



Association Management Center
 8735 W. Higgins Road, Suite 300
 Chicago, IL 60631

MEETING PROFILE:



INTERNATIONAL AWARDS SHOW

CONTACTS: Kari Messenger Meetings Manager Whitnie Andrews Meetings Administrator

ORGANIZATION PROFILE: The Awards and Personalization Association (APA) is a membership organization of more than 4,000 companies dedicated to increasing the professionalism of recognition specialists and advancing the awards and engraving industry. Founded in 1967, APA is the world’s leading organization for the awards and recognition industry.

SITE SELECTION: It is the written policy of AMC to work closely with our regional sales office representative when booking any client meetings. Should you have any questions regarding our meetings, please contact your regional office. This will facilitate the optimal working relationship between our offices.

SELECTION PROCESS: Meetings department does research with regional sales representative. Recommendations are made to the board of directors, by the meetings department. Final decision is made by board.

SITE DECISION: 3 years out

EXHIBIT SPACE REQUIRED: 80,000 sq. ft.

ANNUAL CONFERENCE SITES

2023	Feb 14-17	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2022	Feb 15-18	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2021	Feb 9-12	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2020	Feb 10-14	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2019	Feb 11-15	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2018	Feb 19-23	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2017	Feb 6-10	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2016	Feb 29-Mar 4	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2015	Jan 27-30	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2014	Feb 25-28	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2013	Jan 29-Feb 1	Las Vegas, NV	2000pp	Rio All-Suite Hotel & Casino
2012	March 6-9	Las Vegas, NV	2000pp	Las Vegas Convention Center/Hilton
2011	Feb 22-25	Las Vegas, NV	2000pp	Las Vegas Convention Center/Hilton

REQUIRED SLEEPING ROOM BLOCK

Saturday 30
 Sunday 100

Monday	300
Tuesday	525
Wednesday	600
Thursday	500
Friday	250
Saturday	40
TOTAL	2350

MEETING SPACE REQUIREMENTS

MONDAY

24 hours	Staff Office (1,000 sq ft)
8am-24 hours	AV Office (400-500 sq ft)
8am-24 hours	Decorator/Exhibitor Move in (80,000 sq ft.)
8am-24 hours	Registration (5,000 sq ft.) – To accommodate registration counters/membership booth/silent auction
Noon-24 hours	Meeting rooms setup (3 rooms to hold 250pp classroom, 2 per 6' table)
Noon-24 hours	Meeting rooms setup (2 rooms to hold 80pp classroom, 2 per 6' table)

TUESDAY

24 hours	Staff Office
24 hours	AV Office
24 hours	Exhibits
24 hours	Registration
24 hours	Meeting rooms (3 rooms to hold 250pp classroom, 2 per 6' table)
24 hours	Meeting rooms (2 rooms to hold 80pp classroom, 2 per 6' table)

WEDNESDAY

24 hours	Staff Office
24 hours	AV Office
24 hours	Exhibits
24 hours	Registration
24 hours	Meeting rooms (3 rooms to hold 250pp classroom, 2 per 6' table)
24 hours	Meeting rooms (2 rooms to hold 80pp classroom, 2 per 6' table)
24 hours	Committee room (30pp rounds)
5-7pm	Reception (800-1000pp) – Need room available by 3pm for setup

THURSDAY

24 hours	Staff Office
24 hours	AV Office
24 hours	Exhibits
24 hours	Registration
24 hours	Meeting rooms (3 rooms to hold 250pp classroom, 2 per 6' table)
24 hours	Meeting rooms (2 rooms to hold 80pp classroom, 2 per 6' table)
24 hours	Committee room (30pp rounds)
6-8pm	Awards Reception (300pp)
	Need area for reception 6-6:30pm and 300pp rds for awards program 6:30-8pm

FRIDAY

24 hours-6pm	Staff Office
24 hours-6pm	AV Office
24 hours-11pm	Exhibits (Exhibit open until 3pm; teardown from 3-11pm)
24 hours-6pm	Registration
7-10am	Member Breakfast (500pp rounds)
8am-3pm	Committee room (30pp rounds)

ADDITIONAL REQUIREMENTS:

- One complimentary VIP suite for President of APA

- Comp upgrades to suites at the conference rate for APA's Executive Board
- Fifteen (15) staff rooms at 50% off conference rate
- Complimentary guest room internet
- 1/40 comp units on a cumulative basis, posted to master bill
- 5, VIP amenities
- Complimentary round trip airport transfers (# to be negotiated)
- Waived meeting rental w/negotiated F&B minimum