

© 2024 Meat Institute



ANNUAL MEAT CONFERENCE.

SPEAKERS & MODERATORS



Eric Zito Meat Institute VP, Business Development



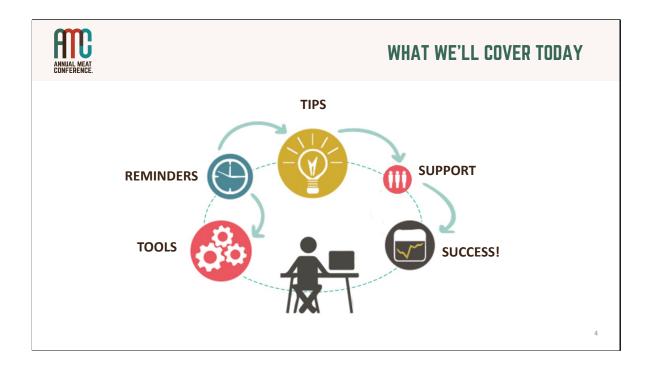
Jamie Hillegas Tradeshow Logic VP, Organizational Strategy & Innovation



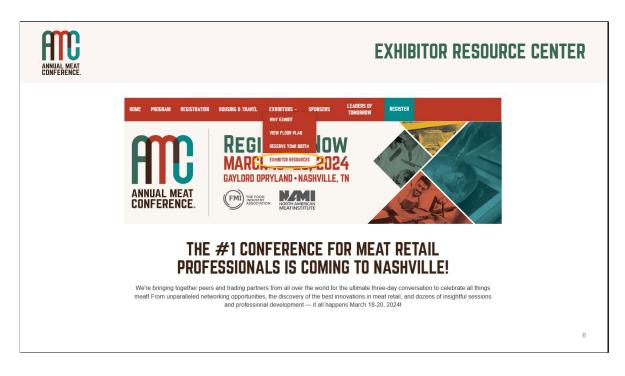
Kori Williams Gaylord Opryland Senior Event Manager



Erin Harrison Tradeshow Logic Account Manager







Access the Exhibitor Resource Center right from www.meatconference.com.



- Use the new **Exhibitor Resource Center** to find everything you need to plan for the event.
- <u>Plan My Booth</u> includes key planning info such as the Quick Reference Guide, food sampling information, general rules & regulations, vendor ordering information, the exhibitor service kit and hotel and travel information
- <u>Promote My Booth</u> includes tools and info to promote your company and participation at the event
- <u>Quick Links</u> quickly find frequently needed info, answers to FAQs and the Exhibitor Checklist, which you'll want to save/print
- Check out the **Exhibitor Updates** section on the page to see newsletters that were sent out with key reminders and updates.
- Find contact information so you can quickly reach out if you need assistance



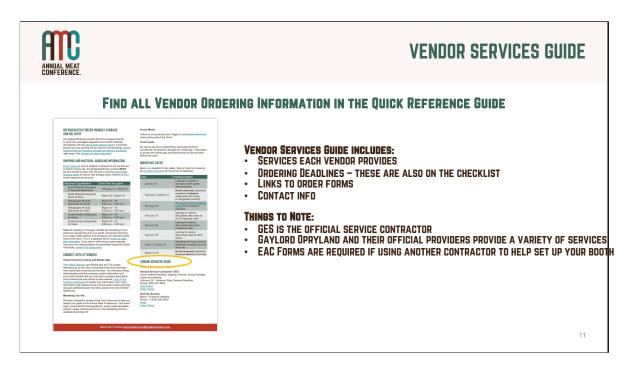
Find everything you need to plan for the event by topic.



Get an overview of all planning information in the **Quick Reference Guide** and link to the information you need more information about.

