



## SNA Calendar & Checklist

As we get ready for our 74th Annual National Conference at the Gaylord Opryland Convention Center in Nashville, TN, SNA would like to remind you about several important dates/deadlines that will be coming up between now and July 2020. Please use this checklist to help you stay on top of all the details and obligations that go along with exhibiting at ANC in Tennessee.

### February 2020

- 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
- February 29:** Deadline to submit your company listing for the ANC2020 Attendee Program Guide. The Program Guide is an important "information-tool" for ANC attendees.
- February 29:** Deadline to submit Culinary Demo application.

### April 2020

- 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 a request for a Hanging Sign within your booth
- April 30:** Deadline to submit an application to SNA for a Hospitality Suite at ANC

### May 2020

- May 22:** Discounted rate deadline for Lead Retrieval units (CDS)
- May 31:** Deadline to submit your Certificate of Insurance (COI) to SNA
- May 31:** Deadline to submit Sampling Authorization form
- 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 2020

- **June 1:** Beginning June 1, a fee of \$90 will be charged for housing cancellations and no-shows
- **June 1:** Deadline to make your hotel reservation
- **June 8:** GES begins accepting advance shipment at its warehouse
- **June 19:** Discount Rate Deadline for utilities ordered through GES – PSAV
- **June 30:** Deadline for Exhibitor to Register for Badges
- ***Mandatory Food Safety Webinar (date TBD)***
- ***Patron Member Booth SignUp for ANC 2021 Chicago (dates TBD)***

## July 2020

- **July 10:** GES begins accepting direct-to-show shipments to the Gaylord Opryland Convention Center
- **July 10 – 12: Set-up Hours (please refer to Target Move-in Map provided by GES)**
  - July 10: 8am – 5pm
  - July 11: 8am – 9pm
  - July 12: 8am – 9pm
- **July 13 & 14: SNA Conference & Tradeshow Dates & Hours**
  - July 13: 9:30am – 2:30pm
  - July 14: 9:15am – 12:00pm Directors Only
  - July 14: 12:00pm – 2:00pm
- **July 13 & 14: Exhibitor Sign-Up for ANC 2021 Chicago**
  - July 13: 7:30am – 9:30am and 2:30pm – 5:30pm
  - July 14: 7:30am – 9:30am and 3:00pm – 4:00pm
- **July 14 & 15: Exhibitors move-out**
  - July 14: 3pm – 9pm
  - July 15: 8am – 9pm

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](mailto:charper@schoolnutrition.org), 703-824-3040.