



2026 Summit of the Americas Space Selection Webinar

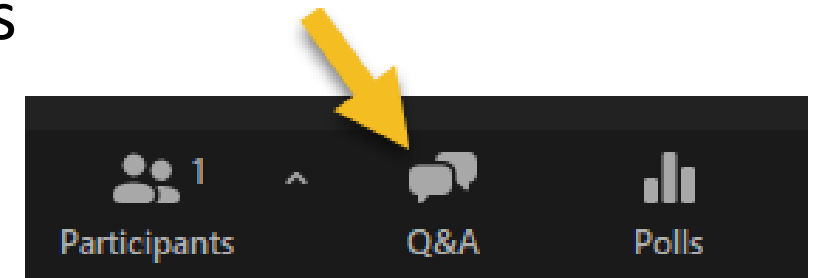
October 16, 2025





Webinar Housekeeping Notes

- Reminder: All attendees can see our team as hosts but we cannot see you.
- To ask a question, please type these in the Q&A feature located in your Zoom toolbar.
- This webinar is being recorded and will be posted on our [2026 Summit of the Americas](#) website under our Exhibit/Sponsor page.





Agenda

- Key Show Details
- Space Selection Communications
- Prospectus Review
- Navigating the Hotel/Floor Plan
- How to Prepare
- Space Selection Day – Appointments
- Rules & Regulations
- Critical Dates
- Q&A





Key Show Details

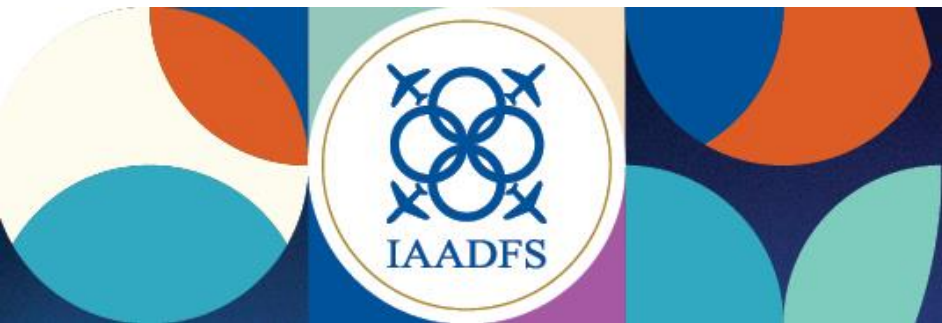
- Dates – March 28 – 31, 2026
 - Note – exhibitor move in will begin on Friday, March 27 at 8:00 a.m.
- Location – Rosen Shingle Creek Resort, Orlando, FL
- Primary Event Space
 - Panzacola F – General Session & Networking Lounge
 - Panzacola G/H – Exhibit Hall
 - Suwannee Rooms – Private Meeting Rooms
- Housing & Registration
 - Plan to launch early November – more details to come
- Note for Exhibitors Specializing in Alcohol
 - Companies will be required to hire a hotel bartender to pour any samples in booth based on the rules and regulations at the Rosen Shingle Creek.
 - Show management will inform all exhibitors if this policy changes.





Space Selection Communications

- Submit your contract by October 31 to participate in space selection
- Appointment Date/Time
 - Sent via email on November 10
 - If you cannot join Zoom during your scheduled appointment time, preferences can be emailed in advance.
- Space Selection - November 17 – 18
- Invoicing – Sent after space selection
 - 50% due December 5, 2025
 - Remaining 50% due by January 23, 2026.



