



Ancillary & Satellite Event Quick Guide

Deadline to Apply: Sept. 30, 2026 (or until space runs out)

Event Dates: Nov. 10–15, 2026

Available Spaces

#	Type	Details
1	Expo Hall	Client meetings only (apply via Expo Portal)
2	General/Hospitality/Internal	Staff, sales, small meetings (<5 attendees)
3	Reception/Dinner/Function	Social or advisory events
4	Educational Events	Contact AMP directly
5	Offsite	Restaurants/non-official venues (approval required)

Rules

- One form per event (online form).
- First-come, first-served.
- No exclusive time slots.
- Notify AMP of cancellations/changes (fees non-refundable).
- Violations may result in cancellation or loss of future exhibitor privileges.
- Prohibited: Competing educational sessions or corporate workshops.

Blackout Times

Date	Blackout Times
Nov. 10	None
Nov. 11	7:45 a.m. – 5:15 p.m.
Nov. 12	8:15 a.m. – 7:15 p.m.
Nov. 13	6:45 a.m. – 6:45 p.m.
Nov. 14	None



Fees

Type	Details	Fee
General/Hospitality/ Internal	Small (1–10 people) – 4 hrs / Daily	\$750 / \$1,250
	Large (10–25 people) – 4 hrs / Daily	\$1,000 / \$1,750
Reception/Dinner/Function	5–50 people	\$1,250
	50+ people	\$1,750
Educational Events	Contact meetings@amp.org	N/A
Offsite	Restaurants, non-official AMP venue and hotels	

Application & Payment

- Submit request form online (Nov. 11–15 events only).
- Reviewed every 2–3 weeks (through September), then weekly.
- Approval via email with venue/room contacts.
- Full payment required (credit card, check, ACH or wire).
- Marketing option: Promote through AMP materials (exhibits@amp.org).