

APMM ANNUAL CONFERENCE - May 20-22, 2024
Wind Creek Bethlehem
77 Wind Creek Boulevard ♦ Bethlehem, PA 18015

Exhibiting Information

The **APMM Annual Conference** will be held at the luxurious Wind Creek Bethlehem Hotel, Monday, May 20 – Wednesday, May 22, 2024
Exhibiting will take place on **Monday evening, May 20 from 6:00 p.m. to 7:30 p.m.** during the Exhibitor's Opening Reception and on **Tuesday, May 21 from 7:30 a.m. to 3:00 p.m. in the Foundry Room A.**

Exhibitor Registration

Registration includes:

- Company listing in the conference program booklet
- 8' wide x 4' deep space with no backdrop or side rails, one 6' skirted table, two chairs. There is a **\$55 + 6% and 21% service charge** for pre-ordered electric (if ordered on-site, an additional charge may be incurred)
- Admittance to the Monday evening reception, breakfast, lunch and training sessions on Tuesday.
- Wi-Fi is available in the exhibit hall at no charge.

NOTE:

- Please register for the golf outing on the Exhibitor Registration Form. The golf outing is scheduled for Monday, May 20 at 11:00 a.m. with a scramble format and shotgun start at the Riverview Country Club, 1 Riverview Place, Easton, PA 18040. Deadline to register is April 26.

Hotel Accommodations

There are a limited number of overnight rooms available on Sunday evening, May 19 through Wednesday, May 22. The room rate is: \$189.

Parking

Complimentary parking is available at Wind Creek Bethlehem.

Raffles

Opportunities will be available for exhibitors to hold raffles. In addition, to APMM prizes, exhibitors are encouraged to participate by donating a prize.

Mobile App

Don't forget to complete your information on the Whova conference mobile app. A link will be emailed by April 12.

Exhibitor Schedule

Registration Hours

Monday, May 20: 12:00 p.m. to 6:00 p.m.
Tuesday, May 21: 7:30 a.m. to 5:00 p.m.
Vendors may pick up conference packets, name badges, and the final conference agenda at registration.

Exhibit Booth Set-Up

Monday, May 20: 1:00 p.m. to 5:00 p.m.
Tuesday, May 21: 6:00 a.m. to 7:30 a.m.

Exhibit Hall Open to Conference Attendees

Monday, May 20: 6:00 p.m. to 7:30 p.m.
(Opening Reception)
Tuesday, May 21: 7:30 a.m. to 3:00 p.m.

Exhibit Tear-Down

Tuesday, May 21: 3:00 p.m. to 4:30 p.m.

Additional Exhibitor Registrations

[Click here](#) to register additional representatives to your booth.

Exhibitors are not eligible for a polo shirt.

Move-In

Shipments will be accepted up to 48 hours prior to the start of the conference on Thursday, May 16 (excluding holidays), 9:00 a.m. to 4:00 p.m.
Multiple shipments of materials delivered on different days, or by different carriers shall be considered separate shipments. Include the person's name, company name and APMM Conference on label. **Questions?** Contact John Schultz at (484) 777-7932. Warehouse hours are Monday-Friday 6 a.m. - 2 p.m. Any shipments received during closed hours will be delivered the next business day to the event space.

Agenda

An agenda is available [here](#).