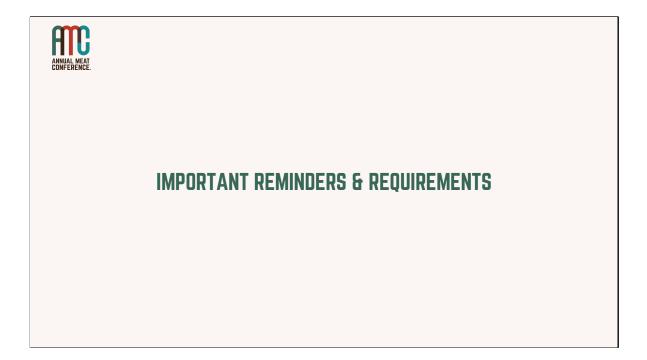
| NNUAL MEAT. | EXHIBITOR CHECKLI |
|---------------------------|---|
| | EXHIBITOR CHECKLIST |
| | RIGHT AWAY DEADLINE |
| | Review Booth Display Guidelines and What's Included With Your Booth Right Away |
| | Update your Listing in the Online Directory and Mobile App Right Away |
| | Register with 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 Exhibitor Webinar, taking place January 29 at 2:00 p.m. EDT, to your calendar Right Away |
| | Review the Marketing Tool Kit, available December 20, and promote your participation in the event Right Away |
| | DEADLINE DEADLINE |
| | Purchase Additional Badges by the Early Bird Discount Deadline January 10 |
| | Last day to cancel or downsize booth space without penalty January 18 |
| STAY ON TOP OF DEADLINES! | Attend Exhibitor Webinar at 2:00 p.m. EDT January 29 |
| | E FEBRUARY DEADLINE |
| | Booth Material shipments accepted at the Advance Warehouse (NO frozen or refrigerated product) February 13 – March 13 February 13 |
| | Required Food Sampling Forms and Catering Orders due February 19 |
| | Last day to reserve discounted rate rooms at Inn at Opryland Hotel February 19 |
| | Last day to reserve discounted rate rooms at Gaylord Opryland Hotel February 26 |
| | Last day to receive discounted rates on GES booth services and furnishings February 26 |
| | Upload Certificate of Insurance to Exhibitor Dashboard. Purchase insurance from Rainprotection If needed. February 26 |
| | MARCH DEADLINE |
| | Last day to receive discounted rates for Electric and Internet March 1 |
| | Last day to place orders with Lowe Refrigeration March 4 |
| | Last day for <u>Booth Material shipments</u> to arrive at the Advance Warehouse March 13 |
| | Refrigerated/Frozen_product for the HOTEL (to cook and prep) accepted Direct to Show March 13–15 |
| | Refrigerated/Frozen product for the BOOTH accepted Direct to Show March 13–16 |
| | Download the Mobile App before heading to Nashville March 15 |
| | Booth Material shipments accepted Direct to Show March 16–19 |

This one page document includes key deadlines for planning.



Vendor Services

- You can find a list of all vendors, their order forms and contact info in the **Quick Reference Guide**.
- Official contractor is GES. They provide labor, handle material handling, shipping, furniture rental, product storage, carpet rental and cleaning services.
- Services such as internet, av, rigging, electric, water and catering are through the Gaylord Opryland and their official providers.
- If you wish to use your own contractor to help set up your booth, must complete EAC form with their COI.
- Discount deadlines vary for the different vendors so be sure to review those in the QRG.



| ANNUAL MEAT CONFERENCE. | BADGE & HOTEL REMINDERS | |
|--|---|----|
| REGISTER BADGES AND MAKE HOTEL RESE | ERVATIONS RIGHT AWAY! | |
| Each company receives the following: In • (2) Full Conference per 120 sq. ft. • • (1) Exhibit Hall Only per 120 sq. ft. • • (2) Full Conference per company to invite retail customer9 • (2) Full Conference per company to invite retail customer9 • Additional registrations may be purchased online • | LOG INTO THE EXHIBITOR DASHBOARD FOR HOTEL LINKS BEWARE OF SCAMMERS FOR HOTELS AND REGISTRATION! | .E |
| ON-SITE: | PLAN MY BOOTH × Hotel and Travel | |
| PICK-UP WRISTBANDS FOR ACCESS DURING MOVE-IN PICK-UP BADGES AT REGISTRATION FOR SHOW DAY ACCESS | 2 Register Booth Staff | |
| | 2 Reserve Hotel Rooms | |
| | 2 ⁸ Purchase Additional Badges | |
| | 13 | |

