

## SNA CALENDAR & CHECKLIST

As we get ready for our 73rd Annual National Conference at the America's Center in St. Louis, Missouri, SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2019. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC in Missouri.

### February 2019

- ☐ Exhibitor Registration is open through CDS; [need link](#)
- ☐ Please register for your booth badges through CDS. The CDS confirmation email will contain your hotel/housing reservation instructions. In order to reserve hotel rooms, you MUST register for your badges first.
- ☐ Conference Direct (Housing Bureau) A \$30 processing fee will be charged per housing reservation for cancellations through May 31st

### February 28

- ☐ Deadline to submit your company listing for the ANC19 Attendee Program Guide. The Program Guide is an important "information-tool" for ANC attendees.
- ☐ Deadline to submit Culinary Demo application.

### April 2019

- ☐ 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.

### April 30

- ☐ Deadline to submit a request for a Hanging Sign within your booth
- ☐ Deadline to submit an application to SNA for a Hospitality Suite at ANC

### May 2019

- ☐ Mandatory Food Safety Webinar (date TBD)

### May 31

- ☐ Deadline to submit your Certificate of Insurance (COI) to SNA
- ☐ Deadline to submit Sampling Authorization form to Mandalay Bay Catering
- ☐ Deadline to submit an application for the New Product Showcase
- ☐ All Exhibitors must be in good standing with the Association in order to obtain access to the exhibit hall; booth fees, sponsorships, and advertising must be paid in full.

### June 1

- ☐ Beginning June 1, a fee of \$90 will be charged for housing cancellations and no-shows

### June 3

- ☐ Deadline to make your hotel reservation

**June 8**

- ☐ GES begins accepting advance shipment at its warehouse

**June 15**

- ☐ Discount Rate deadline for all show services listed below:
  1. Audio visual and computer rental
  2. Lead Retrieval units

**June 15**

- ☐ Discount Rate Deadline for utilities ordered through GES - PSAV, including electrical, plumbing, air, water, aerial rigging, internet, telecommunications, and business center.

**June 30**

- ☐ Deadline for exhibitors to register for badges

**July 12**

- ☐ GES begins accepting direct-to-show shipments to the America's Center

**July 12 – 14: Set-up Hours**

- ☐ July 12: 8am – 5pm
- ☐ July 13: 8am – 9pm
- ☐ July 14: 8am – 9pm

**July 15 & 16: SNA Conference & Tradeshow Dates & Hours**

- ☐ July 15: 9:30am – 2:30pm
- ☐ July 16: 9:45am – 11:30am Directors Only
- ☐ July 16: 11:30am – 3:00pm

**July 15 & 16: Exhibitor Sign-Up for ANC 2020**

- ☐ July 15: 7:30am – 9:30am and 2:30pm – 5:30pm
- ☐ July 16: 7:30am – 9:30am and 3:00pm – 4:00pm

**July 16 & 17: Exhibitors move-out**

- ☐ July 16: 3pm – 9pm
- ☐ July 17: 8am – 9pm

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.