

On-site Exhibitor Checklist

Foodservice Conference & Exposition

Expo Day: Friday, July 26, 2024

Monterey Conference Center and Portola Hotel & Spa Monterey, California

Be prepared onsite!

Use the list below as a guideline of information to bring with you to the show.

- Hotel/Event Information
 - Confirmation Numbers
 - Hotel Phone Number and Address
- Contact Info for IFPA
 - Badge and Registration Info
 - Hours and Location of Registration
 - Badges Registered in Advance for Pick Up Onsite
- Move-in/Move-out Schedule
 - Map of Delivery Area
- Vendor Contact Info and Order Forms
 - Tricord: Audio Visual, Carpet, Cleaning, Display and Installation Labor,
 - Electricity, Furniture, Material Handling, Signs and Banners
 - Portola: Food & Beverage (specific booths), Internet (specific booths)
 - Monterey Marriott: Food & Beverage (specific booths)
 - Copy of Method of Payment for Vendor Orders
- Certificates of Insurance
- Booth Layout (if applicable):
 - Display/Furniture Layout
 - Electrical Layout
- Authorization Forms (if applicable):
 - Request to Serve Alcohol
- Supplies: First Aid Kit, Tape, Scissors, Pens, Notepads, Business Cards, Sampling Vessels/Utensils

Contact the Expo Team if you have any questions

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