



**Commodity Classic Info:** [www.CommodityClassic.com](http://www.CommodityClassic.com)

**Exhibit Service Kit Access:** [www.paramountcs.com](http://www.paramountcs.com) (available September)

**Vendor Contacts:** [www.CommodityClassic.com/for-exhibitors/exhibitor-key-contacts](http://www.CommodityClassic.com/for-exhibitors/exhibitor-key-contacts)

Key contacts include:

Trade Show -Exhibit Mgt.	Kerri Harmon, Kristi Burmeister	<a href="mailto:tradeshow@CommodityClassic.com">tradeshow@CommodityClassic.com</a>
Decorator	Paramount Convention Svcs.	<a href="mailto:leverett@paramountcs.com">leverett@paramountcs.com</a>
Sponsorship/Education	American Soybean Association	<a href="mailto:apodkul@soy.org">apodkul@soy.org</a>
Exhibit Reg./Housing	Maritz Global Events	<a href="mailto:CommodityClassicExh@maritz.com">CommodityClassicExh@maritz.com</a>
Attendance Builder/Lead Retrieval/Booth Data (eventBit)	Maritz	<a href="mailto:ExhibitorServices@maritz.com">ExhibitorServices@maritz.com</a>
Show Director -Mtg. Space	Maureen Feck	<a href="mailto:feck@commodityclassic.com">feck@commodityclassic.com</a>

## June

- 26 **Learning Center Session RFPs Due.** Contact [apodkul@soy.org](mailto:apodkul@soy.org) Companies will be notified August 1. Go to <https://commodityclassic.com/sponsorship/sponsor-education>

## July

- 1 **Last Day for Exhibit Booth Refund/Cancellation.** Submit request in writing to [tradeshow@CommodityClassic.com](mailto:tradeshow@CommodityClassic.com)

## August

- 15 **Sponsorship opportunities published** on <https://commodityclassic.com> Contact Abby Podkul [apodkul@soy.org](mailto:apodkul@soy.org) or Maureen Feck [feck@commodityclassic.com](mailto:feck@commodityclassic.com)
- 22 **SPONSORS - Group Housing Block Process Opens** for qualified sponsors and 20+ booth exhibitors. All qualified will receive info from [feck@commodityclassic.com](mailto:feck@commodityclassic.com)

## September

**Exhibit Services Kit Available.** Primary booth contacts will receive an email directly from Paramount Convention Services the official decorator ([leverett@paramountcs.com](mailto:leverett@paramountcs.com)) with log-in information to order their services. The kit will also be available with a link on the Exhibitor FAQ page and in an exhibitor update to all extra exhibitor contacts for viewing of important information on all aspects of this event to ensure your success.

- 19 **SPONSORS - Group Housing Block Requests Due** for qualified sponsors and 20+ booth exhibitors. Companies will be notified of hotel assignment on October 17. Contact [feck@commodityclassic.com](mailto:feck@commodityclassic.com)
- 22 **Exhibitor Priority Meeting Space Requests Due.** Form will be available July 9. Contact [feck@commodityclassic.com](mailto:feck@commodityclassic.com)

## October

- 1 **SPONSORS – Learning Center Session Details Due for selected sessions.** Contact [apodkul@soy.org](mailto:apodkul@soy.org)
- 23 **What's New and Mini What's New Session RFPs Due.** Contact [apodkul@soy.org](mailto:apodkul@soy.org)  
Companies will be notified December 6. Go to <https://commodityclassic.com/sponsorship/sponsor-education>

## November

- 7 **Registration and Housing Open**  
Exhibitors may receive up to two complimentary registrations for their first booth and one for each additional booth. Exhibitors will receive an email directly from Maritz Global Events with instructions and a unique code to make registration and housing WHEN IT OPENS. Contact [CommodityClassicExh@maritz.com](mailto:CommodityClassicExh@maritz.com).  
*Note: Maritz Global Events is the only official Commodity Classic housing and registration company. For your own protection, please do not make reservations through any hotel provider or travel company other than Maritz Global Events.*

