



2012 Exhibit Contract

Reserve space at all events & save 10%

ANFP Annual Meeting Expo | July 2, 2012 | Manchester Grand Hyatt | San Diego, CA
ANFP Regional Meeting Spring 2012 | March 23, 2012 | Hilton Toledo | Toledo, OH
ANFP Regional Meeting Spring 2012 | April 5, 2012 | Hyatt Regency | Minneapolis, MN

Company Name			
Website		Contact Name	
Name to be listed on booth			
Address		City	State Zip
Phone ()	Fax ()	E-mail	
Authorized By Please print clearly			
Signature			Date
Booth Number 1st Choice			
Booth Number 2nd Choice			
Booth Number 3rd Choice			

Member Type

Are you an ANFP Corporate Partner Member?

Yes

No

Join Today

Please enroll my company as a ANFP Corporate Partner Member today

Invoice my company annual dues: \$700

Enclosed is payment of \$700

I understand my one-year membership begins the day ANFP accepts this application.

Deposit

• A 50% deposit must accompany this application if submitted between 11/2/11 and 2/1/12. After 2/1 payment in full is required.

Total booth cost _____

50% deposit enclosed _____

Booth Space Assignment

• Space assignments will be confirmed by letter.

Reserved Space

• All contracts received before 2/1/12 will be assigned priority booth space based on their Corporate Partnership status. After 2/1/12, booths will be assigned in the order received.

We do not wish to be located near the following companies: _____

We agree to abide by the ANFP Expo 2012 Contract Terms and conditions.

Signature: _____

Exhibit Prices

Annual Exhibit Booth Prices

Corporate Partners

Early Bird rate:

\$1,800 per 10' x 10' booth

\$2,800 per 10' x 20' booth

Must submit contract with full payment prior to 11/1/11

Regular rate:

\$2,000 per 10' x 10' booth

\$3,000 per 10' x 20' booth

Non-members

Early Bird Rate:

\$2,300 per 10' x 10' booth

\$3,300 per 10' x 20' booth

Must submit contract with full payment prior to 11/1/11

Regular Rate

\$2,500 per 10' x 10' booth

\$3,500 per 10' x 20' booth

Regional Meeting Exhibit Prices

Corporate Partners

\$550 per 6' tabletop

\$1050 per 2 tables

Non-members

\$850 per 6' tabletop

\$1650 per 2 tables

Payment Information

Annual Expo Booth Cost - 7/2/12	\$
Regional Exhibit Spring Booth Cost - 2012 - OH	\$
Regional Exhibit Spring Booth Cost - 2012 - MN	\$
Discount	
• Subtract 5% for up to 2 events -or-	
• Subtract 10% for all 3 events!	-\$
• Corporate Partners \$700	
• Donate to ANFP Foundation	\$
• General Sponsorship	\$
Total	\$
[] Check or money order payable to ANFP	
[] Visa [] Discover [] MasterCard [] American Express	
Card#	Exp. Date / /
Name on Card	
Signature	
Billing Address	
City	State Zip

Balance due by 2/1/12. Please make check payable to Association of Nutrition & Foodservice Professionals. If you are making a donation to the Nutrition & Foodservice Education Foundation, please enclose a separate check made payable to NFE Foundation.

ANFP Expo 2012 Contract Terms and Conditions

Information

1. ANFP – The word “ANFP: means Association of Nutrition & Foodservice Professionals acting through its Officers, Directors, committees, Agents or Employees acting for it in the management of the Expo.

2. WHO MAY EXHIBIT – The Expo is for firms offering products, equipment, and services which are related to the foodservice industry. Application for Exhibit space must be accompanied by a complete description of products or services to be exhibited. ANFP reserves the right to decline any application for space if in its judgment the product or services to be shown or demonstrated are unrelated to ANFP purposes. In addition, ANFP reserves the right to not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with ANFP programs, products, and/or services.

3. SPACE ASSIGNMENT – If the application and deposit are received by February 1, 2012, priority for choice of booth space will be awarded based on your exhibiting history and membership status. Exhibit space is assigned based upon the following:

- Membership status (Corporate Partners vs. Non-members)
- Exhibit history with ANFP
- Utility requirements and booth sizes
- Date of receipt of application contract
- Compatibility of exhibitors
- Other factors where applicable

ANFP will make every effort to assign the Exhibitor one of his/her booth choices. However, ANFP does reserve the right to make assignments or reassignments as necessary, and to rearrange the floor plan if it's in the best interest of the Expo. All contracts received after February 1, 2012 will be processed as they are received.

