



SNA of Ohio 2019 School Nutrition Expo

held in conjunction with the SNA of Ohio Annual Conference

WHAT IS THE SNA OF OHIO CONFERENCE?

Annually, SNA of Ohio brings together hundreds of child nutrition professionals for its Annual State Conference. It is the largest meeting of its kind in the state of Ohio for the child nutrition industry.

WHO ARE THE ATTENDEES?

From directors managing multiple schools/districts to kitchen staff who are experts in using the products and services on a day-to-day basis, each person you will meet has an influence in the decision to purchase food, equipment, technology and services.

WHY EXHIBIT?

- You will be face to face with key decision makers in school nutrition.
- You will have the opportunity to demonstrate your product first-hand.
- You will contribute to the educational process for child nutrition professionals in Ohio.

Exhibitor Information

Show Date/Time: June 20, 2019, 12:30-3:30 p.m.

Location: Greater Columbus Convention Center – Columbus, Ohio

Booth Reservations (this online system is the only method for reserving your booth).

- **If you are NOT a broker**, reserve your booth(s) at <https://snao.formstack.com/forms/2019vendorapplication>. (If you are represented by a broker but will be reserving your own booth, please confirm with your broker before submitting your form to avoid duplicate reservations.)
- **If you ARE a broker** reserving multiple booths for various clients that need to be placed together, please follow procedures at http://www.snaohio.org/content/documents/Broker_Procedures_2019.pdf.

If you wish to join SNA of Ohio for 2018-19 to receive the member rate, please join by visiting <http://www.snaohio.org/index.php?page=29> prior to submitting your online exhibit form. (The membership year is August 1, 2018-July 31, 2019 and memberships are not discounted or pro-rated.)

Please note that you will receive an email with the link to the Fern Service packet after you complete your online exhibitor application.

Exhibit Booth Rates

Please note the exhibit booth reservation deadline of May 1, 2019.

- Platinum Members - First booth - no charge, \$550 each for up to two additional booths (all booths must be for the specific company's use and must be in the member company's name).
- Gold Members - First booth - no charge, \$650 each for up to two additional booths (both booths must be in the member company's name).
- Silver Members - \$750 per booth – up to two booths maximum (both booths must be in the member company's name).
- Non Members - \$1500 per booth

Conference Program Advertisements

Exhibitors may choose to advertise in the conference program. Camera-ready black and white art (in an electronic format) must be received by the SNA OF OHIO office no later than May 1, 2019 – email to Jessica Ballard at jessica@assnoffices.com after you order on your exhibitor form. Please note that Platinum Members receive a complimentary full page ad, but you must select this option on your exhibit form. Full page ads are 4.75" wide by 7.375" height. Half page ads are 4.75" wide by 3.625" height. JPG in 300 dpi (hi res) format is recommended, but hi res PDF, EPS, or TIF files are also accepted.

- Member Rates: \$350 full page, \$175 half page
- Non-Member Rates: \$500 full page, \$250 half page

Exhibitor Specifications and Conditions

Please remember:

- You may be the only person receiving this information at your company. Your company's success at this show depends on the correct person receiving this information. Please pass it along to the correct individual if you are not the person handling trade shows for your company.

Important Dates

May 1, 2019...deadline for booth online reservations, advertisements, program information, and booth cancellation refund requests.

May 10, 2019...deadline for all orders to the Convention Center.

May 20, 2019...deadline and for all orders to Fern.

May 20, 2019...deadline for sleeping room reservations at the Holiday Inn and Hyatt Place

May 24, 2019...deadline for booth payments (to be received in the SNA of Ohio office by this date)

June 20, 2019...School Nutrition Expo Day!

Booth Specifications

Booth fee includes: Up to four representatives for your booth, one 3' high flame proofed back and side rail drape, one identification sign with company name and booth number, two 8' long skirted tables with white vinyl cover and skirting on three sides, one waste basket. All booth sizes are 10' deep X 10' wide.

You may register up to four representatives per booth for the Expo only. Conference sessions and events are not included with your Expo booth fee. You may view the full conference schedule of events and register for conference events separately at www.snaohio.org (conference page, industry registration form) beginning in mid-March.

Timeline:

- Wednesday, June 19, 2019 – 1:00 – 4:00 p.m. – Exhibitor Move In
- Thursday, June 20, 2019 – 8:00 am. – Noon – Exhibitor Move In
- Thursday, June 20, 2019 – 12:30 – 3:30 pm. – **Expo!**
- Thursday, June 20, 2019 – 3:30 – 7:00 p.m. – Exhibitor Move out

SNA of Ohio will place exhibitor packets on booths before move in, but an SNA of Ohio staff booth will be located in the exhibit hall (near the Fern booth), should you have onsite questions/requests. **Please note that booths should remain up until the end of the Expo – 3:30 p.m. on Thursday, June 20th.**

Space Assignment

You may indicate on your form your booth placement preferences, and requests are first come, first served. Booth assignments will be confirmed no later than May 10, 2019. You will receive a confirmation email with your final booth assignment by this date. Please be sure to include on your exhibit form other vendors that you wish to be placed near/not near. You may view the Expo floor plan at http://www.snaohio.org/content/documents/Exhibit_Floor_Plan_2019.pdf.

