

2022 Exhibitor Check List

Find details on the below items here [CPX22 Exhibitor Information Page](#)
and be sure to bookmark the page for easy reference.

Logo and Link

Due Date: upon receipt of checklist

Notes: To confirm your booth location and that your link is correct, [view the Floorplan](#) – please send any changes or updates along with your logo to: hansona@bnpmedia.com

Company Description

Due Date: No later than March 17th – the sooner the better 😊

Notes: Exhibitors get a 50 word description in the printed program guide; Sponsors get a 75 word description in both the program guide and on the event website. Send to hansona@bnpmedia.com

Conference Attendee Program – Full Page Ad (ad is part of the sponsorship packages)

Due Date: No later than April 1st – the sooner the better 😊

Notes: See the [Exhibitor Information](#) page for ad specs and further details. Send ad to hansona@bnpmedia.com

Register Exhibit Staff

Due Date: Please have all staff registered by April 8th

Notes: Registration instructions should have been received from our registration department. Contact bnp@excutivevents.com with questions or if you need the instructions resent

Book Hotel Rooms

Due Date: Discounted rate available through April 6th or when block sells out, whichever comes first.

Notes: Book reservation directly through the Hilton. [Find details here](#)

Order Furniture

Due Date: March 31st for discount rates. See [Exhibitor Manual](#) for options and details

Notes: Exhibit hall is carpeted. Booth comes with 6' draped table and 2 chairs

Place A/V Order

Due Date: April 8th

Notes: Download form on the [Exhibitor Information](#) page

Advance Shipping to Warehouse

Due Date: See Freeman Decorating Exhibitor Manual, [available here](#)

Notes: Advance to warehouse is the recommended avenue for shipping items to CPX. Due to shipping delays, a

restrictive dock set up and staffing, advance to warehouse is the best method to make sure your materials are in your booth when you arrive.

Move in

Date/Time: Wednesday, April 27, 12:00pm – 5:00pm

Notes: All exhibits must be fully set up by 7:30am Thursday, April 28th

Tips: Be sure to bring all tracking information and order forms for reference once onsite

Move out

Date/Time: Friday, April 29, 11:30am – 6:00pm

Notes: Booth must remain fully set up until exhibit hall closes at 11:30am. All materials must be cleared out of the exhibit hall by 6:00pm

Tips: Be sure to bring outbound shipping forms (UPS/FedEx) if necessary for return shipments. Have flights scheduled for AFTER tear down is completed

Post-Show Eblast

Due Date: Submit requests between February 28 – May 20

Notes: Details and request form: <https://www.preparedfoods.com/CPX/eblast-request-post>

VISIT/BOOKMARK THIS PAGE FOR DETAILED EXHIBITOR INFORMATION

www.preparedfoods.com/CPX/exhibitor-information