Badge & Hotel Reminders

- Register in advance using the complimentary badges that come with your booth and purchase more if needed. There will be a desk onsite to pick up wristbands for access during move-in and you must pick-up badges at registration for show day access.
- Key hotel deadlines
 - Feb 19 last day to reserve discounted rate rooms at Inn at Opryland Hotel
 - Feb 26 last day to reserve discounted rate rooms at Gaylord Opryland Hotel
- Warning about solicitations from vendors not affiliated with AMC

| ANNAL MEAT CONFERENCE. | | GENERAL INFORMATION & REQUIREME | |
|---|-----------|---|--|
| Real Provide American Street | | PLAN MY BOOTH * | |
| | ß | Quick Reference Guide | |
| PLAN MY BOOTH | 贻 | Exhibitor Checklist | |
| PLAN | Ľ | Exhibitor Schedule | |
| | 占 | Exhibitor FAQs | |
| | 占 | Food Sampling Information | |
| MEE: MACRE: Subsection 2014 Section 2014 Sec | G | eneral Information and Requirements | |
| | 防 | AMC Booth Display Guidelines | |
| | 防 | Liability Insurance Requirements | |
| EDISTITIS (VICALIS) Prevent Nucl. The EDISTING Your Television of the EDISTING Net All Annual Net The Network Security Country Security Country Security Networks | Ľ. | Labor Jurisdictions | |
| HEII 12531/4557 Katalan Sim-Saman (Schlandinger) (Schlad 1975), and an annu (Schlad 1975) Martine Schlad 1975), and Schlad 1975 (Schlad 1975) Martine Schlad 1975), and Schlad 1975 (Schlad 1975) | <u></u> 」 | Terms and Conditions | |
| Net Net and the set of the | 占 | Facility Exhibit/Display Terms and Conditions | |
| And any any definition of the second of the | 占 | Vendor Ordering Information | |

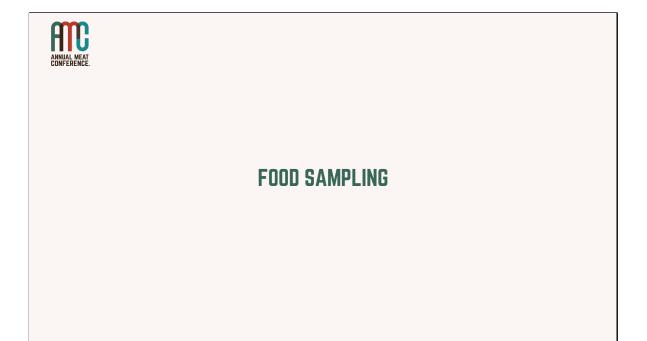
Be sure to review the **General Information** and **Requirements** section of the **Plan My Booth** tab so that you are prepared and do not have any issues onsite.

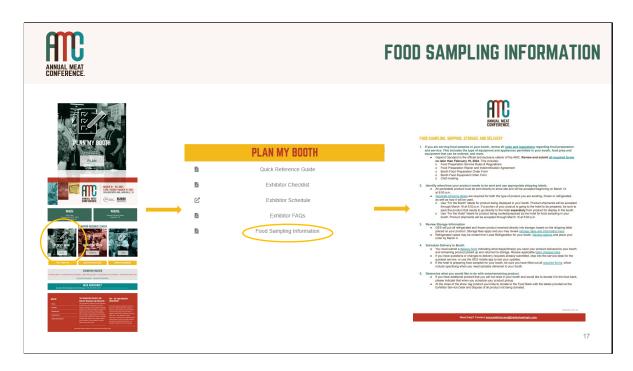
- Review booth display guidelines for height restrictions
- See labor jurisdictions so you know what you are permitted to set up vs. what you must hire labor to set up
- See Facility Guidelines for regulations on things like use of adhesives, balloons, fire regulations and storage

| ANNUAL MEAT CONFERENCE. | LIABILITY INSURANCE REQUIREMENTS |
|----------------------------|---|
| | PROOF OF LIABILITY INSURANCE MUST BE SUBMITTED BY ALL EXHIBITORS! LIABILITY INSURANCE REQUIREMENTS |
| | Please review this information carefully as exhibitors may not set up and exhibit without proof of insurance. If you have any questions, please contact <u>amcexhibitorcare@tradeshowlogic.com</u>. All exhibitors must provide a Certificate of Insurance to the Meat Institute. Coverage requirements are below and certificates must be <u>uploaded to the Exhibitor Dashboard</u> by February 26. The Gaylord Opryland requires a certificate of insurance from all exhibitors. Review their requirements below and submit the certificate <u>directly to them</u> by February 19. Don't forget to also submit the required <u>food sampling forms</u>! Exhibitors using an Exhibitor Appointed Contractor to set-up/dismantle their space (other than GES, the official contractor) must have their EAC <u>submit a CO</u> to GES by February 19. |
| | Exhibitor Resource Center |

Review liability insurance requirements and make sure you upload/send them in advance and bring a copy onsite – due February 26 for AMC and February 19 for Food Sampling and if you are using an EAC.

