



**To:** Participating Suppliers – Exhibitor Kit and Primary Contacts

**Re:** 2026 UniPro Spring Conference  
Exhibit Hall D-F – Gaylord Palms Resort & Convention Center – Orlando, Florida

We are pleased you are joining us at Gaylord Palms Convention Center, March 30 – April 1, 2026, for the 2026 UniPro Spring Conference. The show floor will be in Exhibit Hall D-F. Please note the following show / meeting hours:

**Supplier Set-Up**

Monday, March 30, 2026: 8:00 a.m. – 5:00 p.m.

**Supplier Tear-Down**

Wednesday, April 1, 2026: 3:30 p.m. – 6:30 p.m.

**Business Sessions**

Tuesday, March 31, 2026: 8:00 a.m. – 5:30 p.m.

Wednesday, April 1, 2026: 7:30 a.m. – 3:30 p.m.

It is very important that you adhere to the rules of the show and staff / maintain your booth throughout all Business Session hours. No booth may be dismantled prior to 3:30 p.m. on Wednesday.

As part of your registration fee, your 10' x 10' Exhibitor Booth(s) will be furnished as follows:

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| ✓ <b>8' high backwall drape</b><br>(Standard - Black & White; Food Court - Black & Red) | ✓ <b>2 – 6' skirted tables</b><br>(Black)    |
| ✓ <b>3' high sidewall drape</b><br>(Black)                                              | ✓ <b>5 chairs</b>                            |
|                                                                                         | ✓ <b>1 wastebasket</b>                       |
|                                                                                         | ✓ <b>11" x 17" booth identification sign</b> |

*Any additional requirements you may have outside of this booth package (electrical, food preparation, shipping fees, additional furniture, etc.) are at your own expense.*

**The following exhibit information and shipping instructions are very important in preparation for this conference:**

- ◆ Information on shipping samples / booth materials, electrical, furnishings, etc. are available in the GES Online Exhibit Kit. Please pay close attention to the deadlines, as many dates vary.
- ◆ Please refer to the exhibitor listing and floor plan included on the GES Online Exhibit Kit website for the location of your booth(s) (alphabetical and numerical listings are provided.)
- ◆ Exhibit Hall D-F **is not carpeted**. If you wish to order carpet and / or padding for your booth(s), you can order it in advance through the Booth Furnishings Rental / GES Exhibit Flooring+ section of the GES Online Exhibit Kit.
- ◆ **Food Sampling:** Please review the “Request to Serve Samples” document located under the “Food Sampling Information” tab on the GES Online Exhibit Kit. **If you will be sampling food or beverage products within your booth, you must complete this form** and return it to [gpexhibits@gaylordhotels.com](mailto:gpexhibits@gaylordhotels.com) for approval prior to the show.
- ◆ **Utilities (internet, electric, etc.):** Regarding utilities (internet, electric, IT, AV, etc.), you will order all of these through the Boomer site or Encore’s EventNow, which are both posted under the “Utilities Information (Electric, Internet, AV)” tab.

- ◆ **Shipping and Handling:** Please pay close attention to the shipping and handling fees found in the Shipping, Drayage & Material Handling section of the GES Online Exhibit Kit.
  - **Canned, Dry, & Non-Food Advance Shipping:** All canned, dry, and non-food exhibitor freight may be shipped in advance to the GES warehouse. Shipment(s) must be received between **Tuesday, February 24 and Wednesday, March 25, 2026.** “Advance Shipment to Warehouse” shipping labels can be found in the Shipping, Drayage & Material Handling section of the GES Online Exhibit Kit.
  - **Canned, Dry, & Non-Food Direct Shipping:** All canned, dry, and non-food exhibitor freight may be shipped direct to GES at the Gaylord Palms. Shipment(s) can arrive on **Sunday, March 29 OR Monday, March 30, 2026.** “Direct Shipment to Exhibit Site” shipping labels can be found in the Shipping, Drayage & Material Handling section of the GES Online Exhibit Kit.
  - **Frozen / Refrigerated Direct Shipping:** All frozen / refrigerated exhibitor freight may **only** be shipped direct to GES at the Gaylord Palms. Shipment(s) **can arrive from Friday, March 27 through Monday, March 30, 2026.** “Frozen” and / or “Refrigerated” should be clearly marked on the outside of all containers. Specific “Frozen” and “Refrigerated” labels can be found in the Shipping, Drayage & Material Handling section of the GES Online Exhibit Kit. Your items will be stored in a GES regulated reefer trailer onsite.
  
- ◆ Your company representative attending this Spring Conference should bring the following pertinent shipping information with them:
 

<ul style="list-style-type: none"> <li>✓ Method of shipment (UPS, FedEx, etc.)</li> <li>✓ Shipped Date</li> <li>✓ Expected Arrival Date</li> <li>✓ Quantity of Boxes Shipped</li> </ul>	<ul style="list-style-type: none"> <li>✓ Tracking Number(s) &amp; Copy of Shipping Document(s)</li> <li>✓ “Addressee” Information</li> <li>✓ Pre – addressed FedEx or UPS labels for Return Shipments</li> </ul>
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- ◆ As exhibitors, you are required to keep all materials within the confines of your 10x10 booth. Materials should not obstruct the view or interfere with exhibits of others. **No booth materials (including chairs) are allowed in the aisles.**
  
- ◆ Security will be provided for the Exhibit Hall beginning on the day of setup until tear down. However, each exhibitor should make provisions to safeguard their goods throughout the entire show. UniPro Foodservice will not be responsible for loss or damage due to any cause. All Exhibitors must wear a UniPro Conference name badge for admission to and while in the Exhibit Hall.
  
- ◆ Should you have any direct questions for GES, please contact GES at 1-800-801-7648 or visit [www.ges.com/chat](http://www.ges.com/chat).

If you have any questions regarding the logistics of the 2026 UniPro Spring Conference, please contact any member of UniPro’s Meetings & Events Department at (770) 952 – 0871 or [conferences@uniprofoodservice.com](mailto:conferences@uniprofoodservice.com).

We look forward to welcoming you to Orlando for another great show!

**UniPro Meetings & Events**

