



April 14-16, 2024 | Dallas, Texas
Hyatt Regency Dallas

Supplier Services Manual and Checklist

To help you plan for a successful SNX, please review the following details. If you have any questions on the items listed below, please contact Abby Valentino at avalentino@snacintl.org, (o) 703-836-4500 ext. 201.

Schedule for Experience Zone and Supplier Suites:

Sunday, April 14, 2024

12:00pm – 5:00pm: Supplier move-in (*Experience Zone, Marsalis Hall*)

Monday, April 15, 2024

10:45am – 2:45pm: Experience Zone is Open

3:00pm – 6:00pm: Supplier Suites are Open

Tuesday, April 16, 2024

8:00am – 11:00am: Supplier Suites are Open

11:00am – 1:00pm: Experience Zone is Open

1:00pm – 3:00pm: Supplier Suites are Open

2:00 – 3:00pm: Supplier move-out

What You Can Bring for your Supplier Suite:

- Product samples
- Pop up banners for inside the room, and 1 standard size pop up banner can be placed outside of your suite in the hallway
- Marketing materials
- Branded tablecloths
- Snacks, beverages
- **Note:** SNX will provide a branded doormat to be placed outside of your Supplier Suite.
- You can connect to the TV in your Supplier Suite using Chromecast. Instructions will be provided on site.
- **Note:** You can bring in your own food and beverage to your suite, or you can purchase items through the property. [See menu and contact information here.](#)

Included in your Supplier Suite:

- Existing living room furniture for the following upgraded suites (Horizon, Sunset, Sky, Terrace, Presidential)
- Conference table set for 6 with 4 additional chairs in the room
- A branded doormat

What to Bring for your Kiosk:

- Samples, branded marketing materials.
- Digital content if you order a monitor and power. You are welcome to bring your own monitor but you will need to order power through the Hyatt in the [Freeman Services Guide](#).
- **Note:** Power is not included and can be purchased through the Hyatt through this link (click Shop Products & Services→ bottom of the page, Non-Freeman Services→Electrical)
- **Note:** Materials are only allowed on the counter of your kiosk and inside your storage cabinet (if purchased). Materials are not allowed on the ground surrounding your kiosk or underneath your kiosk without a storage cabinet.

Upgrade Options for Kiosk:

- You have the option to upgrade your kiosk through the [Freeman Services Guide](#).
 - Add a storage cabinet underneath
 - Cost of \$350.00
 - Add in a 32in LED touchscreen monitor on the backwall.
 - Cost of \$980.00 (*note, pricing is inclusive of monitor, wall mount, setup and dismantle labor. Electrical needs to be ordered separately*).
 - Add electrical drop at kiosk [via Hyatt](#)

Confirm Supplier Suite Check-In:

The Supplier Suite reservations are booked to check in Sunday 4/14 at 4:00pm and check out Wednesday 4/17 at 11:00am. If you have not already done so, **please confirm with Abby Valentino** avalentino@snacintl.org **ASAP** if one of your personnel will be utilizing the Supplier Suite as their sleeping room, and if not, we will label the reservation as your company name. We can adjust the reservation to check in Saturday 4/13 at 4:00pm if needed. If someone is not staying in the room, please still confirm if you'd like to gain access to the suite on Saturday 4/13 or Sunday 4/14. Again, the Sunday 4/14 check in is at 4:00pm—please determine how much time you will need to set up your Supplier Suite and if you would like to check in on Saturday 4/13 for additional time. Here is a link to the [program schedule](#). If you check in Saturday 3/26, the hotel will charge the room \$229 +taxes/fees for that night.

Provide Company Logo:

As part of your Supplier Suite purchase, SNX will provide a doormat to be placed outside of your Supplier Suite. We will also place your logo on your Kiosk. Please provide your company logo in .ai or .eps format via this [Dropbox link](#) by **Wednesday, March 13**.

Register your Personnel

If you have not already done so, please register your personnel—log into your [supplier profile](#) to do so, and please reach out to Abby Valentino avalentino@snacintl.org if you need a reminder of your password.