If you need to get insurance, you can get it through **Rainprotection**, which you can find in the **Vendor Services Guide**.



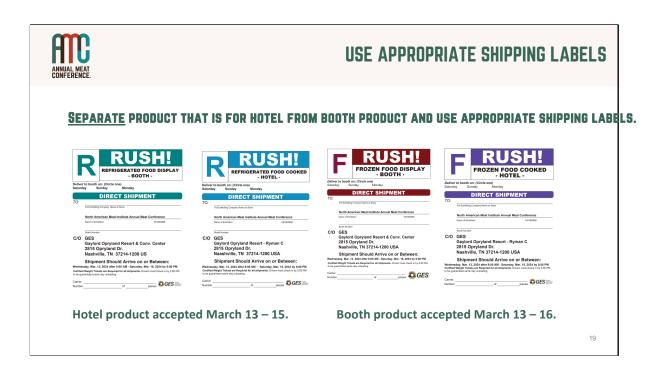


Find the **Food Sampling Information** from the Plan My Booth section of the Exhibitor Resources page.

It can also be accessed in the Quick Reference Guide, the Exhibitor Checklist, the Exhibitor Dashboard and the GES Service Kit.

| ANNUAL MEAT CONFERENCE. | REQUIRED FOOD SAMPLING FORMS |
|---|---|
| MEAT OR POULTRY PROCESSING COMPANIES MUST SERVE SAMPLES DURING EXHIBIT HOURS, AND ALL OTHERS ARE ENCOURAGED TO DO SO AS WELL. | NCE. |
| If you are serving food samples in your booth, review al and service. This includes the type of equipment and ap equipment that can be ordered, and more. | I <u>rules and regulations</u> regarding food preparation opliances permitted in your booth, food prep and r of the AMC. Review and submit <u>all required forms</u> |
| | 18 |

- If an exhibitor is a meat or poultry processing company, they must serve product during exhibit hours. All others are encouraged to do so as well.
- If you are serving food samples
 - Gaylord is official and exclusive caterer
 - Rules/Regs & required forms Due Date Feb 19
 - Work with Gaylord to help confirm the quantity of samples you may want to do based on your product/sample item



ANNUAL MEAT CONFERENCE.

PRODUCT STORAGE & DELIVERY

STORAGE

- GES PUTS PRODUCT DIRECTLY INTO STORAGE BASED ON THE SHIPPING LABEL USED
- STORAGE FEES APPLY FOR PRODUCT
- REFRIGERATED CASES MAY BE RENTED ORDER DEADLINE MARCH 4



DELIVERY

- YOU MUST SUBMIT A DELIVERY FORM WITH THE DAY/TIME YOU NEED PRODUCT DELIVERED TO YOUR BOOTH
- LABOR FEES FOR DELIVERY OF PRODUCT APPLY
- STOP INTO THE GES SERVICE DESK ONSITE WITH QUESTIONS OR CHANGES TO DELIVERY NEEDS





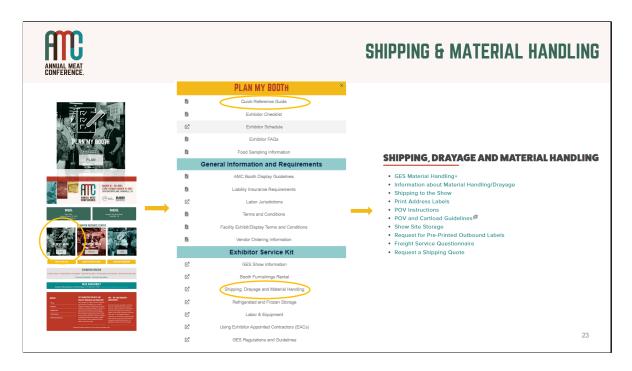
FOOD BANK DONATIONS

HAVE ADDITIONAL PRODUCT?

