



SNA Calendar & Checklist

As we get ready for our 80th Annual National Conference at the Charlotte Convention Center in Charlotte, NC. SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2026. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC in North Carolina.

April 2026

- 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.

May 2026

- Mandatory Food Safety Webinar – Tuesday, May 12 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 submit a request for a Hanging Sign within your booth.
- 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.

June 2026

- June 8:** GES begins accepting advance shipment at its warehouse.
- June 15:** Deadline to apply for a Hospitality Suite at ANC.
- June 19: Deadline for GES discounts on orders**
- June 20: Last day to make changes to Housing reservations online; cancellation & non-show fee is \$90. Contact SNA Housing Bureau - Conference Direct for questions.**
- June 23 – 24: Patron Sign-Up for ANC 2026 Charlotte**
- June 26: Deadline to submit the Sampling Authorization Form**
- June 30:** Deadline to order kitchen equipment through LOWE Rental USA
- June 30:** Deadline for Exhibitors to register for Badges.
- June 30:** Deadline for Charlotte Catering discount orders.
- June 30: Last day for Advance Shipments to arrive at GES Warehouse without surcharges* 5:00 PM**

July 2026

- July 2 & 3:** GES Warehouse is CLOSED in observance of Independence Day.
- July 7: Deadline to receive shipment to the Advance Warehouse.**
- July 10: GES begins accepting direct-to-show shipments to the Convention Center.**
- July 10 – 12: Move-in/Set-up Hours**
 - July 10: 8am – 9pm
 - July 11: 8am – 9pm
 - July 12: 8am – 9pm
- July 11: Opening Event at NASCAR Museum: 7:30pm – 10pm**
- July 13 & 14: SNA Conference & Tradeshow Dates/Hours**
 - July 13: 9:30am – 2:30pm
 - July 14: 9:45am – 12:30pm Directors Only
 - July 14: 12:30pm – 2:30pm
- July 13 & 14: Exhibitor Sign-Up for ANC 2027 Phoenix**
 - July 13: 7:30am – 9:00am and 2:30pm – 5:00pm
 - July 14: 7:30am – 9:00am and 2:30pm – 3:30pm
- July 14 & 15: Exhibitors Move-out.**
 - July 14: 2:30pm – 10pm; Carriers picking up frozen/refrigerated items MUST be checked in by 10:00 AM
 - July 15: 6am – 11:59pm; All exhibitor materials MUST be removed by midnight.

Checklist

- Rain Protection (Certificate of Insurance - COI)
- Register for Badges
- Finalize Housing block
- Convention Center: Sampling Authorization Form
- Convention Center: Catering Services
- SmartCity Networks (WiFi/Internet/Electrical/Plumbing)
- OnServices (Audio Visual)
- CVENT (Lead Retrieval)
- Infocus Marketing (List Rental)
- Exhibitor Appointed Contractor (EAC): complete the required form that is located within the Exhibitor Service Kit
- Accessories for Booth (furnishing, carpet, storage, signage, cleaning services, shipping labels, etc.): Exhibitor Service Kit

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 , 703-824-3040.