



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 (click the blue text links for more information)
March 31	COMPANY LISTING for mobile app and on-site Show Directory. <i>*Premium upgrade available for \$250</i>
April 1	CERTIFICATE OF INSURANCE – REQUIRED . Click link for requirements.
April 14	PRE-SHOW EMAIL request form & material deadline. <i>*submit early to ensure date availability.</i>
April 14	LEAD RETREIVAL discount deadline.
April 19	BOOTH ORDERS – RES discount price deadline for carpet, furniture, electricity, A/V, floral, labor and more <i>*carpet is required</i>
April 23	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 .
April 23	BOOK YOUR HOTEL within the Food Safety Summit group block for the lowest rates! PASSKEY, managed by Executiveevents, is the ONLY official housing partner of the Summit.
July 20	POST-SHOW EMAIL 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 Download shipping labels

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 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 | PASSKEY, managed by Executiveevents, BNPhousing@executiveevents.com or call 844-644-7449

Exhibit & Sponsorships | Kim Hansen hansenk@bnpmedia.com and Adam Haas haasa@bnpmedia.com