- LET GES KNOW WHEN YOU SCHEDULE PRODUCT PICK-UP IF YOU WOULD LIKE IT TO BE DONATED.
- AT THE END OF THE SHOW:
 - TAG PRODUCT REMAINING IN YOUR BOOTH WITH LABELS PROVIDED AT THE GES SERVICE DESK.
 - DISPOSE OF PRODUCT NOT BEING DONATED.

DONATION





Shipping & Material Handling

Materials shipped to the show must be unloaded and delivered by GES, the official service contractor. They also manage the storage and return of your empty crates/cartons and reloading your shipment at the close of show.

ANNUAL MEAT CONFERENCE.

SHIPPING & MATERIAL HANDLING

- GES HANDLES ALL UNLOADING AND DELIVERY OF SHIPMENTS
- BOOTH MATERIALS MUST BE PACKAGED SEPARATELY FROM PERISHABLE PRODUCT
- SHIP TO ADVANCE WAREHOUSE TO ENSURE EVERYTHING IS THERE WHEN YOU ARRIVE
- PERISHABLE PRODUCT MUST BE SENT DIRECT
- ADDITIONAL FEES APPLY IF SENT OUTSIDE OF PUBLISHED DATES

| Shipment Type/Method | Date/Time Accepted | |
|---|--|--|
| Booth Material Shipments to Advance Warehouse | February 13 – March 13 | |
| Booth Material Shipments Direct to Show | March 16 - March 19 | |
| Refrigerated Product Shipments for Booth | March 13 – 16 8:00 a.m. – 5:00 p.m. | |
| Refrigerated Product Shipments for Hotel | March 13 – 15 8:00 a.m. – 5:00 p.m. | |
| Frozen Product Shipments for Booth | March 13 – 16 8:00 a.m. – 5:00 p.m. | |
| Frozen Product Shipments for Hotel | March 13 – 15 8:00 a.m. – 5:00 p.m. | |

Determine if you are shipping in <u>advance to the warehouse</u> or <u>direct to show</u> <u>site</u> (reminder that refrigerated/frozen product must be sent direct) and make sure you use the proper shipping labels.

- Advance warehouse is a good option to ensure everything is there when you arrive and also great if you are shipping from another show and need to have stuff stored for up to 30 days.
- Be sure to review the material handling and storage rates as well as the dates when shipments will be received. Material Handling is charged per pound, starting at 25 lbs. and there are additional charges if you send items outside those dates. If you wish to use GES to ship your items, they do offer discounts on material handling.



Review Self-unloading Rules

- 20-minute limit
- 1 person must always remain with vehicle
- Freight over 200 lbs. is charged Material Handling rates
- You can also park in any of the parking lots and bring in things you can hand carry.



PROMOTE YOUR PARTICIPATION & CONNECT WITH ATTENDEES

| ANNUAL MEAT CONFERENCE. | | PROMOTE YOUR PARTICIPATION |
|--|---|--|
| | | PROMOTE MY BOOTH * |
| PROMOTE | Ľ | Exhibitor Dashboard Upload Your Directory Listing |
| | Ľ | Upload Press Releases |
| Contractor Com. Minis | | Marketing & Advertising |
| HEEE: Market Market 3 2019 Market Market 3 2019 DDI HTM HESOLOGY CA111 | Ľ | Marketing Toolkit |
| | Ľ | Industry Media Contacts |
| | 防 | Sponsorships |
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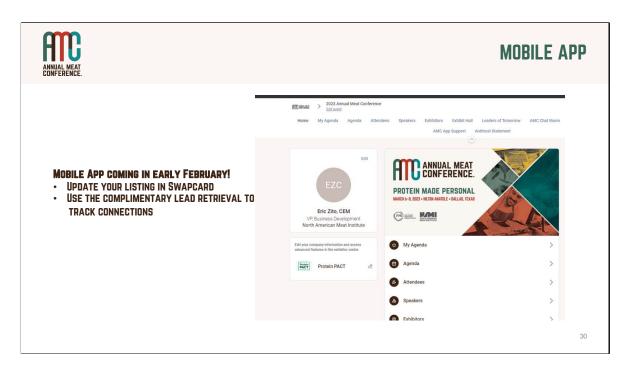
| ANNUAL MEAT CONFERENCE. | | UPDATE YOUR DIR | ECTORY LISTING |
|----------------------------|--------------|--|----------------|
| Complete Your Profile | | Login to the Exhibitor Dashboard T Update your directory listing on View/pay outstanding invoices Upload your Certificate of Insur See Sponsorship opportunities | THE FLOOR PLAN |
| Description | Complete | Exhibitor Collateral | 0 of 4 added |
| ✓ Logo | None added | Onsite Contact | 2 of 4 added |
| Product Photos/Videos | 0 of 4 added | Exhibitor Scheduled Events | 0 of 1 added |
| Online Contact | 0 of 4 added | | |
| | | | 28 |

