



EXHIBITOR CHECKLIST

☐	RIGHT AWAY	DEADLINE
☐	Review Booth Display Guidelines and What's Included With My Booth	Right Away
☐	Update your Listing in the Online Directory and Mobile App	Right Away
☐	Register with your Complimentary Exhibitor Badges sent by email from FMI register@fmi.org	Right Away
☐	Begin reviewing Food Sampling Rules and Regulations and required forms	Right Away
☐	Add and register for the Exhibitor Webinar, taking place January 13 at 2:00 pm EST, to your calendar	Right Away
☐	Review the Marketing Tool Kit and promote your participation in the event	Right Away
☐	JANUARY	DEADLINE
☐	Purchase Additional Full Conference Badges by the Early Bird Discount Deadline	January 2
☐	Last day to cancel or downsize booth space without penalty	January 9
☐	Attend Exhibitor Webinar at 2:00 pm EST	January 13
☐	Required Food Sampling Forms and Catering Orders due	January 15
☐	Notice of Intent to Hire an EAC for GES due	January 23
☐	EACs to submit the Agreement to the Rules and Regulations between GES and EAC and upload their Certificate of Insurance for GES	January 23
☐	Booth Material shipments accepted at the Advance Warehouse (NO frozen or refrigerated product) January 30 – February 20	January 30
☐	Last day to request rigging for hanging signs	January 30
☐	FEBRUARY	DEADLINE
☐	Last day to receive discounted rates on GES booth services and furnishings	February 2
☐	Gaylord National Resort Hotel Block Reservations Cut-off	February 13
☐	Last day to receive discounted rates for Electric, Plumbing, Air, Water	February 13
☐	Last day to receive discounted rates for Internet & Phone	February 13
☐	Last day to place orders with Lowe Rentals (refrigerated & frozen cases)	February 16
☐	Last day for Booth Material shipments to arrive at the Advance Warehouse	February 20
☐	Refrigerated/Frozen product for the HOTEL (to cook and prep) accepted Direct to Show	February 25 – 27
☐	Refrigerated/Frozen product for the BOOTH accepted Direct to Show	February 25 – 28
☐	Purchase Food Sampling Insurance for the Gaylord National Resort	February 27
☐	Download the Mobile App before heading to Oxon Hill	February 27
☐	Booth Material shipments accepted Direct to Show	February 28 – March 3