



2026 Summit of the Americas Webinar #2 – Key Show Details

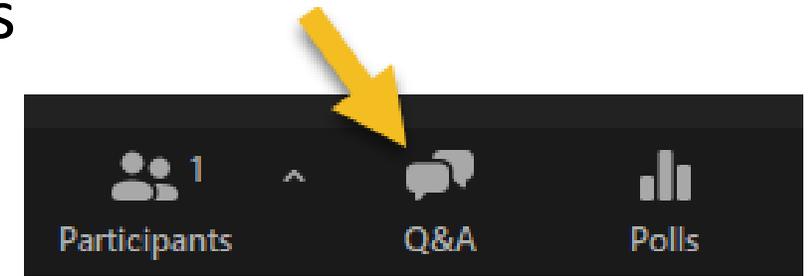
February 3, 2026





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 Dates & Deadlines
- Overview of the 2026 Exhibitor Service Kit
 - How to place orders
- Booth Package Inclusions
- Registration & Housing Details
- Update Company Listing
- Schedule Review
- LIVE Q&A with our team



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Key Dates & Deadlines

- January 23, 2026 – Final Booth Payment Due (50%)
- January 23, 2026 – Notify IAADFS of Third Parties & Exhibitor Appointed Contractors
- February 25, 2026 - March 25, 2026 – Ship Your Exhibit Materials
- March 6, 2026 (by 6PM CST for discounted rate) – Order Hard Walls, Furniture, & More
- March 9, 2026 – A/V & Electrical Orders Due
- March 27, 2026 – Register Booth Personnel



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Key Show Details

- Show 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
- 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.



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Exhibitor Service Kit Review

- How to place orders?
- Review [Fern OneView](#)
- Need help accessing? Email exhibits@IAADFS.org
- **Please ensure to order all materials needed from Fern by Friday, March 6 to take advantage of all early discounts. After Friday, March 6, all items ordered via the Exhibitor Services Manual will be charged at a higher premium.**



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Booth Package Inclusions

- The following is included with your booth or meeting room package:
 - Raw Space – Hard Walls are required for booth spaces and must be ordered via the Exhibitor Services Manual
 - Daily cleaning/vacuumping of the floor space
 - Material handling fees
 - Wastebasket
 - Trash removal
- What is **NOT** included with your package:
 - Furniture
 - Utilities – electrical, water, etc.
 - Flooring – the exhibit hall and meeting rooms are all carpeted. You may still provide or order carpeting to compliment your space.



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Registration & Housing Details

- Make sure to [register](#) your booth staff! Log-in credentials have been sent to the primary contact per your contract. Exhibitors get a base allotment of (3) badges for booking space, plus (1) for every 100 square feet of space booked. For example, a 10x10 exhibitor gets (4) total badges while a 10x20 exhibitor gets (5), 10x30 exhibitor gets (6), etc.
- If you are in need of assistance with the registration process, you can contact our registration team at info@summitoftheamericas.org
- Housing - Click [here](#) to view the hotel with IAADFS housing block. Click [here](#) to arrange your hotel needs.



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Update Company Listing



- Your company listing will be featured in our mobile app and online floor plan.
- Your company's primary contact should have received an email with access to the Exhibitor Directory, where you can update your company description, product category, company logo and more.



Update Company Listing



- Example of email sent to primary contact –
- If you have not received this email, please contact us and we'll be happy to resend it.
- Want to maximize your directory listing? Check out our helpful [resource video](#).

From: noreply@expocad.com <noreply@expocad.com>
Sent: Tuesday, July 15, 2025 12:41 PM
To: ADA - Exhibits <adaexhibits@smithbucklin.com>
Subject: Invitation for

EXTERNAL MESSAGE

Hello ADA Hub!

You have been invited by Show Management to use 3e powered By EXPOCAD®, but you must first confirm your email address.

Please **CONFIRM NOW**



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Schedule Review

Exhibitor Move-in

Friday, March 27:

8:00am – 8:00pm (EACs by appointment)

Saturday, March 28:

8:00am – 8:00pm

IAADFS Summit of the Americas 2026 Exhibit Hall Hours

Sunday, March 29:

10:00am – 6:30pm

Monday, March 30:

9:00am – 6:30pm

Tuesday, March 31:

9:00am – 12:00pm

[Review the full schedule here!](#)

Exhibitor Move-out

Tuesday, March 31:

12:00pm – 11:59pm

Wednesday, April 1:

8:00am – 12:00pm



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Sponsorship Opportunities

- Review the [2026 Prospectus](#) for available opportunities!
- Contact Sarah Appleton, sappleton@IAADFS.org



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Attendee Lists

- All primary contacts received the first Pre-Show Attendee List on Friday, January 30.
 - If you did not receive, please contact exhibits@IAADFS.org.
- Final Pre-Show Attendee List – March 13
- Post-Show Attendee List – 1-2 weeks post-event
 - If you did not receive, please contact exhibits@IAADFS.org.
- Note - all lists ONLY include attendees that opted-in to receive communications per IAADFS Privacy Policy & GDPR regulations.



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New! Lead Retrieval

- A new service being offered at the 2026 Summit is [Mobile Lead Retrieval](#).
 - Multiple package options are available, allowing you to choose between an app downloaded to your personal device or rental badge readers that provide a lead report.
 - Select packages include real-time access to lead data, written note-taking capabilities, and unlimited qualifiers. The order form can be accessed [here](#).



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Networking Opportunities

- Golf – [Registration still available](#)
 - Saturday, March 28 – 8:00 AM – 12:00 PM
- Receptions
 - Saturday, March 28 – 6:30 PM – 8:30 PM
 - Sunday, March 29 – 6:30 PM – 8:00 PM
 - Monday, March 30 – 6:30 PM – 8:00 PM
- Exhibit Hall & Private Meeting Rooms
 - Networking Lounge – open during exhibit hours in Panzacola F



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LIVE Q&A With Our Team



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Thank you!



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