Update your **Directory Listing** so that anyone visiting the floor plan on the website can see info about your company.



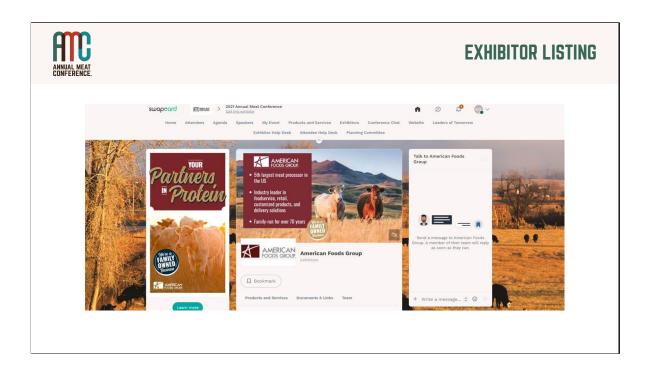
Use the **Marketing Toolkit** to find email signatures, social media templates and web banners to promote your participation.

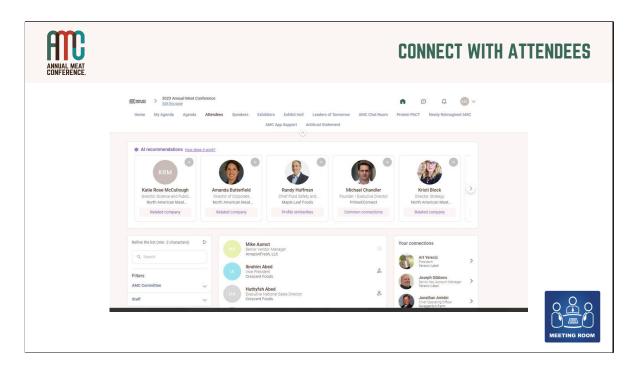
See a list of **Industry Media Contacts** with contact info to reach out and promote things you are doing in your booth.



Update your listing in the Mobile App

You'll be receiving information in early February to login and add information about your company into **Swapcard**. Exhibitors and attendees can reach out to each other in this platform and exhibitors will also be able to send meeting requests and utilize the complimentary lead retrieval, so be sure you login and update your information!





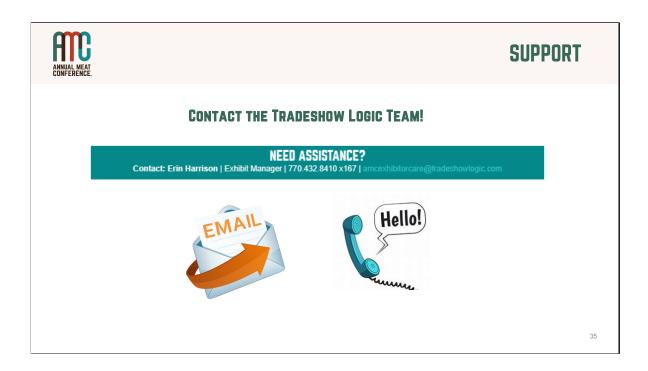
Access the Attendee List to connect with attendees

Meeting Rooms are available for rent if you are looking for an additional location to meet/engage with current and potential customers in-person at the show – you'll find the info for those in the Quick Reference Guide.



Increase your exposure through Sponsorship Opportunities







Thank you!

