



2022 Food Safety Summit | Exhibitor Deadlines & Important Dates

To ensure you have a successful show, we've gathered the most important information for you to review in one place: [Exhibitor Information & Resources](#)

DATE	DEADLINE
Ongoing FREE Marketing Tools	PROMOTE YOUR PRESENCE! Download our logo for your print and digital promotional needs, including your email signature.
March 31	SHARE YOUR NEWS! Submit your press release to be posted on the event website for attendees & media.
April 1	COMPANY LISTING for mobile app and on-site Show Directory.
April 1	CERTIFICATE OF INSURANCE – REQUIRED.
April 8	BOOK YOUR HOTEL within the official Food Safety Summit group block for the lowest rates!
April 15	PRE-SHOW EMAIL request form & material deadline. *submit early to ensure date availability.
April 15	LEAD RETREIVAL discount deadline.
April 20	BOOTH ORDERS – RES discount price deadline. (Carpet, furniture, electricity, A/V, floral, labor and more) *carpet is required
April 26	REGISTER YOUR STAFF . Exhibitors receive (3) complimentary badges per 100nsf with full-conference access. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). Need your code resent? Email registration .
July 21	POST-SHOW Email request form & material deadline.

SHIPPING

ADVANCE WAREHOUSE	April 11 – May 6, 2022	
DIRECT TO SHOW SITE	May 9 & 10, 2022-only	Download shipping labels

MOVE-IN / OUT SCHEDULE

<u>MOVE-IN</u>	
Mon. May 9	12:30pm – 4:30pm
Tues. May 10	8:00am – 2:00pm (Exhibit Hall opens at 5pm)
<u>MOVE-OUT</u>	
Thur. May 12	2:30pm – 7:00pm

EXHIBIT HALL HOURS

Tues. May 10	5:00pm – 7:00pm	Welcome Reception on show floor
Wed. May 11	10:30am – 2:30pm	
Thur. May 12	10:30am – 2:30pm	

WHO TO ASK | OFFICIAL SHOW CONTRACTORS

Registration	Maddie Berglund, Registration Manager, fss@executiveevents.com or call 844-644-7449
Booth Orders	Rosemont Exposition Services (RES), customerservice@rosemontexpo.com
Lead Retrieval	American Tradeshow Services (ATS), orders@american-tradeshow.com or call 985-240-5507
Hotel Reservations	BNPhousing@executiveevents.com or 844-644-7449
Exhibit & Sponsorships	Kim Hansen hansenk@bnpmedia.com and Adam Haas haasa@bnpmedia.com