4. SPACE ASSIGNMENT DATE – Space assignments will be made in February 2012.

5. RATES – CORPORATE PARTNER MEMBERS

• Space will be charged at the rate of \$2,000 per 10'x 10' booth, and \$3,000 for a double booth (10'x 20').

NON-MEMBERS

• Space will be charged at the rate of \$2,500 per 10'x 10' booth, and \$3,500 for a double booth (10'x 20').

• The minimum space is 10' deep and 10' wide.

DEPOSITS

• A check representing 50% of the booth(s) cost must accompany all applications received prior to February 1, 2012. All space must be paid in full by February 1, 2012.

• Applications received on or after February 1, 2012 must be accompanied by full payment. Except as outlined herein, the Exhibitor is responsible for total booth rental regardless of the reason for cancellation, including cancellation by the Exhibitor because of failure of an exhibit to arrive for any reason, or cancellation of the Expo by ANFP in whole or in part, as the result of riot, strike, civil disorder, act of God or any reason of any kind whatsoever not within ANFP control.

DISCOUNTS

• For 10 x 10 booth, Early Bird Discount of \$1,800 for Corporate Partner Members and \$2,300 for non-members if booth is paid in full by November 1, 2011.

CANCELLATIONS

• Cancellations will not be accepted after

March 1, 2012.

• All cancellations must be made in writing. REFUNDS

• All requests for refunds must be made in writing.

• Refunds of fees paid, less a \$200 processing fee, will be made through March 1, 2012.

• After March 1, 2012, NO refunds will be made.

6. APPLICATION FOR SPACE – All applications for space must be submitted on the contract form provided by ANFP. Mail, fax, or e-mail application along with 50% deposit on total booth costs to: Association of Nutrition & Foodservice Professionals, 406 Surrey Woods Dr., St. Charles, IL 60174. Attn.: Expo Manager. Fax: 630.587.6308 E-mail: nubicz@ANFPonline.org

7. INSTALLATION, DISMANTLING, REMOVAL

• GES will be available for installation of exhibits from 8 AM – 8 PM on July 1st and 7 AM – 8:30 AM on July 2nd, 2012.

• If no installation activity has begun by 8:00 AM on July 2nd at its option, ANFP may, at Exhibitor's expense, authorize set-up.

• All exhibits are to remain intact until the close of Expo on Tuesday, July 2nd, 2012.

DISMANTLING

• No exhibit may be dismantled or packing started before the end of Expo on Monday July 2nd 2012

• Storage of crates, boxes, etc. may be arranged with the service contractor.

8. SHIPPING INSTRUCTIONS – ANFP has made arrangements on behalf of the Exhibitors with the service contractor to receive, store and deliver exhibits directly to the Manchester Grand, Hyatt on set-up day. All shipments should be prepaid and consigned as follows:

ANFP Booth #: _____

GES

491 C St.

Chula Vista, CA 91910

Exhibitor Service Kit mailed in March 2012 will contain additional instructions on shipping including shipping dates. Do not ship material directly to the Exhibit Hall. The official drayage company will have complete control of all dock and loading facilities.

9. EXHIBITOR SERVICES – The following services will be provided to Exhibitors at no additional charge:

• Booth sign showing Exhibitors at no additional charge

• 8' high back wall and 36" high side rails draped

• One 6' table (draped 3 sides), 2 contour chairs, 1 wastebasket, one 7" x 44" ID sign (single line)

• Air conditioning

• Good general lighting

• Security service

• List of annual meeting attendees

• Listing in the official Annual Meeting Program Book

• Exhibit badges for 4 personnel per booth

• Invitations for to non-ANFP member guests, legitimate buyers, to attend show during show hours upon request

• Admittance to educational sessions when wearing badge/ribbon

• One ticket for the Leadership Recognition Banquet per 10 x 10 booth

• An Exhibitor Service Kit containing literature, rates and forms for all labor, services,

electrical connections, plumbing, furnishings, and miscellaneous equipment will be provided to Exhibitors by the official service contractor and will be sent to all Exhibitors in March 2012.

10. BOOTH FURNISHINGS – All furnishings for each booth will be handled on a requisition basis from the official ANFP service contractor, GES. The Exhibitor is responsible for ordering additional tables and drapes, chairs and any other furnishings required for his/her booth beyond what ANFP provides.

11. UTILITY REQUIREMENTS – all electrical and utility requirements must be ordered in advance of the Expo. Forms for service will be supplied in the Exhibitor Service Kit.

• Some expo facilities will have access to piped-in water or drains; others do not. Carried water will be available. Please call ANFP Exhibit Manager regarding requirements by January 2012.

• There is a charge for these services. Payment is made directly to the company providing the service. The order form found in the Exhibitor Service Kit will give the cost of the services offered.

