We look forward to you exhibiting with us at the 2023 AES New York, October 25-27. Please read the information below for important details about your exhibit and registration process.

EXHIBITOR DASHBOARD

The Primary contact, as defined by you when booking your space with the MCI sales team, will receive an email from<https://aesny23.exh.mapyourshow.com/>, subject line AES New York 2023 Exhibitor Dashboard Log In with a link and password to your Exhibitor Dashboard. The Exhibitor Dashboard is your source for information regarding your exhibition at the conference such as the exhibitor kit, housing, show schedule, etc. It is also where you will update your company profile.

Due to system limitations, only one person from your organization can receive the link to the Exhibitor Console. To ensure this information is received by the correct individual or to change your Primary Contact, please contact [sales@aes.org](mailto:sales@aes.org) and advise them of the one person within your organization you would like listed as your Primary Contact.

REGISTRATION PROCESS

Your Primary contact, as determined above, will register your staff via the Exhibitor Dashboard.

Click the tile that says Manage Exhibitor Badges. Add the information requested and each person will receive a confirmation email. If you need assistance, please contact [Stacy Kyle](mailto:stacy.kyle@wearemci.com).

ADDITIONAL DETAILS

Anyone wishing to enter the conference, in any capacity, must have a badge.

Each exhibiting company receives eight complimentary booth staff badges per 10’x10’ space.

Badge Types:

Booth Staff / Exhibitor Badges – allow access to the exhibit hall during posted installation and dismantle hours, during all open exhibit hall hours.

Full Conference Exhibitor – includes access to general sessions, education sessions, lunch, and one ticket to the Welcome Party.

QUESTIONS

AEC and MCI are here to make your experience as seamless as possible. To ensure you are reaching out to the correct team, please refer to the list below for your questions:

For questions related to registration, please contact Exhibit Manager at [exhibitmgr@wearemci.com](mailto:stacy.kyle@wearemci.com)

For sales related questions, please contact our sales team at: sales@aes.com

For questions regarding your exhibit or sponsorship, please contact our Exhibit Manager at [exhibitmgr@wearemci.com](mailto:stacy.kyle@wearemci.com)

If you cannot locate the Welcome / Registration email with the unique link:

First, have your organization’s primary contact, or the person within your organization that secured your booth space, check their spam/ junk folder.

If the email is not located, then email [sales@aes.org](mailto:sales@aes.org), or call 410-584-8647 to have your primary contact changed and the Welcome / Registration email resent.

For questions regarding housing / hotel rooms, contact Connections Housing [https://mcievents.com](https://mcievents.com/).

If you are unsure where to go for assistance, please reach out to [exhibitmgr@wearemci.com](mailto:stacy.kyle@wearemci.com) and we will get you to the correct team.

Exhibit Hall Hours:

Exhibitor move-in

Monday, October 23, 2023

Tuesday, October 24, 2023

8:00 AM - 5:00 PM

8:00 AM - 4:30 PM

Registration hours

Monday, October 23, 2023, 12:00 PM Exhibitor Registration Opens

Tuesday, October 24, 2023, 3:00 PM - 7:00 PM Early Bird Registration

Wednesday, October 25, 2023, 10:00 PM - 6::00 PM

Thursday, October 26, 2023, 10:00 AM - 6:00 PM

Friday, October 27, 2023, 10:00 AM - 4:00 PM

Exhibit hall hours

Wednesday- Friday, October 25-27, 2023, 10:00 AM - 5:30 PM

Exhibitor move-out

Friday, October 27, 2023, 5:30 PM - 7:00 PM

Saturday, October 28, 2023, 8:00 AM - 6:00 PM