



Thank you for choosing to exhibit at the AACE 2024 Annual Meeting. The AACE 2024 Annual Meeting will be held Hyatt Regency New Orleans. The Learning Zone will be open May 9-10.

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.

We have a new Exhibitor Hub! Here is a link to the log in [instructions](#) to set up access to your portal. From your portal you will be able to complete the required forms, add your logo and a banner ad. The deadline for completion of required forms is April 5. 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 [Meghan Leahy](#) or 703-654-6929. We appreciate your support and look forward to an extraordinarily successful meeting in New Orleans!

Sincerely,

A handwritten signature in blue ink that reads "Meghan Leahy". The signature is fluid and cursive, with the first name being more prominent.

Meghan Leahy, CFM
Senior Manager, Exposition Operations
SPARGO, Inc.
+1-703-654-6929 or 800-564-4220
meghan.leahy@spargoinc.com