



## SNA Calendar & Checklist

As we get ready for our 77th Annual National Conference at the Colorado Convention Center in Denver, Colorado. SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2023. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC in Denver.

### April 2023

- ☐ The Online Exhibitor Service Kit will be emailed to all exhibitors in good standing with the Association. Notification will be sent by GES. Your booth must be paid in full, and you should not have any outstanding sponsorship or advertising balances.
- ☐ Please register for your booth badges through Convention Data Services (CDS). The CDS confirmation email will contain your hotel/housing reservation instructions. To reserve hotel rooms, you **MUST** register for your badges first.
- ☐ Please submit your company listing for the ANC23 Publications. All the ANC Publications are important "information-tool" for ANC attendees.
- ☐ **April 20:** Early Bird rate for Lead Retrieval through Convention Data Services (CDS)
- ☐ **April 30:** Deadline to submit a request for a Hanging Sign within your booth.

### May 2023

- ☐ **Mandatory Food Safety Webinar – Tuesday, May 9 at 3pm Est**
- ☐ **May 31:** Deadline to submit your Certificate of Insurance (COI) to SNA
- ☐ **May 31:** Deadline to submit Sampling Authorization form.
- ☐ **May 31:** Deadline to apply for the New Product Showcase
- ☐ **May 31:** All Exhibitors must be in good standing with the Association to obtain access to the exhibit hall; booth fees, sponsorships, and advertising must be paid in full.
- ☐ **May 31:** Last day for all housing cancellations (\$30 fee)

### June 2023

- ☐ **June 1:** Beginning June 1, a fee of \$90 will be charged for housing cancellations and no-shows.
- ☐ **June 1:** Advanced pricing deadline for Lead Retrieval/Convention Data Services (CDS)
- ☐ **June 1:** GES begins accepting advance shipment at its warehouse.
- ☐ **June 3:** Deadline to make your hotel reservation.
- ☐ **June 15:** Deadline to apply for a Hospitality Suite at ANC.
- ☐ **June 15:** Discount Rate Deadline for internet/Wi-Fi through Smart City Network.
- ☐ **June 25:** Deadline to order kitchen equipment through LOWE Rental USA

- ☐ **June 26:** Deadline to order services through Centerplate Catering
- ☐ **June 26 – 28: Patron Sign-Up for ANC 2024 Boston**
- ☐ **June 30:** Deadline for Exhibitors to register for Badges.

## July 2023

- ☐ **July 5:** GES begins accepting direct-to-show shipments to the Colorado Convention Center
- ☐ **July 7 – 9: Move-in/Set-up Hours**
  - July 7: 8am – 5pm
  - July 8: 8am – 9pm
  - July 9: 8am – 9pm
- ☐ **July 10 & 11: SNA Conference & Tradeshow Dates/Hours**
  - July 10: 9:30am – 2:30pm
  - July 11: 9:15am – 12:00pm Directors Only
  - July 11: 12:00am – 2:00pm
- ☐ **July 10 & 11: Exhibitor Sign-Up for ANC 2024 Boston**
  - July 10: 7:30am – 9:00am and 2:30pm – 5:00pm
  - July 11: 7:30am – 9:00am and 2:00pm – 3:00pm
- ☐ **July 11 & 12: Exhibitors Move-out.**
  - July 11: 3pm – 8pm
  - July 12: 8am – 5pm

Most importantly, please provide SNA with the name and contact information of the individual who will coordinate all activities relating to your booth set-up. We want to make sure that this individual receives all correspondence from SNA.

If you have any questions or concerns, please don't hesitate to contact Crystal Harper-Pierre, Exhibit Sales Manager, [charper@schoolnutrition.org](mailto:charper@schoolnutrition.org) , 703-824-3040.