

Welcome – Philadelphia Exhibitor Bulletin

Showcase March 19th 2:30 - 5:30 p.m.

Philadelphia Marriott Downtown – Franklin Hall

This bulletin highlights where to order materials, book travel, and explore sponsorship opportunities. Full logistical details are available in the Exhibitor Portal.

Updates: February 19th , 2026

1. **Cold-storage on-site shipping** : All perishable items should arrive no sooner than March 16th. These items have different shipping instructions than standard event shipping. **Please email events@nacufs.org for your cold storage labels.**
2. Exhibitors are encouraged to attend the full conference; welcome night, keynote speakers, and more time to network with colleagues.
Get your [conference pass here](#).
3. **Materials / Shipping**: All booth freight should be shipped to the Alliance advanced warehouse for material handling. Alliance will bring your freight in and deliver it to your booths, for your arrival.
Exhibitors are permitted to bring in items that they can hand carry in one trip. No hand carts or dollies allowed.
6 a.m. – 12 p.m. booth set-up and hand carry items.
12 - 2 p.m. remaining set up, cooking, etc.
4. **Prize Booth Giveaways**: We encourage all exhibitors to consider bringing a prize to give away during the showcase. A raffle item or promotional giveaway is a great way to drive traffic to your table, engage attendees, and create a memorable connection with our members. To help us coordinate announcements and logistics, we ask that you please [fill out this form](#).
5. **Food preparation**: Any exhibitors who will be cooking in the Head House Kitchen must fill out the Food Preparation Waiver (located in exhibitor portal).
Email to: Vanessa.lynk@marriott.com

Key Dates at a Glance

- **Booth materials discount deadline: Thursday, February 19th, 2026**
- **Hotel booking deadline: [Tuesday February 24th, 2026](#)**
- **Advance Shipment deadline: Thursday, March 12, 2026**
- **AV/Electrical Deadline: March 16th**
- **Cold storage shipping: March 16th – 18th**

- **Showcase Date/Time: March 19th 2:30-5:30 p.m.**

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One-Stop Shop: Exhibitor Portal

You should have received the exhibitor portal invite. The email title will contain “ORDERING OPEN” and if you do not see the email, please check your spam/junk folder. If you are still unable to locate the email at that time, please reach out to the dedicated exhibitor assistance team with any issues or questions.

exhibitorassistance@alliance-exposition.com

Important details & where to find them in your portal:

- Show schedule – **home page**
- Materials & Shipping dates / deadlines – **home page**
- Food and beverage waiver – **Show management information**
- Guidelines & policies – **Show management information**
- Booth furnishings (provided by Alliance) – **event suppliers**
- AV, electrical, internet (provided by Encore) – **event suppliers**
- Signage / graphics (provided by Alliance) - **Order Services**

Food and Beverage Cooking and Shipping

- **Cold Storage Shipping & Handling Info**
For all food/perishable shipments, please contact events@nacufs.org . NACUFS will provide shipping labels and instructions for all perishable product shipments. You may also call the NACUFS line at 517.332.2494 and ask to speak with Harley.
- **On-site Cooking / F&B Waiver**
Any exhibitors who will be cooking in the Head House Kitchen, must fill out the Food Preparation Waiver (**see above for waiver location in portal**). Cooking via microwave, warming oven/tray, electric skillet, Sterno, or crock pot is **NOT PERMITTED** on the show floor. All cooking must take place in the Head House Kitchen – all personnel who need access to the kitchen must sign a damage and injury waiver and wear an authorization badge.
- **Head of House Kitchen:** It is a full operational kitchen with an oven, stovetop, fryer, and a walk-in fridge nearby. The kitchen will be fully shared with exhibitors and you will need to bring all necessary equipment and utensils.
****Important to note: water/drain access is not available on the show floor****

Exhibitor Name Badge – Grants access to the showcase floor and the Industry Appreciation Reception. Up to 5 badges per 10x10 booth.

Navigate to nacufs.org – login to your company profile and follow instructions below.

1. Exhibits/My Organizations Exhibits
2. Click on manage booth
3. Scroll down and click on “add booth staff” button
4. Type in staff name and click on name to select. IF employee name does NOT show up – use green “+” to add employee to the system.

Travel & Hotel Information

- **Official Hotel:** Philadelphia Marriott Downtown
1201 Market St. Philadelphia, PA
- **[BOOK YOUR STAY](#)**
- **Booking Deadline for group rate:** Tuesday, February 24, 2026
- **Distance to airport:** 10 miles from Philadelphia International Airport (PHL)

All hotel reservations for the NACUFS 2026 Spring Conference must be made through the official NACUFS booking links. **Please be aware that unauthorized companies may attempt to contact you, claiming to represent the “NACUFS housing bureau” or “exhibitor housing.” These entities are not affiliated with NACUFS.**

NACUFS and its official representatives will NEVER call you to book a hotel room.

If you are contacted by an unauthorized housing company, please share any information you receive so we can take appropriate action to protect our participants from fraudulent activity.

For questions, please contact us at: events@nacufs.org

Need Help? / Contact Info

Exhibitor portal support email: exhibitorassistance@alliance-exposition.com

NACUFS Show management support: events@nacufs.org

Sponsorship contact: anoyes@nacufs.org