



## 2019 Exhibitor Deadline Checklist

Please refer to the [Exhibitor Resources](#) page for all important Exhibitor information.

<u>Date</u>	<u>Action Item</u>
Ongoing	<b>Promote your participation</b> & invite your customers <a href="#">download event logo &amp; web ads</a>
Ongoing	<b>Press release submission</b> for the Summit's online Press Room – free exhibitor marketing! Submit your release as a Word.doc to Kim Hansen.
March 31	<b>Show Directory</b> – Upload Company listing.
March 31	<b>Show Directory</b> – Material due if purchased a logo upgrade or ad space.
April 1	<b>Attendee List request</b> form due
April 8	<b>Advance Warehouse Shipments</b> – <u>first date</u> material can arrive. (See PAGE 60 of Exhibitor Service Manual for instructions & labels)
April 12	<b>Certificate of Liability Insurance</b> – <b>REQUIRED</b> by all exhibiting companies.
April 12	<b>Lead Retrieval</b> discount deadline.
April 15	<b>Exhibitor Service Manual</b> – Booth furnishings & services discount deadline. Carpet is <b>REQUIRED</b> .
April 19	<b>Hotel</b> discounted room rates expire. onPeak is the <b>ONLY</b> official housing vendor.
April 26	<b>Exhibitor Registration</b> – Exhibitors receive (3) full-conference exhibitor badges per 100nsf.
May 3	<b>Advance Warehouse Shipments</b> – <u>last date</u> material can arrive.
May 6 & 7	<b>Direct to Show Site Shipments</b> – <u>only dates</u> material accepted by RES at the Convention Center.
May 6	<b>Exhibitor Move In</b> from 12:30pm – 4:30pm
May 7	<b>Exhibitor Move In</b> from 8:00am – 2:00pm <i>*all exhibits must be fully installed by 2:00pm</i>
May 7	<b>Onsite Press Kit</b> submitted to the Press Room #25 for distribution to media members.
May 7	<b>EXHIBIT HALL OPEN</b> from 5:00pm – 7:00pm (Welcome Reception held on floor)
May 8	<b>EXHIBIT HALL OPEN</b> from 10:30am – 2:30pm
May 9	<b>EXHIBIT HALL OPEN</b> from 10:30am – 2:30pm
May 9	<b>Exhibitor Move Out</b> from 2:30pm – 7:00pm <i>*all freight carriers should check-in by 5:00pm</i>

### Contacts:

- **Registration & Company Listing:** Kelly Hughes, Registration Manager, [FSS@executiveevents.com](mailto:FSS@executiveevents.com)
- **Booth Furnishings & Services:** RES Customer Service, 847-696-2208
- **Lead Retrieval:** American Tradeshow Services, 985-809-0600 ext #777
- **Hotel Reservations:** onPeak, 855-992-3353
- **Exhibit & Sponsorship Opportunities:** Kim Hansen, Sales Manager, [hansenk@bnpmedia.com](mailto:hansenk@bnpmedia.com)
- **Exhibitor information:** Katie Johnson, Sr. Event Manager, [johnsonk@bnpmedia.com](mailto:johnsonk@bnpmedia.com)

For details on the above deadlines visit the EXHIBITOR RESOURCES.

[www.foodsafetystrategies.com/exhibitors/Exhibitor-Resources](http://www.foodsafetystrategies.com/exhibitors/Exhibitor-Resources)