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37th National  
**CHILD NUTRITION  
CONFERENCE**

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April 10-14, 2023  
San Diego, CA

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*Exhibitor Information*



We are excited to welcome you to the 2023 National Child Nutrition Conference in San Diego. Thank you for choosing to join us this year and for supporting NCA and the child nutrition community. In this document, you will find information that you might need for the conference.

## Important Deadlines At-a-Glance

January 30, 2023	Hotel Reservation Recommended Deadline
January 30, 2023	Door Prize Program (for Opt-In Leads) Participation Deadline
January 30, 2023	Conference Program Ad Due
March 1, 2023	Tote Bag Item Description Due for Approval
March 20, 2023	Deadline to Order Internet Services at Discounted Rate
March 31, 2023	Tracking Numbers Submitted to NCA for Tote Bag
April 10, 2023	Deadline for Electrical Services

Tote Bag Promotional Items are to arrive **no earlier than April 3, 2023 and no later than April 5, 2023.**

## Exhibit Hall Hours

<b>Move-In</b>	Monday, April 10	1:00 pm – 5:00 pm
<b>Ready Hour</b>	Tuesday, April 11	8:00 am – 9:00 am
<b>Exhibit Hall Open</b>	Tuesday, April 11	9:00 am – 1:30 pm
	Tuesday, April 11	3:30 pm – 6:00 pm
	Wednesday, April 12	9:30 am – 1:00 pm
<b>Move-Out</b>	Wednesday, April 12	1:00 pm – 5:00 pm

## Booth Selection

Booth selection will begin **mid-January 2023** and will take place in priority order. Our partnerships team will be in touch when it is your turn to select your booth.

## Additional Attendees and/or Exhibit Hall Passes

One complimentary conference attendee is included with your booth. If you would like to register additional staff for the conference, there are two choices:

- 1) Full Conference Attendee: Access to all conference events including meals. To register additional conference attendees, please use this [Conference Registration Link](#).
- 2) Exhibit Hall Pass: Access to just the exhibit hall. To purchase exhibit hall passes, please use the [Exhibitor Registration Link](#) and select the exhibit hall pass product.

## Questions?

Email [partnerships@cacfp.org](mailto:partnerships@cacfp.org)  
Or visit [cacfp.org/conference](http://cacfp.org/conference)

## Exhibitor Virtual Meet & Greet

To accommodate our virtual attendees and as part of your benefits package, you are invited to participate in our one-hour Virtual Exhibitor Meet & Greet session. These virtual sessions are meant to be a brief spotlight on each exhibitor. Each exhibitor will be allowed to designate one presenter and showcase how they support the CACFP and/or SFSP community. This is an optional event and our partnerships staff will reach out starting in January to assign you to one of the six sessions.

### Dates (All Times Eastern):

Wednesday, March 1 (2 pm); Wednesday, March 1 (3 pm);  
Thursday, March 2 (2 pm); Thursday, March 2 (3 pm);  
Friday, March 3 (2 pm); Friday, March 3 (3 pm)

## Exhibitor Directory

Each exhibitor not only gets a recognition on the sidebar of our conference website, but also the benefit of showcasing their organization in our **Exhibitor Directory**. We encourage you to populate the fields fully. The exhibitor directory will be live until end of April 2023.

## Catering

If you need catering, please complete the Catering Order Form (see attached).

Catering Contact:

Jessica Tantardini, [jessica.tantardini@hyatt.com](mailto:jessica.tantardini@hyatt.com)

## Hotel Information

Please make your hotel reservations immediately. Reservations can be made by following the link you received from your attendee confirmation. If you need the link resent, please contact [partnerships@cacfp.org](mailto:partnerships@cacfp.org).

## Internet Services

Single Digits is the exclusive internet provider for the conference. Please see attached form if you would like to order internet services for your booth. To receive a discounted rate you must submit your order and pay in full by March 20, 2023.

## Electrical Services

Encore is the exclusive power provider for the conference. Please see attached flyer for information on ordering power for your booth or visit [eventnow.encoreglobal.com](http://eventnow.encoreglobal.com) to order.

## Tradeshow Services Company

Viper Tradeshow Services will assist with your booth needs. Please see exhibitor kit for a list of comprehensive services.

Tradeshow Services Contact:

Ms. Dani Olis, Viper Exhibitor Services Coordinator  
T 847.246.3100 | F 847.426.3111 | C 847.800.7469  
[dani.olis@vipertradeshow.com](mailto:dani.olis@vipertradeshow.com)

## Exhibitor Shipping

You have two choices when shipping items to your booth.

### Option 1: Ship directly to the hotel.

Manchester Grand Hyatt SD

HOLD FOR: <name of onsite guest and/or organization>  
National Child Nutrition Conference – CACFP <Booth #>  
1 Market Place  
San Diego, CA 92101

- Please note if the items you shipped need to be refrigerated or frozen.
- Hotel guests with a phone number on their reservation will get a text when their package arrives.
- Pallets can arrive 4 days prior to event date with no additional charge. Arrival window: April 4-7, 2023.
- All other packages can arrive 7 days prior to event date with no additional charge. Recommended arrival window, April 3-7, 2023.
- See attached details regarding receiving/handling fee that includes package delivery to booth/room/meeting space.

### Option 2: Use Viper Tradeshow Services to Ship Items

Details for this service can be found in the Viper exhibitor kit.

## Creditable Roundtable

All exhibitors will receive an invitation for our Creditable Roundtable on Monday, April 10, 2023, 12:00 PM to 1:00 PM. The purpose of the roundtable is to provide a time for open exchange among exhibiting organizations.

## Lead Retrieval (Door Prize Program)

NCA will provide an opt-in list with attendee contacts (both in-person and virtual) to exhibitors who participate in the Door Prize Program. To participate, exhibitors must provide an e-gift card for (Amazon, Walmart, Target, or Starbucks) in the amount of \$50 or \$100. Exhibitors may choose to provide more than one e-gift card. If you would like to participate to receive attendee leads, please contact [partnerships@cacfp.org](mailto:partnerships@cacfp.org) by January 30, 2023.



### Questions?

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