

Final Exhibitor Bulletin – July 8, 2026

Bulletin “At a Glance”

- Shipping & Material Handling/POV instructions
- FERN EXHIBITOR SERVICE Arrival and On-site Procedures
- Cold storage process and procedures
- Sodexo LIVE! – Catering Services waiver
- Exhibitor Badge pick-up details
- Conference Registration and Networking Opportunities

IMPORTANT NOTES:

- If your booth requires catering services or needs ice, water, or large water containers, please email [Sodexo LIVE!](#) in advance so arrangements can be made with the venue. ***Note: If there is sampling happening within a booth, without a waiver, your company will be asked not to serve until a form is completed.***
- All exhibitors must have a Certificate of Insurance (COI) on file / on hand in your booth during the showcase in case it is asked for during pre-showcase walk throughs.
 - Company and address for COI
 - NACUFS
 - 1515 Turf Lane
 - Suite 100
 - East Lansing, MI 48823
- We also encourage exhibitors to [bring prizes or giveaways](#) to engage attendees during the Showcase.
- **Exhibitors planning to use the loading dock will need to CHECK IN AT THE MARSHALING YARD FIRST to receive access.** For additional information, including the POV guidelines, please log into [Fern OneView](#) and navigate to: Shipping and Material Handling > Self Unloading/Loading Guidelines.

Exhibitor Load-In / Out Dates & Times

Wednesday, July 15 | 8 a.m. - 5 p.m.

Thursday, July 16 | 8 a.m. – 10:30 a.m. HAND-CARRY ONLY

Friday, July 17 | 1:30 p.m. – 8 p.m. **TEARDOWN**

Exhibitor Orientation – Thursday 11 a.m.

All exhibitors are encouraged to attend our Exhibitor Orientation on Thursday prior to the Showcase opening. This session is especially important for first-time exhibitors or anyone who has not previously exhibited with us.

During the orientation, an industry representative will review important rules, regulations, and event procedures to help ensure a smooth and successful Showcase experience. We encourage at least one representative from each exhibiting company to attend.

Note: All booths should be **fully set and ready prior to the start of the Showcase**. FERN, Sodexo and NACUFS staff members will be walking the show floor to verify that all exhibitors adhere to the rules and regulations for the National Showcase.

If you have questions or concerns about what is permitted on the show floor, please email the [NACUFS Events Team](#) for more information.

Exhibitor Name Badge Pick-Up

Each team member registered with a name badge that is associated with your company will receive an email from CONEXSYS on Tuesday July 13 with a badge QR code and onsite instructions for pick-up.

Name badges are required on the showcase floor, so please plan to pick them up once the exhibitor's check-in desk opens (see dates/times below).

Exhibitor Badge Pick-up: Inside Hall J

Wednesday, July 15 | 8 a.m. - 5 p.m.

Thursday, July 16 | 8 a.m. - 5 p.m.

Friday, July 17 | 8 a.m. - 12 p.m.

Shipping and Material Handling

Advance Warehouse Shipments – July 13 Receiving Deadline

If your materials were shipped to the FERN advance warehouse, they will be delivered directly to your booth space prior to setup.

Show-site Receiving – July 14

8 a.m. – 5 p.m.

Separate shipping label is required for freight delivered to the convention center. Label can be found in exhibitor portal under “shipping and material handling”.

POV / Self-Unload Procedure

*Note: First-come, first-served pass is required to access the designated unloading and self-loading area. **All exhibitors using privately owned vehicles or planning to self-unload must first check in at the marshaling yard.***

Due to the volume of exhibitors, wait times should be expected during the check-in process.

Please plan your arrival accordingly and allow extra time for unloading.

Load-in begins Wednesday, July 15 | 8 a.m. – 5 p.m.

1. **Check-in at Marshaling yard – Parking Lot J**

(See image 1 at bottom of bulletin)



2. **AFTER Checking-in at Marshaling yard:**

Traffic Manager will issue a vehicle access pass provided by the convention center.

For additional information, including the POV guidelines, please log into [FERN OneView](#) and navigate to:

Shipping and Material Handling > Self Unloading/Loading Guidelines

Exhibitor Parking

For exhibitors driving in, paid parking is available at Lot F & G. [Click here for MCCNO Parking info](#)

(See Image 2 at bottom of bulletin)



Food Sampling - Sodexo LIVE! Waiver

If you are an exhibitor sampling food in your booth(s), your company must complete and submit the waiver to Sodexo LIVE!

