



Dear Valued Exhibitor:

R&DA would like to thank you for your participation as a vendor at our 2024 Spring Meeting that will be held at The Westin La Paloma. The vendor exhibition will take place May 6-8, 2024, in the Conference Center located on the lobby level of the hotel in the Canyon-Grand Foyer area.

Your display area will include one six-foot table, and two side chairs. All assigned tables will be indicated with a sign and all exhibits need to be set up by each of the following days: 12:30 PM on Monday, May 6th and by 7:30AM Tuesday, May 7th and Wednesday May 8th. Tear down will be by 5:00PM on Monday and by 3:00PM on Tuesday and Wednesday. *R&DA is not responsible for any theft, loss or damage of materials exhibited.* Should you need an area space to store your non-perishable items each day please inquire at the R&DA registration booth onsite to make arrangements.

If you are shipping material for the exhibits, please note that the hotel will accept shipments only **after** May 1st and **not later** than **May 3rd**. Additionally, the hotel may impose a charge to store and deliver boxes to the exhibit area. Mark on your shipment **R&DA's Vendor Exhibit**. Have your items addressed and delivered as follows:

Hold For: R&DA's 2024 Spring Meeting
ATTN: R&DA Exhibit Tabletops (*Vendor Company Name*)
The Westin La Paloma
3800 East Sunrise Drive, Goldwater Boardroom
Tucson, AZ, USA, 85718

Exhibitors who manufacture, process, or distribute food in the normal course of business may distribute food samples, provided their food samples are not larger than two (2) ounces, and the beverages are no larger than five (5) ounces. There is no limit on the quantity of samples served.

Enclosed you will find the exhibit service order forms and all vendors must provide a COI (Certificate of Insurance) to the hotel. **If The Westin La Paloma does not receive a COI from the Exhibitor, they will not be allowed to occupy the exhibition premises.** If you have any questions, you may contact Sara Mobberley at 520-577-5803 or email Sara.Mobberley@westinlapaloma.com.

Those who need to schedule kitchen preparation for sampling or require any other special services, please contact the hotel's convention services office, and speak with **Sara Mobberley** at **520-577-5803** or email at Sara.Mobberley@westinlapaloma.com. Please be sure to indicate that you are exhibiting for R&DA's Spring Meeting.

For those needing electrical services please click on the following link at [R&DA's Spring Meeting](#) to make your selection(s) and payment. Please use code **ENRDA25** to receive a 25% discount. The hotel has waived Mon., May 6th setup day. If you need assistance, please contact Lisa Baker with Encore Global at 520-979-2309 or email at Lisa.Baker@EncoreGlobal.com.

All exhibitors are required to pick up their exhibitor's name badge(s) at the R&DA registration desk. ***The exhibition badge does not allow you to attend any meeting sessions other than the Hospitality Reception Event on Tuesday, May 7th beginning at 6:30 P.M. in the Sonoran I-II located on lobby level of the hotel.*** To attend the meeting sessions, you must register as a meeting attendee on the enclosed registration form or purchase meal tickets.

You may pick up your booth registration packet at the R&DA registration desk during the following hours:

Mon., May 6:	1:00 P.M. to 5:00 PM
Tue., May 7:	7:30 A.M. to 3:00 PM

If you have any questions, contact Jan Cook directly at 210-852-6217 or jcook@militaryfood.org.

R&DA would like to graciously thank you for your participation, and we look forward to an enjoyable and exciting vendor exhibition.

See you in Tucson!

Exhibit Items Inventory Form

(Please scan & email this form to jcook@militaryfood.org so that your items can be quickly located)

Organization_____

Contact Name_____

Address_____

City_____ State_____ Zip_____

Phone _____

E-mail_____

We have shipped the following number of boxes () for R&DA's 2024 Spring Meeting Tabletops.

Product Description_____

Product(s) will be shipped:

Frozen/Refrigerated Dry Storage Literature

Booth Items/Displays

Shipping Tracking Number(s)_____

These items were shipped to:

Hold For: R&DA's 2024 Spring Meeting
ATTN: R&DA Tabletop Exhibits (Vendor Company Name)
The Westin La Paloma
3800 East Sunrise Drive
Tucson, AZ, USA, 85718

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(Don't forget to mark "R&DA Tabletop Exhibits" on each shipping box)

Hold For: R&DA's 2024 Spring Meeting
R&DA Exhibit Tabletops (May 6-8, 2024)

The Westin La Paloma
3800 East Sunrise Drive
Tucson, AZ, USA, 85718

C/O Group Planner: **Sara Moberley**

NAME OF POC: **Jan Cook**

Name of Group: **R&DA's 2024 Spring Meeting**

Box _____ of _____