



**July 13-16, 2025**  
McCormick Place, Chicago, IL

# Exhibitor 2025 Deadlines

Full Booth Payment.....	Thursday, January 30, 2025
Exhibitor Housing Opens for All Exhibitors .....	Monday, March 3, 2025
Exhibitor Registration Opens .....	Monday, March 3, 2025
Exhibitor Service Kit Available .....	Monday, March 3, 2025
Expo Only Pass Available to Exhibitors .....	Monday, March 3, 2025
EAC (Exhibitor Appointed Contractors) Registration available online .....	Monday, March 3, 2025
Free Exposure in Food Tech Magazine May Pre-show issue submission deadline .....	Thursday, April 3, 2025
Island Booth Layouts .....	Thursday, April 10, 2025
Deadline to submit a sub-block request .....	Thursday, May 1, 2025
Directory Listing Submission Deadline (via Exhibitor Portal) .....	Thursday, May 1, 2025
Shared Exhibitor Form Due (\$250 fee per shared company) .....	Thursday, May 1, 2025
Meeting Room Reservation Deadline/Cancellation .....	Thursday, May 1, 2025
Lead Retrieval Deadline for Early Bird discount.....	Thursday, April 18, 2025
Lead Retrieval Deadline Regular Rate begins .....	Friday, April 19, 2025
Fun Run Sponsorship Form.....	Thursday, May 1, 2025
Exhibitor Housing List Due.....	Thursday, June 5, 2025
First Day for Receipt of Advanced Warehouse Shipment .....	Tuesday, June 10, 2025
Freeman Audio Visual Order Form Due for Discount Rate.....	Thursday, June 12, 2025
GES Order Forms Due for Discounted Rates .....	Thursday, June 19, 2025
Exhibitors Must Notify IFT in writing if using a contractor. EAC Form on file.....	Monday, June 16, 2025
COI must be received .....	Monday, June 16, 2025
Last day to submit changes or cancellations through IFT Housing.....	Friday, June 19, 2025
Floral Orders .....	Monday, June 23, 2025
Convention Center Show Services/ Services Ordering Advanced Pricing Deadline.....	Monday, June 23, 2025
Advanced Warehouse Receiving Deadline.....	Thursday, July 3, 2025
Lowe Refrigeration Order Form Deadline .....	Monday, June 30, 2025
Direct Shipping Accepted.....	Thursday, July 10, 2025
Exhibitor Move-In Begins.....	Thursday, July 10, 2025
Exhibitor Move-In .....	Friday, July 11, 2025
2025 Request a Block Opens.....	Saturday, July 12, 2025
Exhibitor Move-In .....	Sunday, July 13, 2025
EXPO HALL OPEN: First Day.....	Monday, July 14, 2025
EXPO HALL OPEN: Second Day .....	Tuesday, July 15, 2025
EXPO HALL OPEN: Third Day .....	Wednesday, July 16, 2025
Exhibitor Move-Out Begins.....	Wednesday, July 16, 2025
Exhibitor Move-Out .....	Thursday, July 17, 2025
Exhibitor Move-Out .....	Friday, July 18, 2025