



EXHIBITOR QUICK REFERENCE GUIDE

Find all the information you need to plan for the show in this document, or navigate through by topic on the [Exhibitor Resources page](#). Use the [Checklist](#) to stay on track with all exhibit deadlines!

EXHIBIT HALL

- The exhibition is located in Hall A-C
- View the [Floor Plan](#) to find your booth and see who is exhibiting

EXHIBITOR SCHEDULE

Exhibitor Move-in:	
Saturday, February 28	1:00 pm – 5:00 pm
Sunday, March 1	8:00 am – 5:00 pm
Monday, March 2	8:00 am – 5:00 pm
Tuesday, March 3	8:00 am – 10:00 am
Show Hours:	
Tuesday, March 3 *Early Opening for 2026	11:45 am – 5:00 pm
Exhibitor Move-out:	
Tuesday, March 3	5:00 pm – 10:00 pm
Wednesday, March 4	8:00 am – 10:00 am

WHAT'S INCLUDED WITH YOUR BOOTH?

All booths include:

- Registrations
 - Three (3) Full Conference badges per 10' x 12' / 120 square feet of space
 - Two (2) Full Conference registrations per exhibiting company to use for Retail Customers
- Complimentary Basic Wi-Fi
- Complimentary Lead Retrieval provided through the Mobile App
- Listing in the Online Exhibitor Directory and Mobile App
- Access to a list of Media attending
- Complimentary booth carpet: Black (aisle carpet color: Pepper)

Standard Inline Booth (10' deep by any width) Package includes:

- 8' High Backwall Drape Color: Black
- 3' High Sidewalls Drape Color: Black
- One (1) 6' Black Skirted Table
- Two (2) Black Plastic Contour Chairs
- One (1) Wastebasket
- One (1) 17" x 11" Booth ID Sign

*Material handling, labor, furniture rental for islands, and all other vendor services are not included.

REGISTER FOR YOUR COMPLIMENTARY EXHIBITOR BADGES

Each exhibiting company receives Three (3) Full Conference badges per 10' x 12' square feet of space, and (2) Full Conference registrations per exhibiting company to use for retail customers. Badges are required to access conference sessions and the exhibit hall on show days. Wristbands will be available for access on set-up days. To register using the complimentary badges that come with your booth, please reference the instructions provided in the email from FMI [register@fmi.org](#).

If you wish to purchase additional badges, [register online](#) by **January 2, 2026** to receive the Early Bird rates. If you have any registration questions or need assistance, please contact [register@fmi.org](#)

RULES, REGULATIONS AND LABOR JURISDICTIONS

Be sure to review the [booth display guidelines](#) and [AMC Terms & Conditions](#) to ensure a smooth setup experience. Also review the [labor jurisdictions](#) in Oxon Hill so that you are aware of what your staff are permitted to set-up. Exhibitors using contractors other than GES [must register](#) all "Exhibitor Appointed Contractors" requiring access to the show floor during set-up or tear down by **Friday, January 23**. Late fees will apply.

LIABILITY INSURANCE

Liability insurance is **required** to be part of the Conference. The Meat Institute has purchased liability insurance for each exhibitor for AMC 2026, and it is provided at no additional charge to save exhibitors time and money. A copy of the certificate of insurance will be emailed to each exhibitor by Rainprotection prior to the show. Catering requires additional liability insurance coverage for food sampling and exhibitors are required to source and provide that insurance on their own. Exhibitors may purchase food sampling insurance through [Rainprotection](#) or another provider.

EXHIBITOR APPOINTED CONTRACTORS (EAC)

Exhibitors using an Exhibitor Appointed Contractor (EAC) to set-up/dismantle their booth (other than GES) must:

- Complete the [Notice of Intent to Hire an EAC](#) for GES by **January 23, 2026**
- Have the EAC complete the [Agreement to the Rules and Regulations Between GES and EAC](#) and [submit their COI to GES online](#) by **January 23, 2026**

There will be a \$100 late fee charged for EAC forms and EAC COIs submitted after the deadline.

FOOD SAMPLING

If an exhibitor is a meat or poultry processing company, that exhibitor **MUST** serve samples of their product during the exhibit hours, Tuesday, March 3, 11:45 am – 5:00 pm. Seasoning, ingredient, and/or technology exhibitors do not have to serve food, however, are welcome to. The Gaylord National Resort is the official and exclusive caterer for the event. [Review food sampling, shipping, storage and delivery procedures](#) right away which includes what you are permitted to do in your booth, ordering information, required forms and more. The [required food sampling forms](#) must be submitted to the Gaylord National Resort by **January 15, 2026**.

REFRIGERATED/FROZEN PRODUCT STORAGE AND DELIVERY

All refrigerated/frozen product **MUST** be shipped directly to show site, packaged separately from booth materials, and labeled with the [appropriate shipping label](#). If some/all product you are sending will be used for food sampling, review [requirements and shipping, storage and delivery guidelines](#) right away. Find [storage and labor rates here](#).

SHIPPING AND MATERIAL HANDLING INFORMATION

[Booth materials](#) can be shipped in advance to the warehouse, or direct to show site. All refrigerated/frozen product **MUST** be sent directly to show site. Be sure to [use the appropriate shipping labels](#), linked in the information below, to ensure safe storage and/or delivery of your booth materials and product.

