SNA Calendar & Checklist

As we get ready for our 72nd Annual National Conference at the Mandalay Bay Convention Center in Las Vegas, Nevada, SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2018. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC.

February 2018
- Exhibitor Registration is open through Convention Data Services (CDS)
- 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

March 2018
- March 23: EXTENDED deadline to submit your company listing for the official ANC Program Guide. The Program Guide is an important information tool for ANC attendees.

April 2018
- 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 an application to SNA for a Hospitality Suite at ANC

May 2018
- Mandatory Food Safety Webinar (date TBD)
- May 31: Deadline to submit your Certificate of Insurance (COI) to SNA
- May 31: Deadline to submit Sampling Authorization form to Mandalay Bay Catering
- May 31: Deadline to submit an application for the New Product Showcase
- May 31: 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 2018
- June 1: Beginning June 1, a fee of $90 will be charged for housing cancellations and no-shows
- June 4-July 2: GES begins accepting Advance Shipment to Warehouse
- June 8: Deadline to make your hotel reservation
- June 19: Discount Rate Deadline for Utilities ordered through Mandalay Bay Convention Center, including electrical, plumbing, air, water, aerial rigging, internet, telecommunications, and business center.
June 21: Convention Data Services deadline for discount rates on rentals for Lead Retrieval Units
June 28: PSAVs deadline for discount rates on rentals for audio visual and computer equipment
June 30: Deadline for exhibitors to register for badges

July 2018
July 7: GES begins accepting direct-to-show shipments to the Mandalay Bay Convention Center
July 9: First official conference day for ANC 2018 in Las Vegas
July 10-11: Exhibitor sign-up for ANC 2019 in St. Louis
July 10-12: Exhibit Hall open to ANC attendees
July 12-13: Exhibitors move-out

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 SNA Exhibit Sales Manager Crystal Harper-Pierre at charper@schoolnutrition.org or (301) 686-3140.