



2026 School Nutrition Expo & Education Event September 29 - September 30, 2026

Dayton Convention Center – Dayton, Ohio

Thank you for exhibiting at our 2026 SNA of Ohio Expo & Education Event! For full details about the 2026 Expo & Education event, including the full schedule, exhibitor information/floor plan, hotel reservation and parking information, etc., visit <https://www.snaohio.org/ExpoEducationEvent.aspx>.

Important information: NEW THIS YEAR – please review the below info for the DCC Sampling Form/Insurance Information

All exhibitors are required to submit the sampling form directly to DCC (please include snaohio@assnoffices.com on your emailed submission). You do NOT need to include the booth number as requested on the form; SNA of Ohio will provide this information directly to DCC. While the form specifies limits of 4 oz non-alcoholic beverages and 2 oz food items, please note that approval has been granted for full packaged items such as bottled drinks or bags of chips, provided they are single-serving.

DCC Insurance Policy: **Vendors MUST submit proof of having \$1,000,000.00 of general liability insurance**, which includes product liability coverage, naming ASM Global and the Dayton Convention Center as additional insureds. You are responsible for any State and Local laws pertaining to the distribution of food, beverages and alcohol.

SNA Insurance Policy: **Your company is required to hold a certificate of liability** which would cover any damage caused at this Expo. Certificates should be kept onsite at each booth and be available upon request.

SNA of Ohio, DCC, and Fern Exposition do not assume responsibility for damage or loss of any kind

Below is information for the certificate.

Certificate of Insurance

Insured - Vendor/Company

Policy Effective Date - Must include the event dates – Sept. 29-30, 2026

General Aggregate - Must be at least \$1,000,000 in coverage

Workers Compensation & Employers' Liability - Must respectively include \$500,000 per article

Description of Operations –Event: SNA of Ohio Expo & Education Event – September 29-30, 2026. SNA of Ohio should be listed as Additional Insured with respect to the General Liability and (if applicable) Automobile policies. MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY & ASM GLOBAL should be listed as Additional Insured with respect to the General Liability.

Certificate Holder/Additional Insured –

SNA of Ohio, 400 W. Wilson Bridge Rd., Suite 120, Worthington, OH 43085

ASM GLOBAL, RISK MANAGEMENT DIRECTOR, 300 CONSHOHOCKEN STATE RD, SUITE 770, WEST CONSHOHOCKEN, PA 19428

MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY, 22 E FIFTH ST, DAYTON, OH 45402

Electric Information:

Please review the following important information regarding utilities: if you would like to utilize electricity, you are required to submit the DCC Utility Form by **September 21st**. Completed forms must be emailed to the Exhibitor Services team at exhibitorservices@daytonconvention.com. Once submitted, an invoice will be sent to the email

address listed on the form within 10–14 days. All invoices must be paid online via credit card. Please note that pre-order rates are lower than on-site rates.

If you are interested in renting cooler space, please contact sydney@assnoffices.com immediately to check availability, as space is very limited.

Food Exhibitors:

- Ovens/Food Warming/Steam equipment - You are permitted to provide your own warming oven, steam oven, heating lamp, and/or chafers with sternos in your booth space. You must order the appropriate electricity and supply a fire extinguisher at your booth. Please note that cooking/warming equipment must be placed at the back of the booth, away from attendees.
- Exhibitors who are serving food are encouraged to wear gloves.
- Please note that there is no prep/kitchen space in the exhibit hall.
- Loading/Unloading and Shipping information will be included in your Fern service packet. All shipping will be handled through Fern. No items may be shipped directly to DCC.
- DEW will provide bags for all attendees. The bags are to assist attendees with carrying food items if necessary, but you are also welcomed to provide marketing materials and other promotional giveaways at your booth, if you wish.

Vendor Load in:

Vendor load-in will take place on Tuesday, September 29th from 12:00 PM – 5:00 PM and Wednesday, September 30th from 8:00 AM – 11:00 AM. The expo show will begin at 11:00 AM on Wednesday, September 30th. Event parking information will be provided at a later date. Load in is allowed via the load in dock, directly into the exhibit hall.

Booth Set-up:

Please be aware that this year there will not be tall curtains dividing booths; only side draping will be provided (in addition to tables and trash cans in your booth provided by FERN). Additionally, access to water is limited to handwashing sinks within the Dayton Convention Center (DCC), and there is no access to ice onsite.

September 29th – Sponsored Industry Event:

The evening of Tuesday September 29th, SNA of Ohio will be partnering with our 2026-2027 Industry Partners to host an event with appetizers & beverages for school and industry attendees to network. More information about sponsoring this event will be provided in August 2026.

2026 Industry Partner Raffle:

Our industry partners will be holding a raffle again this year, with individual items to be raffled off live in the expo hall at 2:45pm! Raffle tickets will be sold onsite on September 29-30 by check, cash or credit card. If you are interested in donating an item for the raffle, please contact Dan Moss at dmoss@nationalfoodgroup.com by September 25th

SAMPLING AUTHORIZATION REQUEST

Policy for Food and Beverage Distribution

Please complete this form to receive authorization to distribute food or beverages not purchased through the Celebrate Dayton the exclusive food and beverage provider at the Dayton Convention Center.

The Selling of Food and/or Beverage products by any other entity is strictly prohibited.

Sponsoring Organizations of events, expositions and trade shows and their exhibitors, may distribute **SAMPLES** of food and beverage products upon written authorization and adherence to all of the conditions outlined below. All other samples, not manufactured by the exhibiting company and food gifts (packaged or bulk) must be purchased through SAVOR.