Exhibit Decoration/Theme/Colors

The theme of this year's conference is: "*Charting the Course.*" The colors will be red and white. SNA OF OHIO will be using *Fern Expo* as the official decorator of the show. After your booth selection is confirmed, you will receive an email from them as well. You may also visit the Fern website at www.fernexpo.com to obtain an exhibitor packet.

Additional Information/Equipment/Services

- Exhibitors, please refrain from handing out bags at your booths.
- An exhibitor order guide will be included in your Fern service packet with additional information and available services that you may order from the convention center – including electricity, ice, and other convention center services.
- If you will be providing food at your booth, please refer to the required Sampling Authorization form in your Fern service packet or visit the link below to download it. **This form MUST be reviewed and completed by every vendor providing food.**
 - http://www.snaohio.org/content/documents/SAMPLING_AUTHORIZATION_REQUEST_FORM_2019_Revised.pdf

- A prep area will be provided inside the exhibit hall from 8 a.m. – 3 p.m. on June 20th that will include tables for prep, water, and trash disposal. This prep area is self-service and no sign-ups are required. Space is first come, first served. Freezer space will also be available in this area on a limited basis (first come, first served).
- Shipping information will be included in your Fern service packet. All shipping will be handled through Fern. No items may be shipped directly to the Greater Columbus Convention Center.
- Loading/Unloading for exhibitors – Vendors may use the dock at the rear of the convention center for loading/unloading and may use personnel door next to dock #6 for reentry to Exhibit Hall A after parking (see parking information below). Any trucks/over-sized vehicles should park in the most distant area of the back lot. Please review the Exhibitor Notice in your Fern Service Packet for additional information.
- The Greater Columbus Convention Center will handle the disposal of all regular and bulk trash cans that are placed throughout the facility.
- Ovens
 - You are permitted to provide your own warming oven and/or heating lamp in your booth space. You must order the appropriate electricity and supply a fire extinguisher at your booth. Also, please note that cooking/warming equipment must be placed at the back of the booth, away from attendees. No open flame or open steam equipment is permitted.
 - You may also opt to reserve (on your online exhibitor application) oven space provided by SNA of Ohio in the exhibit hall. The rate is \$100 for up to two 30 minute time periods on Thursday, June 20th from 11:00 a.m. to 3:00 p.m. A booth will be designated for shared access for those who register and pay for access. The booth will contain one Rational Self Cooking Center Oven and one E6 Evolution Boilerless Steamer. Please indicate on your form your preferred 30 minute timeframe (up to two times) and which piece of equipment is needed. For each time period, there will be space for multiple vendors per oven, with reservations on a first come, first served basis. Your confirmed time(s) will be sent several weeks before the show so that you can plan accordingly. Please note that you must provide your own sheet/2.5" (per the below) and oven gloves, as well as a cart to transport your items to your booth if needed.

Rational Self Cooking Center Oven

- *Up to 3 shelves (1 sheet pan per shelf) – 30 minute timeframes between 11 a.m. – 3 p.m.*
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E6 Stand Mounted Connectionless Evolution Steamer (Boilerless)

- *Up to three 2.5" pans (one pan per shelf) – 30 minute timeframes between 11 a.m. – 3 p.m.*
- *Up to three 2.5" pans (one pan per shelf) – 30 minute timeframes between 11 a.m. – 3 p.m.*

Hotel Reservations

A limited number of discounted hotel rooms are available for the nights of June 17, 18, 19, and 20 at the Hyatt Regency Columbus (connected to the Greater Columbus Convention Center). The discount rate is \$149 per night for single occupancy and \$159 per night for double occupancy.

To reserve, visit <https://www.hyatt.com/en-US/group-booking/CMHRC/G-SNAO> by May 20th.

Parking Options

- Valet at Hyatt Regency Columbus (connected to the convention center)
 - **Recommended for Hyatt Regency overnight guests only.**
 - Rate is \$20 daily or \$30 overnight (both include in & out privileges)
- Chestnut Street Garage (located one block south of the Hyatt - accessible via an enclosed and covered walkway).
 - **Recommended for day guests and overnight Hyatt guests. Cannot accommodate vans.**
 - Rate is \$18 overnight (day rate varies based on length of time parked).
- For additional day guest parking options near the convention center, visit <https://columbusconventions.com/park/parking-availability/> for details, availability, and advance purchase options.
 - **Recommended for those who drive in daily for conference/expo.**

By applying to exhibit with the SNA of Ohio, the following is understood:

- Your company is required to hold a certificate of liability which would cover any damage caused at this expo. Certificates should be kept onsite at each booth and be available upon request.
- SNA of Ohio, Greater Columbus Convention Center, and Fern Exposition do not assume responsibility for damage or loss of any kind.
- SNA of Ohio staff does not have the resources to provide any exhibitor with additional booth needs such as water, electricity, furniture, etc. SNA of Ohio is not responsible for any of these costs.
- Cancellations with full refund are available through May 1st. Email your request to Jessica@assnoffices.com Sorry, no refunds are available after this date. No-shows with payment pending and cancellations after May 1st are responsible for full payment.