## January

- 6 **Rigging request deadline.** See form in kit. Contact [leverett@paramountcs.com](mailto:leverett@paramountcs.com)
- 6 Exhibitors with **multiple-story and enclosed booths must submit plan** to [avictor@paramountcs.com](mailto:avictor@paramountcs.com) by this date to gain Commodity Classic, convention center, and fire marshal approval before move-in.
- 10 **SPONSORS – Education Session Detail UPDATES for inclusion in all show materials.** Contact [apodkul@soy.org](mailto:apodkul@soy.org) Go to <https://commodityclassic.com/sponsorship/sponsor-education>
- 10 **SPONSORS -Deadline to commit to sponsorship(s) in order to be recognized in show materials.** Contact [apodkul@soy.org](mailto:apodkul@soy.org)
- 10 **Video wall airtime package commitment due.** Contact [apodkul@soy.org](mailto:apodkul@soy.org)
- 15 **SPONSORS - Press Conference RFP distributed to Platinum and Gold Sponsors.** Qualified sponsors will receive an email from Bryan Goodman, [goodman@ncga.com](mailto:goodman@ncga.com)
- 15 **Last day to cancel registration.** Convention registration refunds, less \$25 per person administration fee, granted by this date upon written request. Contact [CommodityClassicExh@maritz.com](mailto:CommodityClassicExh@maritz.com)

- 15 **Last day to cancel hotel reservations** to avoid Commodity Classic cancellation fee.
- 23 **Return form for FREE listing of booth special event or booth drawing in app.**  
Return form in service kit to [tradeshow@CommodityClassic.com](mailto:tradeshow@CommodityClassic.com)
- 23 **Send company exhibitor listing** update requests to  
[tradeshow@commodityclassic.com](mailto:tradeshow@commodityclassic.com). See current listing and floor plan on website.
- 24 **Video wall materials due** from exhibitors purchasing. Contact [apodkul@soy.org](mailto:apodkul@soy.org)
- 29 **SPONSORS – Media list (first round) distributed to qualified sponsors.** (Second round to be distributed on February 12 and third round distributed on February 26.)
- 31 **Incentive order deadline** for **Paramount decorator, PRG AV, and Smart City internet.** See forms in kit.
- 31 **SPONSORS (Platinum/Gold) & 20+ Booth Exhibitors** RSVP deadline to host your optional in-booth post show reception on Monday, March 3 from 4:30 – 5:30 p.m.  
Contact [tradeshow@commodityclassic.com](mailto:tradeshow@commodityclassic.com)
- 31 **Deadline to apply for Optional Exhibitor General Liability Show Insurance.**  
Contact Kendra Reilly Monahan at Risk Strategies [kmonahan@risk-strategies.com](mailto:kmonahan@risk-strategies.com)
- TBA* **Meeting request submission deadline** based on availability. Other charges may apply to requests received after this date. Link will be available July 9 on the website.  
Contact [feck@commodityclassic.com](mailto:feck@commodityclassic.com)
- TBA* **Attendee Communication / Traffic Builder opportunity** advance order deadline.  
See form in service kit. Contact [ExhibitorServices@maritz.com](mailto:ExhibitorServices@maritz.com)
- TBA* **Lead Retrieval and Booth Visitor Data (eventBit)** advance order deadline. See form in service kit. Contact [ExhibitorServices@maritz.com](mailto:ExhibitorServices@maritz.com)
- TBA* **Catering order deadline.** Place orders with official inhouse convention center caterer to host food and non-alcoholic beverages in your booth during show hours. Adult beverages may only be ordered for your booth during these show date/hours: Sunday 3:00 - 6:00 p.m. and Monday 2:30 – 4:30 p.m. See form in kit. Contact [Jeanette.Finley@sodeo.com](mailto:Jeanette.Finley@sodeo.com)

## February

- 3 **Certificate of Insurance** must be received by this date to be current through March 5, 2025 and name National Corn Growers Association and American Soybean Association. Email to [tradeshow@commodityclassic.com](mailto:tradeshow@commodityclassic.com)
- 3 **Last day to change or cancel hotel reservations prior to rooming lists being turned over to hotels.** Contact [CommodityClassicExh@maritz.com](mailto:CommodityClassicExh@maritz.com) while reservations are in the process of being turned over to hotels if questions in the interim.

- 7 **Housing changes/cancelations** go direct to assigned hotel this date and after.
- 7 **Paramount advance receiving deadline.** (Except packages being sent directly from National Farm Machinery Show). Contact [leverett@paramountcs.com](mailto:leverett@paramountcs.com)
- 7 **Equipment Lot Use Agreement Returned to Paramount.** See form in kit. Contact [leverett@paramountcs.com](mailto:leverett@paramountcs.com)
- 11 **Incentive order deadline for AMS Global electrical** orders. See form in kit. Contact [amccullough@denverconvention.com](mailto:amccullough@denverconvention.com)
- 25 **Last day for online Paramount orders.** Contact [leverett@paramountcs.com](mailto:leverett@paramountcs.com)

## **March**

- 1 **Onsite registration fee applies.**