



ACOT OVERVIEW

Thank you for your partnership with us for 2021. We are working hard to make this the best ACOT yet. This is not possible without your support.

MY CONTACT INFO

If you have any questions or need to reach me at the event:
Darrell Parks
(870) 243-6433

SESSION DUE DATES

Session Reservations Due 7/23/21
Session descriptions Due 10/8/21
Session slots without descriptions on the 3rd will be given to those in our waiting list.

NAME TAGS

Closer to the event all registered Exhibitors will receive a login to their Exhibitor Portal. From there name tags and Lead tools can be accessed.

BOOK YOUR ROOM

Our room rates drop off in September. Be sure to book your stay now.

SESSION GUIDELINES

We don't mind 5 min sales discussion but keep classes educational. Your willingness to share will encourage sales discussions at your booth.

EXHIBITOR GUIDE

November 2nd-5th 2021

IMPORTANT DATES

- 2/4** Exhibitor Registration Opens
- 7/23** Session Titles/Reservations are due
- 9/1** Guest Registration Opens, Ad campaign start
- 10/8** All session details are due
- 10/15** Lead capture, ACOT app, and other online resources launch.
- 10/29** All Exhibitor fees are due

SHIPPING

Any booth or session related items can be shipped to the Embassy within 3 days of the event. The Embassy can also hold items for pick up after the event.

Ship to:

Embassy Suites
11301 Financial Centre Pkwy
Little Rock, AR 72211

EXHIBITOR HALL

- November 2nd** Pipe and drape day. Closed to everyone.
- November 3rd** Setup day for exhibitors. From 8am-8pm you will have access to set up your booth. This area will be closed to guest. Booths come with power and network.
- November 4th-5th** Exhibitor hall open to guest. 8am-5pm on the 4th and 8am-2:30pm on the 5th.

Please plan to stay the entirety of Friday. It is not recommended to pack up your booth until the event is officially over. Exhibitors that pack up before lunch will receive a \$200 fine.

BREAKOUT ROOMS

Breakout rooms will have a display, laptop, and presentation clicker. Office 2016 will be loaded.