1. [FERN OneView](#) portal: log into company profile
2. Navigate to: Task manager – food prep/sampling – catering services – download “NACUFS Exhibitor packet”
3. Email completed form to amanda.rivero@sodexo.com

Fire Extinguishers

Fire Extinguishers are required for cooking. 2A10BC for standard cooking. Type K are required for all deep

~~frying~~. Exhibitors must provide their own protective shields. Must be openly visible in your booth space with current tags.

Cold Storage

See show site receiving dates and times for refrigerated / frozen shipments below:

Tuesday, July 14 | 1 p.m. - 5 p.m.

Wednesday, July 15 | 8 a.m. - 5 p.m.

Thursday, July 16 | 8:30 a.m. - 11:30 a.m.

A cold storage product daily deliveries form should be submitted to FERN in advance if you are using frozen/refrigerated storage

Attendee Lists

To support your outreach and planning, the official pre-registered and post-attendee lists will be automatically distributed to all confirmed exhibitors on the following dates listed below.

Preliminary attendee list for planning purposes: **July 1**

Final authorized attendee list with contact information: **July 29**

For your convenience and security, no action is needed on your part to receive it.

Mobile App – Exhibitor Profile

EXHIBITOR PROFILE

Exhibitors can update their company profile in the NACUFS Mobile App, including contact information, company description, and other important details

[Click here to begin](#)

Access to the Exhibitor Console is tied to the email address that received this message. No password is required.

If someone else on your team is responsible for managing your company profile, they can access the console by entering your email address in the username field.

If you need to update the mobile app email for your company's booth, please [email Harley](#) with your change request.

Showcase Prize Giveaways

One of the highlights of the Showcase is the exhibitor prize giveaways, and we encourage you to bring something fun for attendees!

Prizes are a great way to:

- Drive traffic to your booth
- Create memorable interactions
- Showcase your brand

Popular options include product bundles, branded merchandise, culinary experiences, or specialty items from your company.

To help coordinate the giveaways during the Showcase, [please fill out this form](#).

Join Conversations – Celebrate Success

See the schedule of events below for further opportunities to network with peers beyond the showcase.

If you / your team are interested in attending these events, a ticket is required. Please [register here](#) or [email NACUFS membership](#) for further assistance.

Wednesday, July 15

Culinary Challenge & Welcome Reception

- 5:30-7:30 p.m.

- Hilton Riverside: Grand Ballroom A-D

Thursday, July 16

Industry Appreciation Reception (included with your exhibitor badge)

- 5-6 p.m.
- MCCNO Third Floor Foyer
- A great opportunity to continue conversations from the show floor and celebrate the collaboration between campus dining professionals and industry partners

Theodore W. Minah Award Presentation & Dinner (additional ticket required)

- 6:45-8 p.m.
- Hilton Riverside: Grand Ballroom A-C
- Dessert reception to follow with light entertainment to accompany the successes of the Minah Award Winner

Saturday, July 17

Awards Luncheon

- 1:15-2:30 p.m.
- Hilton Riverside: Grand Ballroom A-C

Closing Event

- 7-10 p.m.
- Generations Hall

Your feedback matters to us – Exhibitor Survey

After the conference, NACUFS staff will send you an online survey. Please help us to best understand your experience.



**We look forward to seeing you in
New Orleans!
#NACUFS2026 #SetTheRhythm**



National Association of College & University Food Services
1515 Turf Lane, Ste 100
East Lansing, MI 48823
(517) 332-2494

[Unsubscribe](#)

Image 1:

Driving Directions to Parking Lot J (102 Henderson St) From I-10.

Take US-90 Bus / Westbank (Exit 234A from I-10W or Exit 234C from I-10E) to Exit 11 Tchoupitoulas / S. Peters St. Stay straight onto Calliope Street. Take a right turn at S. Peters Street. The entrance to the parking lot is available directly ahead. Taxis & Rideshares can access the Taxi Rideshare Zone to the left. Parallel to Hall F.

Image 2:

