

2025 AMA Tucson Education Conference and Trade Show

Tucson Convention Center

Thursday, April 17, 2025

LOCATION

Tucson Convention Center Exhibit Hall C. The loading lane is on the South side of the building, across from Parking Lot B.

EXHIBITOR Schedule

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|-----------------------------------|--------------|--|
| Wednesday, April 16 th | 1pm-4:30 pm | Exhibitor Move In |
| Thursday, April 17 th | 9am-11:00am | Exhibitor Move In |
| | 11:00am | All Booths must be set up, staffed and ready for final inspection. |
| | 12pm-12:45pm | Lunch break |
| | 1:00 pm | Exhibitor floor open to full day attendees (first wave) |
| | 2:00 pm | Exhibitor floor open to all attendees (second wave) |
| | 3:30 pm | Emcees announce exhibitor raffle prize winners: this is optional |
| | 4pm- 6pm | Exhibitor Move Out |

Expo Orders

An email packet from Heritage Exposition Services will be e-mailed to you. The packet will include order forms for specific needs such as electrical, phone, cable, internet, audio visual, furniture, carpet, etc. **Make sure to review the expo packet for important info, such as deadlines and discounts.** You will be asked to register online as a link will be emailed to each exhibitor. If you have any questions or concerns, feel free to contact the AMA Staff.

- Heritage Contact: Teresa McCarthy
- Phone:602-320-8083
- Email: teresa.mccarthy@heritagesvs.com

THEME

"AMA's Greatest Hits!" Music Theme. Theme participation is optional, but highly encouraged! There are prizes for Best Use of Theme, Best Costumes, Most Interactive Booth and People's Choice. Drape colors are Black & Silver.

MOVE IN

Exhibitor move in will be available at the loading dock on Wednesday from 1-5 and Thursday from 9-11. **Move in is not allowed through the lobby, you must use the loading dock.**

Check in with AMA staff inside the loading dock doors to receive your wristbands to gain access into the exhibit hall. Volunteers will be available to assist you with move in.

TABLES AND CHAIRS

Each 10 X 10 booth will have a **6-foot table** and two chairs. Additional items may be ordered through Heritage Exposition Services.

LUNCH

Lunch is NOT Included in the 2025 booth fee. A concession stand will be open in the exhibit hall beginning at 12pm for exhibitors to purchase lunch. You also have the option to leave the TCC for lunch, but must be back at your booth by 12:45pm. The TCC does not allow outside food to be brought in.

NAME BADGES

If you would like AMA to print you a name badge, please complete the [name badge form](#) by April 1st. Otherwise, feel free to wear your own company name badges.

WRIST BANDS

Wrist bands must be worn to gain entry into the exhibit hall and at all times when in the exhibit hall. Please check-in with the AMA staff person at the check-in table at the loading dock before setting up your booth to receive your wrist bands. **Wrist Bands are for employees working in your booth and may not be used as guest passes.**

CARPET

The exhibit hall floor is **NOT** carpeted, nor will carpet be provided for your booth/aisles. If you would like carpet for your booth, it is available through Heritage in their expo packet.

ELECTRIC/INTERNET

The exhibit hall floor is **NOT** equipped with wifi and your booth does **NOT** come with electricity. Should you need either, they can be ordered ahead of time through Commonwealth Electric. The order form is in your expo packet from Heritage.

HEIGHT RESTRICTIONS

No sign, display or specially-built equipment will be permitted to extend above the official booth height of 8feet. In addition, no material in the front of 5 feet of the booth is to exceed 3 feet in height.

BALLOONS

NO helium balloons are allowed!!!! You may have nitrogen or air-filled balloons.

GAFFERS TAPE MUST be used if taping anything to the floor. Any other tapes/materials will be assessed a \$150 cleaning fee to the booth holder.

FOOD & BEVERAGE

If you wish to have any sort of food and/or beverage at your booth, you **must** order it through the Convention Center caterer, Savor.

Please reach out to Taylor at Taylor.Domingues@tucsonaz.gov. **NO ALCOHOL WILL BE ALLOWED AT BOOTHS.**

FIRE INSPECTION

The Fire Marshal will inspect the exhibit hall before allowing the show to open. Please refer to the AMA Terms and Conditions and the Tucson Fire Department Guidelines in the expo packet.

CLEAN UP

NO Helium-filled balloons on the trade show floor at all. Only Gaffers Tape may be used to secure items to the floor. Spills must be cleaned up before leaving the exhibit hall. Any extra charges assessed by the Tucson Convention Center will be invoiced to the exhibitor responsible for those charges.

GIVEAWAYS

Estimated attendance is 500 people. **No lanyards!** – the lanyard sponsor has the exclusive opportunity to provide lanyards. If you plan on distributing individually wrapped snacks or bottled waters, the TCC requires that your logo be on them. **No alcohol!**

EXHIBITOR PRIZES

Prize announcement forms will be included in the packet you receive at check-in. Each exhibitor may have the trade show emcee make a maximum of one (1) prize announcement. This is optional.

VEHICLES

If you are planning to display a vehicle in your booth, please contact Linda Morales with the AMA to discuss.

DISCOUNTED MEMBERSHIP LIST

The AMA Membership List is available for exhibitors at a 50% discount using code: **25TMLD**

It is available online here: <https://www.azmultihousing.org/products/membership-list>

Membership List (Management Company & Properties) Includes all AMA member management companies and properties and contact information for both. Email addresses are not provided on this list.

AFTER PARTY

If there is an “After Party” please be aware it is no longer being hosted by the AMA. A group of attendees usually meets at a nearby bar/restaurant after the event. Location for this year has not yet been determined. Check the webpage for updates: <https://www.azmultihousing.org/events/2025-tucson-education-conference-and-trade-show>

BONUS TIP

If you want attendees to stay at your booth longer, we suggest providing something interactive for them to do at your booth, such as a game, a prize wheel or a photo booth!