



## Food Safety Summit | 2023 Exhibitor Deadlines

To ensure you have a successful show, you'll find the most important information as well as marketing opportunities, here: [Exhibitor Information & Resources](#)

DEADLINE	ACTION
March 31	<a href="#">COMPANY LISTING</a> for mobile app and on-site Show Directory. <i>*Premium upgrade available for \$250</i>
April 1	<a href="#">CERTIFICATE OF INSURANCE</a> – <b>REQUIRED</b> . Click link for requirements.
April 14	<a href="#">PRE-SHOW EMAIL</a> request form & material deadline. <i>*submit early to ensure date availability.</i>
April 14	<a href="#">LEAD RETREIVAL</a> discount deadline.
April 19	<a href="#">BOOTH ORDERS</a> – RES discount price deadline for carpet, furniture, electricity, A/V, floral, labor and more <i>*carpet is required</i>
April 23	<a href="#">REGISTER YOUR STAFF</a> – Exhibitors receive (3) complimentary badges per 100nsf with full-conference access (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). <b>Need your code resent?</b> <a href="#">Email registration</a> .
April 23	<a href="#">BOOK YOUR HOTEL</a> within the Food Safety Summit group block for the lowest rates! PASSKEY, managed by Executiveevents, is the <b>ONLY</b> official housing partner of the Summit.
July 20	<a href="#">POST-SHOW EMAIL</a> request form & material deadline.

### FREE MARKETING TOOLS

[DOWNLOAD EVENT LOGO](#) or web ads to use when promoting your participation on your social media outlets and company marketing. Event hashtag #FoodSafetySummit.

[SUBMIT A PRESS RELEASE](#) and we will share your company or product news on the event website for media & attendees. Exhibitors may also drop off up to 25 press kits in the on-site Press Office or [request the registered press list](#).

### SHIPPING DATES

ADVANCE WAREHOUSE	accepted between April 10 – May 5, 2023
DIRECT TO SHOW SITE	May 8 & 9, 2023 – only <a href="#">Download shipping labels</a>

### MOVE-IN / OUT SCHEDULE

#### MOVE-IN

Mon. May 8 12:30pm – 4:30pm

Tues. May 9 8:00am – 2:00pm

*All exhibits must be fully installed by 2pm – no exceptions*

#### MOVE-OUT

Thur. May 11 2:30pm – 7:00pm

### EXHIBIT HALL HOURS

Tues. May 9 5:00pm – 7:00pm  
Welcome Reception in Exhibit Hall.

Wed. May 10 10:30am – 2:30pm

Thur. May 11 10:30am – 2:30pm

### WHO TO ASK | OFFICIAL SHOW CONTRACTORS & EVENT STAFF

**Registration** | Maddie Berglund, Registration Manager, [fss@executiveevents.com](mailto:fss@executiveevents.com) or call 844-644-7449

**Booth Orders** | Rosemont Exposition Services (RES), [customerservice@rosemontexpo.com](mailto:customerservice@rosemontexpo.com)

**Lead Retrieval** | American Tradeshow Services (ATS), [orders@american-tradeshow.com](mailto:orders@american-tradeshow.com) or call 985-240-5507

**Hotel Reservations** | PASSKEY, managed by Executiveevents, [BNPhousing@executiveevents.com](mailto:BNPhousing@executiveevents.com) or call 844-644-7449

**Exhibit & Sponsorships** | Kim Hansen [hansenk@bnpmedia.com](mailto:hansenk@bnpmedia.com) and Adam Haas [haasa@bnpmedia.com](mailto:haasa@bnpmedia.com)