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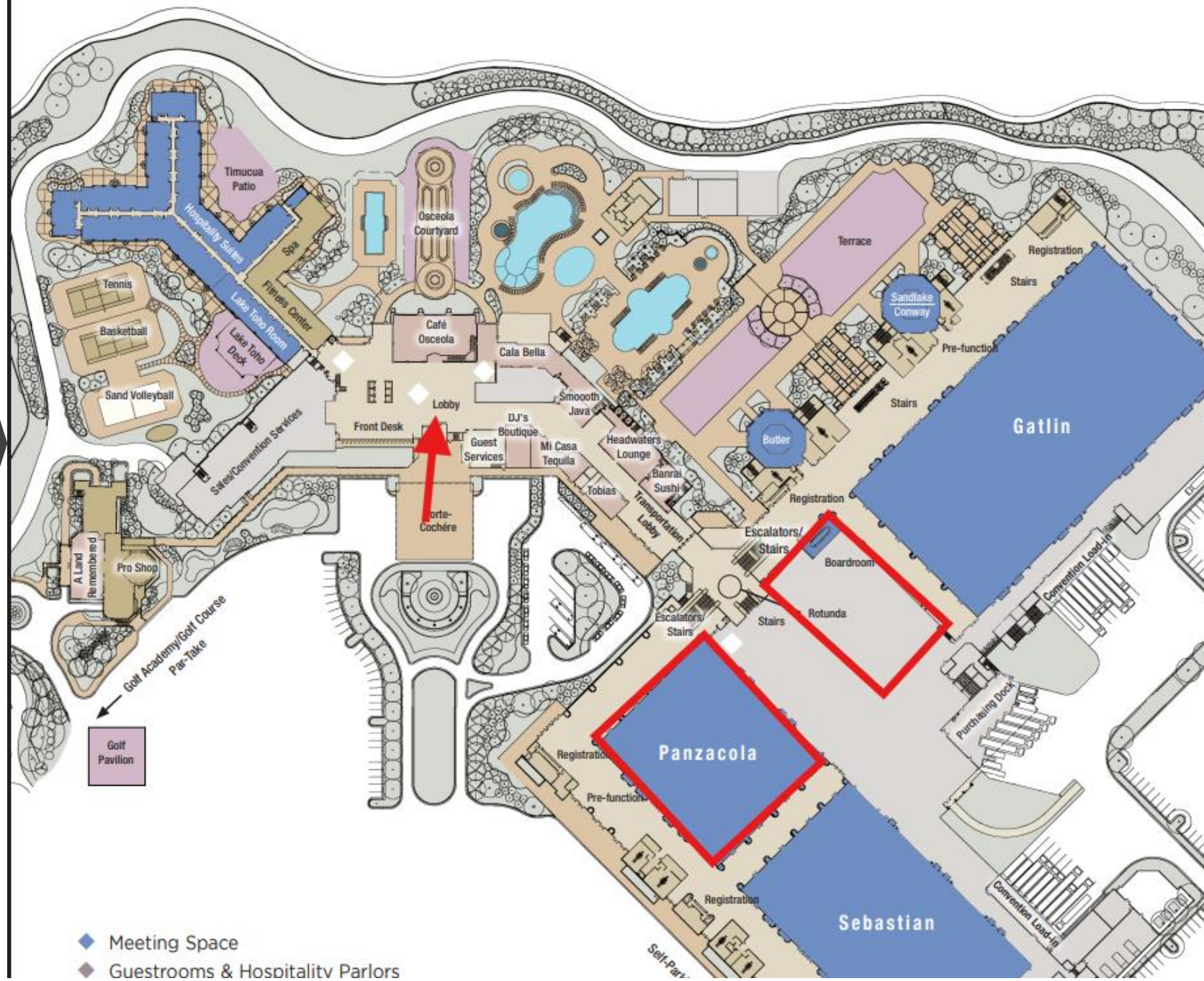


Prospectus Review

- Review the [2026 Prospectus](#)
- Exhibit Rate - \$30 per square foot
- Sponsorship Opportunities
- Contact Sarah Appleton, sappleton@IAADFS.org



Navigating the Hotel/Floor Plan



Navigating the Hotel/Floor Plan



- [2026 Summit Floor Plan](#)
- Level 1
 - Panzacola F – General Session & Networking Lounge
 - Panzacola G/H – Exhibit Hall
 - If you plan to contract more than 600 sq. ft. you'll be required to select your booth space within the H area (near the bottom) in order to accommodate your move out in time.
- Level 2
 - Suwannee Rooms – Private Meeting Rooms
- Flow of Attendee Traffic
- Entrances to Exhibit Hall
- Registration Desk





How to Prepare for Space Selection

- Practice navigating the [floor plan](#) ahead of time
- Check availability the hour before your selection
- Make a list of your top 3 preferences, 15 minutes prior to your selection time
- Note: Keep an eye on the floor plan after you select your space. IAADFS will not notify you if a competitor selects near you. We are happy to move you if you no longer like your space.





Space Selection – Day of

1. Click on the zoom link to join our waiting room.
2. Our exhibits team will admit you based on your appointment time and will assign you to one of our team members to discuss and select your space.
3. Space confirmed and reflected on website within 1-2 minutes.
4. Email confirmation/invoice sent the following week.

Note: You may be in the Zoom waiting room for a few minutes if our team is finishing up an appointment with another company.





Rules & Regulations Review

Review the [2026 Rules & Regulations](#)





Critical Dates

- October 31 – Deadline to submit contract to participate in space selection
- November 10 – Companies that submitted contracts receive space selection appointment email
- November 17-18 – 2026 Space Selection
- Week of November 24 – confirmation emails & invoices sent
- December 5 – Initial 50% payment due
- January 23, 2026 – Final 50% payment due





Q&A

Kelsey Kwasniak
Exhibits & Sponsorship Manager
+1-312-673-5387
kkwasniak@IAADFS.org or
exhibits@IAADFS.org

Sarah Appleton
Sales Director
+1-312-673-5575
sappleton@IAADFS.org

Steven Antolick
Executive Director
+1-202-367-1184
santolick@IAADFS.org



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Thank you!

Kelsey Kwasniak
Exhibits & Sponsorship Manager
+1-312-673-5387
kkwasniak@IAADFS.org or
exhibits@IAADFS.org

Sarah Appleton
Sales Director
+1-312-673-5575
sappleton@IAADFS.org

Steven Antolick
Executive Director
+1-202-367-1286
santolick@IAADFS.org



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