



# 2024 EXHIBITOR CHECKLIST

	ITEM	COMPLETE	✓
March	<ul style="list-style-type: none"> <li>Book your <a href="#">hotel reservations</a>, rooms sell out quickly.</li> <li>Begin <a href="#">registering booth personnel</a>, badges will not be mailed out, they are all picked up on-site at registration</li> </ul>	Right Away	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
April	<ul style="list-style-type: none"> <li><a href="#">Subscribe to the Exhibitor Central Blog</a> and receive important updates/deadlines</li> <li>Review <a href="#">exhibitor setup</a> information located in the exhibitor service kit</li> <li>Last day to receive a refund for <a href="#">booth cancellations</a></li> </ul>	Right Away	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
		April 15	<input type="checkbox"/>
May	<ul style="list-style-type: none"> <li>Update <a href="#">directory listing in your Exhibitor Portal</a> for online/mobile directory (use your Exhibitor ID &amp; Password)</li> <li>Take advantage of <a href="#">promotional opportunities</a> that come with your booth (attendee list, pressreleases, e-signatures etc)</li> <li>Review booth <a href="#">display guidedlines</a> and any rules and regulations required as an exhibitor</li> <li>Determine your sampling dishes for the show to enter the <a href="#">Chef's Choice Award</a> and be recognized for your culinary efforts</li> </ul>	Right Away	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
June	<ul style="list-style-type: none"> <li>Complete <a href="#">booth orders</a> (furniture, electric, catering, insurance, etc.) before July 2 to receive all discounts</li> <li><a href="#">Advance Shipments</a> will be accepted at the Tricord warehouse from June 18 - July 18</li> <li>Identify and train booth staff on ways to engage attendees, and how to stand out to the <a href="#">Best of Show Judges</a></li> <li>Access the <a href="#">attendee list</a> and market to prospective customers (login into your IFPA account)</li> <li><a href="#">Early Bird Registration Deadline</a> - Last day to register for discount rates (no registration available onsite, only badge pick on-site)</li> </ul>	Right Away	<input type="checkbox"/>
		June 18	<input type="checkbox"/>
		Right Away	<input type="checkbox"/>
		Anytime	<input type="checkbox"/>
		June 28	<input type="checkbox"/>
July	<ul style="list-style-type: none"> <li><a href="#">Booth Order Discount Deadline</a>. Place orders for furniture, electricity, catering, insurance, etc. before July 2 to receive all discounts</li> <li><a href="#">Hotel Reservation Deadline</a>. Last day to make reservations or cancel rooms without penalty</li> <li><a href="#">Advance Shipment Deadline</a>. Last day Tricord will accept shipments at the Advance Warehouse</li> <li><a href="#">Direct Shipments</a> will be accepted at the exhibit site from July 24 - July 26</li> </ul>	July 2	<input type="checkbox"/>
		July 8	<input type="checkbox"/>
		July 18	<input type="checkbox"/>
		July 24	<input type="checkbox"/>
August	<ul style="list-style-type: none"> <li>Follow up on your leads! <a href="#">Download the attendee list</a> and keep the conversations going long after the show.</li> <li><a href="#">Submit the 2025 booth application</a> starting Thursday, August 1 at 11 a.m. EDT (booth assignments are done in order applications/payments are received).</li> </ul>	Right Away	<input type="checkbox"/>
		August 1	<input type="checkbox"/>

Contact the expo team if you have any questions.

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