources Page is your one-stop shop to access all of the resources you need to plan for the 2025 AMSN Convention. [Click here](#) to access the Exhibitor Resources Page.

**MOBILE APP COMPANY INFORMATION**

Please take a moment to fill out and submit the AMSN [Conference Exhibitor Mobile App Submission Form](#). Your information will be transferred to the event mobile app and available for attendees to view at the event. Leave any categories blank that you do not wish to display.

Please submit your company information **by Friday, July 25**, in order for your additional company information to be included in the event mobile app.

**\*If you do not fill out the form, only your company name and booth number will be displayed at the time of the mobile app launch.**

### HOTEL INFORMATION

#### **Hilton Austin**

500 East 4<sup>th</sup> Street

Austin, TX 78701

Room Rate: \$274 + tax USD/night

To take advantage of the discounted AMSN Annual Convention rate be sure to book your reservation on or before August 12, 2025. The link to book your room at the Hilton Austin will be included in your Registration Confirmation email.

### EXHIBITOR REGISTRATION

With your booth package, exhibitors receive 2 Complimentary Exhibitor-Exhibit Hall Only per 10 x 10 Booth Space.

You should have received an email from [exhibit@amsn.org](mailto:exhibit@amsn.org) with company allotments and a promo code to register for your complimentary badges. If you need this information resent to you, please contact the [exhibit@amsn.org](mailto:exhibit@amsn.org). For additional registration information and pricing please [click here](#).

Please contact [registration@amsn.org](mailto:registration@amsn.org) if there are any issues or complications when registering.

### EXHIBITOR SERVICE KIT

The 2025 AMSN Convention Exhibitor Service Kit is now live!

You should have received an email from **Levy Expositions**, AMSN's official general services contractor, with the link to the Exhibitor Service Kit and instructions on how to log in.

If you did not receive this email, please reach out to [operations@levyexpo.com](mailto:operations@levyexpo.com).

**Levy Discount Deadline: Thursday, August 21**

### SHIPPING

To view detailed shipping information, see **"Booth Ordering" → "Material Handling"** within the Levy exhibitor services manual.

**Advanced Warehouse** – shipments accepted **Thursday, August 7 – Thursday, September 4**

To ship to the Advanced Warehouse, use the [Advance Warehouse shipping label](#).

**Direct to Show Site** - shipment accepted beginning 8:00 a.m. Wednesday, September 11

If your booth shipment is arriving after September 4, use the [Direct to hotel shipping label](#).

If you have any questions regarding shipping, please email [exhibit@amsn.org](mailto:exhibit@amsn.org) or [operations@levyexpo.com](mailto:operations@levyexpo.com).

## **CONVENTION SCHEDULE**

### **Hilton Austin**

View the full schedule of events [here](#).

### **Exhibitor Move-In**

Thursday, September 11                      8:00 a.m. – 4:30 p.m.

*All exhibits must be fully operational by 4:30 p.m., Thursday, September 11th. After this time, no installation work will be permitted without special permission from AMSN Show Management.*

### **Show Hours**

Thursday, September 11	5:30 – 7:00 p.m.	Opening Reception
Friday, September 12	8:00 – 9:00 a.m.	Exhibits Open/Continental Breakfast
	10:45 – 11:30 a.m.	Exhibits Open/ Refreshment Break
	12:30 – 1:45 p.m.	Exhibits Open/Lunch Break
	3:00 – 3:30 p.m.	Exhibits Open/Refreshment Break
Saturday, September 13	8:00 – 9:00 a.m.	Exhibits Open/Continental Breakfast
	10:15 – 10:45 a.m.	Exhibits Open/ Refreshment Break
	12:00 – 1:30 p.m.	Exhibits Open/Lunch Break/Passport to Prizes Drawing

### **Exhibitor Move-Out**

Saturday, September 13                      1:30 – 7:00 p.m.                      Exhibitor Breakdown

**All exhibit materials must be removed from the exhibit facility by 7:00 p.m. on Saturday, September 13, 2025.**

## **MARKETING KIT**

We have created a number of tools to help you promote your participation in this year's event. [Click here](#) to download the Exhibitor Marketing Kit and begin promoting your presence at AMSN 2025 in Austin!

Contact Sales Lead Mark Pagdanganan at [mpagdanganan@amsn.org](mailto:mpagdanganan@amsn.org) to explore ways to engage with AMSN's 2025 Convention in Austin!

## **Questions?**

Please contact [exhibit@amsn.org](mailto:exhibit@amsn.org) with any questions pertaining to your booth space.

Thank you for your participation at AMSN's Convention, we look forward to seeing you in Austin in September!

The AMSN Events & Sponsorship Team