Shipment Type/Method	Date/Time Accepted
Booth Material Shipments to Advance Warehouse	January 30 – February 20
Booth Material Shipments Direct to Show	February 28 – March 3
Refrigerated Product Shipments for Booth	February 25 – 28, 8:00 am – 5:00 pm
Refrigerated Product Shipments for Hotel	February 25 – 27, 8:00 am – 5:00 pm
Frozen Product Shipments for Booth	February 25 – 28, 8:00 am – 5:00 pm
Frozen Product Shipments for Hotel	February 25 – 27, 8:00 am – 5:00 pm

Material Handling or Drayage includes the unloading of your shipment, transporting it to your booth, storing and returning your empty crates/cartons and reloading your shipment at the close of the show. This is a separate fee so [review all rates](#) and information. If you wish to self unload booth materials from your own vehicle (trailers not permitted) using the Exhibit Hall docks, [review POV instructions](#). Cartload service may be [ordered here](#).

CONNECT WITH ATTENDEES

Online Directory Listing and Mobile App

The Online Directory and Mobile App are THE places attendees go to see who is exhibiting at the show and learn more about their products and services. Your directory listing automatically includes company contact information and your booth number and you may add a company description, social media links and upload a press release. Log in to the [Exhibitor Dashboard](#) to update your information now! Login information was emailed to the primary booth contact and they may give additional team members access from the Exhibitor Dashboard.

Marketing Tool Kit

We have compiled a variety of tools and resources to help you realize your goals at the Annual Meat Conference! Find event logos, personalized email signatures, social media templates, industry media contacts and more in the [Marketing Tool Kit](#).

Social Media

Follow us on social and don't forget to use **#meatconference** when posting about the show!

Track Leads

Be sure to use the complimentary lead retrieval that is provided for all exhibitors through the mobile app. Information to access the mobile app and lead retrieval will be provided before the event.

IMPORTANT DATES

Below is a snapshot of key dates. Stay on track by reviewing the [Exhibitor Checklist](#) for the full list of deadlines.

Date	Task/Description
January 9	Last day to cancel or downsize booth space without penalty
January 15	All required food sampling forms due to Gaylord National Resort
January 23	Notice of Intent to Hire an EAC , GES-EAC Agreement , and EAC Certificate of Insurance due to GES
January 30 – February 20	Booth materials shipments accepted at advance warehouse (NO frozen or refrigerated product)
February 2	Last day to receive discounted rates for GES
February 25 – 28	Refrigerated/Frozen product shipments accepted direct at show site
February 28 – March 3	Booth materials shipments accepted direct at show site

EXHIBITOR WARNINGS

Please be aware of solicitations from vendors not affiliated with the Meat Institute, FMI or the Annual Meat Conference. If a company is not an official event vendor, the Meat Institute cannot guarantee the legitimacy of their claims. If you are solicited by any group other than the official vendors listed below, please contact events@meatinstitute.org.

OFFICIAL SERVICE PROVIDERS

Official AMC 2026 service providers include:

General Service Contractor: GES (Exclusive)

Labor, material handling, shipping, furniture, product storage, carpet/flooring, and cleaning

February 2 – Advance Order Discount Deadline

Phone: (800) 801-7648 or (702) 515-5970

[Chat Online](#)

[Order Online](#)

[Quick Facts](#)

Audio-visual/Technology Equipment: Encore (Preferred)

February 23 – Order Deadline

Phone: (800) 966-4498

[Email](#)

[Order Online](#)

Electric, Plumbing, Air, Water: Gaylord National Resort/Boomer (Exclusive)

February 13 – Discount Deadline

Phone: (301) 965-3710

[Email](#)

[Order Online](#)

Floral and Plants: Hello DC

[Email](#)

Internet & Phone: Gaylord National Resort/Boomer (Exclusive)

February 13 – Discount Deadline

Phone: (301) 965-3710

[Email](#)

[Order Online](#)

Refrigerated/Frozen Cases: Lowe Rental (Preferred)

February 16 – Order Deadline

Phone: (770) 461-9001

[Email](#)

[Order Form & Catalog](#)

Rigging/Banner Hanging: Encore (Exclusive)

January 30 – Order Deadline

Phone: (301) 965-2047 (Direct) or

(301) 965-2048 (Exhibitor Services)

[Email](#)

[Online Rigging Request](#)

Catering/Food Prep: Gaylord National Resort (Exclusive)

January 15 – Order Deadline

[Email](#)

[Order Online](#)

Registration: FMI (Exclusive)

Instructions were emailed to the primary contact from FMI.

[Email](#)

Hotel Reservations

The AMC rate is \$285 USD per night. The room block cut off is **Friday, February 12, 2026**. Please note you can book up to 10 rooms at a time online. We expect the hotel to sell out before the cut-off date, so be sure to secure your hotel reservations early.

Log in to the [Exhibitor Dashboard](#) to access the reservation link or reference the booth confirmation email that was sent to the primary contact.

Please contact events@meatinstitute.org with any questions or concerns.

Liability Insurance: Rainprotection (liability insurance included with booth purchase; exhibitors may purchase required insurance for the Gaylord National Resort to cover food sampling)

Phone: (800) 528-7975

[Email](#)

[Form](#)

FedEx Office Print & Ship Center (located on the ballroom level of the hotel, between the hotel and convention center)

Phone: (301) 567-0457

[Email](#)

[Information](#)

[Shipping Instructions](#)

ONSITE

Networking: Review the [full conference program](#) and take advantage of networking opportunities.

Parking:

Gaylord National Resort & Convention Center

On-Site Parking: \$22 Hourly, \$46 Daily

Valet: \$70 Daily

SELF PARKING 0-1 hour \$22, 1-3 hours \$32, 3 plus hours \$46

VALET PARKING 0-2 hours \$43, 2-24 hours \$70

If you wish to self unload booth materials using the Exhibit Hall docks before you park, [review POV instructions](#).

Move-out: Be sure to review all [GES Move-out information](#)

Need help? Contact amcexhibitorcare@tradeshowlogic.com