Supplier Company Description

Please confirm you've updated your company description to be used in the SNX Mobile App by logging into your [supplier profile](#) to do so, and please reach out to Abby Valentino avalentino@snacintl.org if you need a reminder of your password.

Monday 4/15 Supplier Suite Happy Hour

- SNX will host a Happy Hour from 5:00 – 6:00pm in the SNAC Cafe during the Supplier Suites Open Hours (Supplier Suite Open Hours 3:00 – 6:00pm)
- Meetings can still be scheduled during this time.
- The SNAC Cafe is located on the Atrium Level to the left of the bar.
- Suppliers are welcome to feature a cocktail or offer food & beverage to guests during this time. You can bring in your own food & beverage or purchase items through the property. [See menu and contact information here.](#)

Insurance:

All property of the Supplier is understood to remain under its custody and control in transit to and from or within confines of the Facility. SHOW MANAGEMENT does not maintain insurance covering Supplier's property. Supplier shall carry Comprehensive General Liability coverage including premises, operations and contractual liability coverage of at least \$1,000,000 for Personal Injury Liability and \$500,000 for Property, Worker's Compensation with Employer's Liability with applicable statutory coverage.

The Certificate of Insurance should have the following information:

As Certificate Holder:

SNAC International - 1300 17th Street N, Suite 540, Arlington, VA 22209

As Additional Insured:

1) SNAC International - 1300 17th Street N, Suite 540, Arlington, VA 22209

2) Hyatt Regency Dallas - 300 Reunion Boulevard, Dallas, TX 75207

3) Freeman - Viceroy Drive, Suite 100, Dallas, TX 75235

Certificates shall be furnished upon request.

Certificates must be provided to Show Management no later than **Friday, March 29**. If you need an insurance provider recommendation by SNAC International, please contact www.Rainprotection.net at Sales@rainprotection.net or 800.528.7975.

Sampling:

Please complete this [food and beverage sampling form](#) if you plan to distribute any type of product sample or food in your Supplier Suite or at your Kiosk in the Experience Zone and email it to Abby Valentino avalentino@snacintl.org.

Additional Opportunities to Promote Your Company:

Sponsorships offer your organization the opportunity to maximize your exposure to hundreds of snack industry professionals, including qualified buyers and top decision makers. SNX has a wide variety of sponsorship options that can help your company stand out from the crowd and make a lasting impact. Please contact David Walsh for a copy of the Sponsorship Opportunities Prospectus with options to build your brand. dwalsh@snacintl.org or 703-836-4500 ext. 213.

Please Help Promote Attendance at SNX 2024:

Promote your SNX presence and invite colleagues to SNX. The following link will lead you to our [Supplier Marketing Toolkit](#) that contains templates and social media posts for Facebook, LinkedIn and Instagram that are fully customizable, so feel free to make them your own.

Shipping Information for Inbound/Outbound – Supplier Suite & Kiosk ONLY

Shipping material:

- Inbound and Outbound shipping will be through the FedEx office on site at the Hyatt Regency Dallas.
- Please refer to the following [FedEx Shipping Instructions](#) document.
- **Note:** Suppliers will pick up their own packages at FedEx on site to bring to their Supplier Suite & Kiosk.
- Plan for your packages to arrive so earlier than Wednesday, April 10th to avoid storage fees.
- Please address all packages as indicated below:
(Guest Name) (Guest Cell Number)
c/o FedEx Office at Hyatt Regency Dallas
300 Reunion Blvd.
Dallas, TX, 75207
SNX24 Conference
Box ___ of ___
- If you are sending product sampling donations or Flavor Showdown submissions, product should arrive **no earlier than Thursday, April 11th and no later than Saturday, April 13.** Please send to:
Christina Briones 610-761-2704
c/o FedEx Office at Hyatt Regency Dallas
300 Reunion Blvd.
Dallas, TX, 75207
SNX24 – **Product Donations**
Box ___ of ___