



Thank you for choosing to exhibit at the AACE 2023 Annual Meeting. The AACE 2023 Annual Meeting will be held Seattle Convention Center in the Summit building. The Learning Zone will be open May 4-5.

This Exhibitor Manual provides you with all the information that an exhibitor needs to have a successful exhibit – from forms for ordering carpet, furniture, electricity, and telecommunications, to essential information with regards to registration, housing, and policies. It also includes information on available discounts if services are ordered by the earlier deadline date. This helps you to save money and for everyone to better plan equipment needs and labor schedules – all resulting in a smooth operation and successful experience.

Please make sure you log into your exhibitor portal and complete the required forms before the deadline of March 31. Required forms are Notification of Intent to Use an EAC, Giveaways, Renderings and Onsite Contract information.

If you have any questions, please feel free to contact me at meghan.leahy@spargoinc.com or 703-654-6929. We appreciate your support and look forward to a highly successful meeting in Seattle!

Sincerely,

A handwritten signature in blue ink that reads 'Meghan Leahy'.

Meghan Leahy, CFM
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