



Suppliers' Night 2011 Committee Looking for Volunteers!

Suppliers' Night supports all of the activities of Chicago Section IFT as it provides the resources for our programs. Ensuring the success of Suppliers' Night is vital to the success of the Section.

How can you help support the success of Suppliers' Night 2011? We need volunteers! For information on how you can be involved, please see the responsibilities of the different committees listed below.

Suppliers' Night 2011 is held on November 9, 2011 at the Stephens Convention Center in Rosemont, IL. There are opportunities to help in the months leading to the show as well as the day of the show.

If you are able to help, please contact the Chicago Section IFT Business Office at 630-916-4960 and ask for Marty or Lynnda or send an email to BusinessOffice@ChicagoIFT.org.

Sponsorship Committee: John Fenstermacher, Mike Hosler, Bill Becht, and Dean Lustig

Sponsors are a very important part of generating revenue for Suppliers' Night. The Committee has some ideas for re-vamping the sponsorship opportunities and would love to have a few more members to support this process.

- Looking to add 2-5 members
- Timeline for Implementation: Now through November 1, 2011
- Volunteer Responsibilities: Contact exhibitors to engage them as sponsors of Suppliers' Night

Marketing (Attendees and Exhibitors): Tom Gush and Roy Hlavacek

To be successful, Suppliers' Night needs exhibitors and attendees! The focus of this Committee is to work with the Business Office to identify and market to potential exhibitors, to identify and work with industry magazines to place ads, use social media to market event and to identify and market to potential attendees.

- Looking to add 2-3 members
- Timeline for Implementation:
 - Exhibitors:** Now through October 2011
 - Attendees:** August through November 1, 2011
- Volunteer Responsibilities:
 - Exhibitors:** Contact potential companies in the area and who attend the IFT show as well as other Section shows to encourage them to attend the CSIFT show.
 - Attendees:** Contact companies in the area and encourage them to send their employees to the show and work with magazines / publications / social media to market show.



Innovation NOW! Forum: Heather Schnitzler (Chair), Jim Anderson

The Innovation NOW! Forum is in its 4th year and has been a great success and addition to Suppliers' Night. There are nine sessions offered over 3 hours the morning of the show where companies can provide information about a product or service that supports food technology. The Committee supports the application and selection process in the Call for Papers as well as the marketing and day of show logistics.

- Looking to add 2-5 members
- Timeline for Implementation / Volunteer Responsibilities:
 - Develop Theme for Forum: by April 30
 - Open Call for Papers: May 1-31 (Read submissions and recommend speakers)
 - Presenters Announced: June 20
 - Marketing begins: July 1 (Work with Business Office with the development of the marketing and day of show materials)
 - Day of Forum Coordination: November 9, 2011

Hospitality (Social Hour) & Housing: Catherine Ahlstedt

The Hospitality and Housing Committee supports Suppliers' Night by coordinating the Social Hour (in its 3rd year!) to order the food and work with the Stephens Center for room set up as well as to contact local hotels for special rates for those traveling to the show.

- Looking to add 1-2 members
- Timeline for Implementation:
 - Social Hour:** October 1 – November 9, 2011
 - Housing:** May – June 2011

Day of Show Volunteers: Mike O'Hare and Mike Gough

Volunteers are essential for the day of the show. The role of this Committee is to recruit volunteers for work need the day of Suppliers' Night. Beginning early in the morning and throughout the day we need to ensure that there are volunteers available for the following duties:

- Direct people to Innovation NOW! Forum (7:30 AM – 11:30 AM)
 - Hand out badges at the Registration Tables (8:00 AM – 4:00 PM in 1 hour timeframes)
 - Chicago Section IFT table in Exhibit Hall for membership marketing (noon – 5:30 PM in 1 timeframes)
- Timeline for Implementation: October 1 – November 9, 2011

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