



Important Dates & Details for 2025 Exhibitors

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

DEADLINE	ACTION
ASAP	Company Listing due for mobile app and Pocket Guide
April 1	Certificate of Liability Insurance Due *required. View requirements
March 20	Lead Retrieval information will be sent to you directly from the new lead retrieval company, Fetch.
April 1	Register Your Staff. Exhibitors receive (3) complimentary badges per 100nsf paid exhibit space. (ex: 10x10 booth = 3 comps; 10x20 = 6 comps). Need your code resent? Email registration.
March 28	Pre-Show Email request form & material deadline. View Details. Specs are: <ul style="list-style-type: none"> • Logo/Image – 200x200 pixels; 40k max file size, static JPG • 50 words of text • Booth # (for the pre-template); CTA – 10 words (for the post-template)
April 17	RES Discount Deadline. Access the Exhibitor Service Kit to order booth furniture, carpet, electrical, A/V, floral, labor and more. *carpet or floor covering is required
April 21	Hotel deadline. Book within the official Food Safety Summit hotel block for the lowest rates at hotels near the convention center – book early for availability!
May 2	Post-Show Email request form & material deadline. View details. Specs are: <ul style="list-style-type: none"> • Logo/Image – 200x200 pixels; 40k max file size, static JPG • 50 words of text • Booth # (for the pre-template); CTA – 10 words (for the post-template)

MARKETING TOOLS

[Download Event logo & ads](#) – We invite you to share your participation on your social media, email signature or through company marketing. Customized banners with your logo and booth number are available. Reach out to Kim Hansen, hansenk@bnpmedia.com, with your request. Event hashtag **#FoodSafetySummit**

[Submit a press release](#) and we will post your company or product news on the event website for media & attendees.

Exhibitors may drop off up to 25 press kits in the on-site **Press Room – Room 55**. Request the [registered press list](#).

SHIPPING DATES

ADVANCE WAREHOUSE	March 10 - May 9, 2025	Download shipping labels on pages 79 – 80
DIRECT TO SHOW SITE	May 12, 2025 – only	

MOVE-IN/OUT SCHEDULE

MOVE-IN

Monday, May 12
12:30 PM – 4:30 PM

Tuesday, May 13
8:00 AM – 2:00 PM *All exhibits must be installed by 2pm – no exceptions.*

MOVE-OUT

Thursday, May 15
2:30 PM – 6:00 PM *Carriers must check in by 5 pm*

EXHIBIT HALL HOURS

Tuesday, May 13

5:00 PM – 7:00 PM

Welcome Reception on show floor

Wednesday, May 14

10:30 AM – 2:30 PM

Thursday, May 15

10:30 AM – 2:30 PM

[View agenda](#)

WHO TO ASK | OFFICIAL SHOW CONTRACTORS & EVENT STAFF

Registration | Stephanie Matal, Registration Manager, fss@executiveevents.com or 844-644-7449

Booth Orders/Services | Rosemont Exposition Services (RES), customerservice@rosemontexpo.com

Lead Retrieval | Fetch, info@eventstack.co or 800-443-9343

Hotel Reservations | Executiveevents, BNPhousing@executiveevents.com or 844-644-7449

Exhibitor/Sponsor Support | Randi Jannette, Event Coordinator, jannetter@bnpmedia.com

Event Operations | Adriene Cooper, Senior Event Manager, cooper@bnpmedia.com or 847-405-4120

Exhibit & Sponsorship Sales | Kim Hansen, Sales Director hansenk@bnpmedia.com or 847-915-9656