

Chicago Seafood & Specialty Food Show Checklist

- Fill out and submit the Exhibitor Sample Handling Form before July 13th – Click [here](#)
- Fill out and submit the Sampling Authorization Request – Click [here](#)
- Submit COI to Katie Berleth at kberleth@mccormickplace.com – Click [here](#) for Requirements and Submission Information
- Register for the Show & Pre-Show Vendor Reception – Click [here](#)
- Book hotel accommodations by July 2nd, if needed. Click [here](#) for discounted block of rooms at the Hilton Garden Inn Chicago McCormick Place
- If shipping samples or equipment to Fortune for delivery to McCormick Place:
 - Ship FROZEN samples, dry product or equipment ASAP.
 - Please plan for FRESH samples to arrive Wednesday July 27th or Thursday July 28th. Anything shipped later will not make the show.
 - Email showsamples@fortunefishco.net to notify of shipment
- If planning to bring your samples to the show and need to load and unload, please read this [form](#).

- ❑ **Order electricity if needed– Click [here](#) and submit your request to Prime Electrical & Exhibition Services at chicago@PrimeEES.com by July 12th for a discounted rate**
- ❑ **Order Furniture, Ovens, Coolers, or other Show Display Items if need – Click [here](#)**
- ❑ **Arrange for your equipment to be returned to you after the show. -Email Kelly at kelly@fortunegourmet.net to make arrangements.**
- ❑ **Get ready to enjoy the show!**