General Information

1. Items dispensed are limited to products ***Manufactured, Processed or Distributed*** by exhibiting companies. If they are not ***Manufactured, Processed or Distributed*** by the company then you are not able to provide samples of food and beverage unless they are purchased through SAVOR. If you are looking to have food or beverage items used as a traffic promoter to your booth (i.e.: coffee, soft drinks, bottled water, popcorn, etc.) please contact SAVOR and we will be happy to help you arrange these catering services.

2. If you do ***Manufacture, Process, or Distribute*** the items they are to be a SAMPLE SIZE and must be dispensed and distributed in accordance to Local and State Health Codes:

- Non-Alcoholic Beverages can be a maximum of **4oz.** Sample Size, served in plastic cups. No cans or bottles will be permitted.
- Food items are limited to “bite size”, not to **exceed 2oz.** portions
- Vendors MUST submit proof of having \$1,000,000.00 of general liability insurance, which includes product liability coverage, naming **ASM Global** and the **Dayton Convention Center** as additional insureds. You are responsible for any State and Local laws pertaining to the distribution of food, beverages and alcohol.

3. If your company ***Manufactures, Processes or Distributes Alcoholic Beverages*** and this product is related ***to the purpose of the show*** then you are able to serve SAMPLE SIZES and it must be dispensed and distributed in accordance to Local and State Health Codes:

- A charge of \$500.00 per day, per distribution location will be paid to SAVOR in full prior to show/event. This fee is non-negotiable and non-refundable
- Vendors MUST submit proof of having \$1,000,000.00 of general liability insurance, which includes liquor liability coverage naming **ASM Global** and the **Dayton Convention Center** as additional insureds, and are responsible for State and Local laws pertaining to the distribution of alcohol.
- Sample portions must be under the following limits:
 - Beer 7 oz.
 - Wine / wine coolers / spirit coolers 2 oz.
 - Liquor / liqueurs 0.5 oz.
 - Note: Alcohol cannot be served prior to 11:00 am on Sundays, per City of Dayton ordinance.
 - All alcohol must be served in plastic, disposable cups. No cans or bottles will be permitted.
- Distribution of alcoholic products must be monitored & overseen by a staff bartender from SAVOR in compliance with Ohio State Liquor Laws.

4. Vendors are responsible for all booth rental fees, electrical, plumbing, drayage and all other DCC Services.

5. Storage, Delivery, or Kitchen Use

If you as the **Manufacturer, Processor or Distributor** require any product storage, delivery, or kitchen use the following charges may be assessed:

- \$150.00 Per Day/Pallet for Refrigerated, Freezer, and Dry Storage.
- \$50.00 one-time Handling Fee for 1-4 Skids and \$250.00 Handling Fee for 5 or more Skids
- \$50.00 Delivery Charge each time Product is delivered (on a 2'x4' cart) to the Booth/Room.
- \$250.00 per Hour for Kitchen Space. Kitchen Space is reserved on a first come, first serve basis.
- Additional charge for Rental of Equipment, subject to availability.

Any Food and/or Beverage products brought from the outside are not the responsibility of SAVOR unless coordinated in advance with a Catering Manager prior to the show dates.

Company Requesting Sampling Permission Information

Show Name

Date of Show Sampling Dates

Company Name and Booth Number and Hall Name

Name Booth # and Hall

Contact Information

Name Telephone Email address

Address City Zip

Email

Items

Item and Reason of distribution, please include quantity, portion Size and method of dispensing items

The Company Requesting Sampling acknowledges they have sole responsibility for the use, servicing or other disposition of such items (Including alcoholic beverages) in compliance with all applicable laws. Accordingly, the firm agrees to indemnify and forever hold harmless **ASM Global** and the **Dayton Convention Center** from all liabilities, damages, losses, costs or expenses resulting directly or indirectly from their use, serving or other disposition of such items (Including alcoholic beverages).

Requestors Signature

Date: _____

Approved by:

Date: _____

SEND TO: CATERING OFFICE – Dayton Convention Center
info@daytonconvention.com

22 E. FIFTH STREET, DAYTON, OH 45402 | 937.535.5300 | EXHIBITORSERVICES@DAYTONCONVENTION.COM

EVENT NAME:	BOOTH #:
EVENT DATE:	# DAYS EXHIBITING:
BOOTH/COMPANY NAME:	
CONTACT NAME:	
PHONE:	EMAIL:
ADDRESS:	

ELECTRIC

110 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Single Outlet - 20 amp	\$80	\$125		

208 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
30 amp - Single Phase	\$175	\$195		
60 amp - Single Phase	\$225	\$245		
100 amp - Single Phase	\$350	\$370		
30 amp - Three Phase	\$325	\$425		
60 amp - Three Phase	\$565	\$735		
100 amp - Three Phase	\$785	\$1,000		

220 VOLT	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
30 amp - Single Phase	\$200	\$245		

CUSTOM ELECTRIC	VOLTS	AMPS	PHASE	QTY	TOTAL
					Pricing will be determined after request is reviewed.

ACCESSORIES	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Extension Cord	\$25	*		
Power Strip	\$35	*		

PLUMBING

SERVICE	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
Water Access - 500 gal	\$125	\$175		

COMPRESSED AIR

COMPRESSED AIR	PRE-ORDER RATE	ON-SITE RATE	QTY	TOTAL
15 Gal; 225 Max PSI	\$100	\$150		

Electronic invoices will be emailed to the email address listed above 10-14 days after receipt of order form.
 Invoices are paid online - Visa, Mastercard & American Express accepted
 To receive the pre-order rate, utilities must be ordered at least 5 business days prior to the event.

TOTAL: \$

SIGNATURE:	DATE:
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