



Thank you for your support of the 2026 IAADFS Summit of the Americas. This event will be held March 28-31 at the Rosen Shingle Creek in Orlando, FL. In preparation for the show, please review the following notes and reminders.

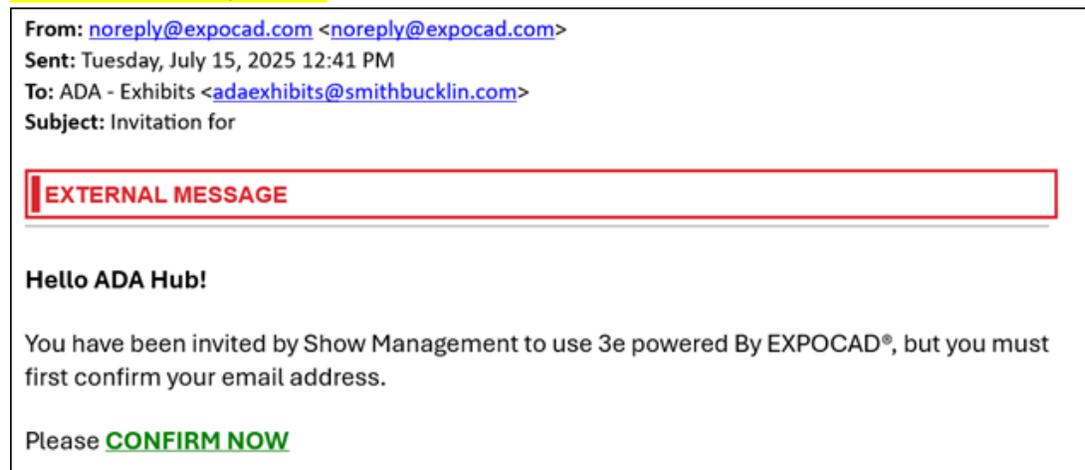
Company & Brand Listing

Your company listing will be featured in our mobile app and [online floor plan](#).

You must complete the following actions to ensure this is updated:

- **Company Listing:** 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.

If you have not yet signed up here is an example of the email you have received to access the Exhibitor Directory Portal:



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](#).

- **Branding Listing:** In addition to your directory listing, we are gathering brand index lists for the mobile app that will be available during the event. Please submit this information [here](#). If no submission is received only your primary product will be listed in mobile app listing.

Exhibitor Marketing Kit

Don't forget to promote your presence at the 2026 Summit. Download your content and graphics [here](#).

Alcohol Reminder

As a reminder, please fill out the **alcohol catering service** form by **February 26th** that is linked in the exhibitor service kit and attached to this email. This will ensure you have a bartender secured as is required by the hotel for any alcohol company serving samples during show hours. Orders received within 10 days of Expo Hall Opening Date will incur a \$125++ fee Orders received On-Site will incur a \$250++ fee. If you have any questions, please reach out to Meredith Weeks with the Rosen Shingle Creek at mweeks@rosenshinglecreek.com.

Note: IAADFS will be covering ice service for all bars. Bartenders must be hired by the hotel and cannot be provided by the exhibiting company.

Exhibitor Services Manual

You can access the manual by clicking [here](#). The [Exhibitor Service Kit](#) includes all items you'll need to order including –

- Hard Walls – required for all booth spaces
- Custom & Turnkey Display Rentals
- Exhibitor Appointed Contractor Form
 - **PAST DUE – must be submitted ASAP**
- Catering & Alcohol Sampling Form
 - Note – per Rosen Shingle Creek, a bartender is required to be hired to handle any alcohol served in the hotel.
- Audio Visual Services Order Form
- Utilities Order Form (electrical, plumbing, etc.)
- Business Center Form
- Model Booking Form – talent to work within your booth & present your product
- International Shipping Information
- Shipping Details including deadlines and how to properly address your freight
- Furniture/Flooring Rental

If you have not been on the Fern website before, you will need to create an account with a User ID and Password. If you have already completed this step and you are not able to log in, please call Fern at 800.774.1251 or email cbarton@fernexpo.com.

The Fern **early bird pricing deadline is March 6th**. Make sure to place any orders through Fern by this date in order to get the best pricing available. Remember to include your company name and booth number when completing the forms in the manual.

Exhibitor Cancellation Policy

As stated in the [2026 Exhibitor Rules & Regulations](#), cancellations must be made in writing (email is accepted). Any company cancelling after **January 23rd, 2026**, or later forfeits the entire booth rental fee.

Exhibitor Resources

Additional exhibitor resources can be found under the 'Exhibit/Sponsor' section of the IAADFS 2026 website located [here](#).

Golf Registration Now Open!

Enhance your conference experience and network with buyers at the golf outing designed for relationship building. Join fellow attendees for a morning on a premier course, offering stunning scenery and a relaxed setting ideal for networking or hosting a buyer for quality one-on-one time. This add-on includes green fees, cart rental, range balls, locker room access, lunch, and awards.

Add to your [registration](#) today!

Sponsorship Opportunities

Don't forget to review our IAADFS 2026 Sponsorship [prospectus](#)! If you are interested in sponsoring, please reach out directly to Sarah Appleton sappleton@iaadfs.org.

As always, please do not hesitate to contact us if you need anything prior to the show. Thank you for your support of IAADFS!

We look forward to seeing you in Orlando, FL!

Thank you,

Jessie Nork

Exhibits & Sponsorship Coordinator

Exhibits@IAADFS.org

Kelsey Kwasniak

Exhibits & Sponsorship Manager

Exhibits@IAADFS.org