



SNA Calendar & Checklist

As we get ready for our 78th Annual National Conference at the Boston Convention & Exhibition Center (BCEC) in Boston, MA. SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2024. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC in Massachusetts.

April 2024

- ☐ 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 CVENT. The CVENT confirmation email will contain your hotel/housing reservation instructions. To reserve hotel rooms, you **MUST** register for your badges first.
- ☐ Please submit your company description for the ANC24 Publications. All the ANC Publications are important "information-tool" for ANC attendees.
- ☐ **April 30:** Deadline to submit a request for a Hanging Sign within your booth.

May 2024

- ☐ ***Mandatory Food Safety Webinar – Tuesday, May 7 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.

June 2024

- ☐ **June 10:** GES begins accepting advance shipment at its warehouse.
- ☐ **June 13:** Deadline to for Levy Restaurant Catering discount orders
- ☐ **June 14:** Deadline to apply for a Hospitality Suite at ANC.
- ☐ **June 21:** Deadline for GES discounts on orders
- ☐ **June 21:** Last day to make changes to Housing reservations; cancellation & non-show fee is \$90. Contact SNA Housing Bureau - Conference Direct for questions.
- ☐ **June 25 – 26: Patron Sign-Up for ANC 2025 San Antonio**
- ☐ **June 30:** Deadline to order kitchen equipment through LOWE Rental USA
- ☐ **June 30:** Deadline for Exhibitors to register for Badges.

July 2024

- **July 4-5:** GES Warehouse is CLOSED in observance of Independence Day.
- **July 9:** Last day for Advance Shipments to arrive at GES Warehouse without surcharges* 5:00 PM
- **July 12:** GES begins accepting direct-to-show shipments to the BCEC.
- **July 12 – 14: Move-in/Set-up Hours**
 - July 12: 8am – 9pm
 - 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 – 12:30pm Directors Only
 - July 11: 12:30pm – 2:30pm
- **July 15 & 16: Exhibitor Sign-Up for ANC 2025 San Antonio**
 - July 15: 7:30am – 9:00am and 2:30pm – 5:00pm
 - July 16: 7:30am – 9:00am and 2:30pm – 3:30pm
- **July 16 & 17: Exhibitors Move-out.**
 - July 16: 2:30pm – 10pm; Carriers picking up frozen/refrigerated items MUST be checked in by 10:00 AM
 - July 17: 8am – 3pm; All exhibitor materials MUST be removed by 3:00 PM

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.