



## Important Dates & Details for 2024 Exhibitors

To ensure you have a successful show, you'll find important information on the items below as well as marketing opportunities, here: [Exhibitor Information & Resources](#)

DEADLINE	ACTION
March 31	<b>Company Listing due</b> for mobile app and on-site Show Directory. Login link will be sent in February.
April 1	<b>Certificate of Liability Insurance Due</b> *required <a href="#">View requirements</a>
April 5	<b>Lead Retrieval</b> discount deadline. <a href="#">Order online.</a>
April 6	<b>Pre-Show Email</b> request form & material deadline. <a href="#">View details.</a>
April 14	<b>Hotel deadline.</b> Book within the <a href="#">official Food Safety Summit hotel block</a> for the lowest rates at hotels near the convention center – book early for availability!
April 19	<b>RES Discount Deadline.</b> Access the <a href="#">Exhibitor Service Kit</a> to order booth furniture, carpet, electrical, A/V, floral, labor and more. *carpet or floor covering is required
April 26	<b>Register Your Staff.</b> Exhibitors receive (3) complimentary badges per 100nsf paid exhibit space. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). <b>Need your code resent?</b> <a href="#">Email registration.</a>
July 18	<b>Post-Show Email</b> request form & material deadline. <a href="#">View details.</a>

### MARKETING TOOLS

[Download Event logo & ads](#) – We invite you to share your participation on your social media, email signature or through company marketing. Event hashtag **#FoodSafetySummit**

[Submit a press release](#) and we will post your company or product news on the event website for media & attendees.

Exhibitors may drop off up to 25 press kits in the on-site Press Room. Request the [registered press list.](#)

### SHIPPING DATES

ADVANCE WAREHOUSE	March 1 – May 3, 2024	<a href="#">Download shipping labels</a> on pages 75-76
DIRECT TO SHOW SITE	May 6-7, 2024 – only	

### MOVE-IN/OUT SCHEDULE

#### MOVE-IN

Monday, May 6

12:30pm – 4:30pm

Tuesday, May 7

8:00am – 2:00pm \*all exhibits must be installed by 2pm – no exceptions.

#### MOVE-OUT

Thursday, May 9

2:30pm – 7:00pm Carriers must check in by 5pm.

### EXHIBIT HALL HOURS

**Tuesday, May 7**

**5:00pm – 7:00pm**

Welcome Reception on show floor

**Wednesday, May 8**

**10:30am – 2:30pm**

**Thursday, May 9**

**10:30am – 2:30pm**

[View agenda](#)

### WHO TO ASK | OFFICIAL SHOW CONTRACTORS & EVENT STAFF

**Registration** | Stephanie Matal, Registration Manager, [fss@executiveevents.com](mailto:fss@executiveevents.com) or 844-644-7449

**Booth Orders/Services** | Rosemont Exposition Services (RES), [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)

**Lead Retrieval** | American Tradeshow Services (ATS), [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com) or 985-240-5507

**Hotel Reservations** | Executiveevents, [BNPhousing@executiveevents.com](mailto:BNPhousing@executiveevents.com) or 844-644-7449

**Exhibitor/Sponsor Support** | Randi Jannette, Event Coordinator, [jannetter@bnpmedia.com](mailto:jannetter@bnpmedia.com)

**Event Operations** | Adriene Cooper, Senior Event Manager, [coopera@bnpmedia.com](mailto:coopera@bnpmedia.com) or 847-405-4120