12. LABOR – Skilled labor to install and dismantle exhibit booths is available through the official service contractor. Forms for requesting labor will be supplied in the Exhibitor Service Kit. Exhibitors may install and dismantle their own booths.

13. USE OF SPACE

• Built-up exhibits will not be allowed to exceed the 8' height limitation, except for free-standing equipment, including overhead signs.

• No background shall exceed the 8' height limitation or be permitted to extend forward from the back wall more than one-third the depth of the booth (max. 3'). Display must be positioned so as not to obstruct other Exhibitors.

• All exposed parts of displays or equipment must be finished or covered in a workman-like fashion so they will not present an unsightly appearance when viewed from adjoining booths or aisles.

• Exhibits not conforming to this rule will be covered at the discretion of Expo management, with the cost of the covering to be borne by the Exhibitor.

• Flashing lights and other distracting or annoying materials are prohibited.

• ANFP Management reserves the right to control sound levels on any sound making equipment used by Exhibitors.

• All structural work, such as extra shelving standards, display racks, signs, spotlights, etc., must be approved, and all decorations, drapery and other fabrics must be flame proofed before being used in the decoration of an exhibit.

• Exceptions to the height or depth restrictions may be granted in certain areas of the Expo hall at the discretion of the ANFP Management. A written description and/or blueprint must be submitted to the ANFP Expo Manager before approval will be considered.

• ANFP reserves the right to restrict demonstrations or entertainment which is objectionable or disruptive to the overall character of the Expo. Demonstrations and/or entertainment using models, professional demonstrations, or company personnel must be carried out within the boundaries of decorum both in content and in costuming.

• Distribution of circular or promotional material may be made only within the booth(s) assigned to the Exhibitor presenting such material.

• Non-exhibiting firms will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotion devices during the Expo.

• **SUBLETTING BOOTH SPACE:** Exhibitors may not assign, sublet, or apportion all or any part of the space allotted to them, and may not advertise or display goods and services other than those manufactured, distributed, or sold by them in the regular course of their business.

14. SELLING IN THE EXHIBIT AREA

• All demonstrations or other sales activities must be confined to the limits of the exhibit booth.

15. ATTENDANCE/BOOTH PERSONNEL REGISTRATION

• Exhibitor participation is limited to individuals, business firms, manufacturers, and dealers who have contracted and paid for space assignments.

• Each Exhibitor shall furnish ANFP with the names of its representatives. For each 10'x 10' booth, each Exhibitor is entitled to badges for four (4) representatives.

• The Exhibitor and its representatives are required to wear these identification badges throughout the Expo. The badges are non-transferable. ANFP reserves the right to withdraw the use of any badge used to gain admission to the Expo and by any person other than the one for whom it was issued.

• If badge allotment is exceeded due to daily personnel changes, request badges for first-day personnel in advance. A new staff member must exchange an existing badge for one in his own name the Expo registration desk.

• False certification of individuals as Exhibitor's representatives, misuse of Exhibitor's badges or any other method or device used to assist unauthorized persons to gain admission to the Expo floor will be cause for expelling the violators from the Expo, barring them from further entrance to the Expo floor, or removing their exhibit from the floor without obligation on the part of ANFP for refunding of any fees.

• Each exhibitor shall be furnished with 6 invitations for legitimate buyers (non-ANFP members) who are the guests of the Exhibitor. These passes are issued upon request of the paid Exhibitor who should contact the Expo Manager directly.

• Representatives of non-exhibiting firms who are prospective exhibitors may attend the Expo on a prearranged basis with the Expo Manager and are restricted to visiting privileges only.

• No minor younger than 18 years of age will be admitted. Those 18 and over must be a registered attendee and be accompanied by an adult.

• ANFP reserves the right to refuse to admit and to eject from the Expo hall of from any space therein any objectionable or undesirable person or persons, and on the exercise of the authority the Exhibitor, for himself, his employees and agents, hereby waives any right and all claim for damages against ANFP.

16. CARE AND SAFETY

• The Exhibitor must, at his expense, neatly maintain and keep in good order the exhibit space contracted for. Special cleaning ser-

vices for the booths are available through the service coordinator.

• Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, the booths, or the equipment in the booths. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.

• Flammable or other dangerous fluids, substances, material, equipment or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any booth. The Exhibitor must use flame-resistant decorative material.

• All materials, installations, and operations of Exhibitor must comply with the requirements of all inspection and other governmental authorities having jurisdiction and all applicable laws, ordinances, and regulations.

• SECURITY service is provided by the show organizer on a 24-hour basis from move-in through move-out. Reasonable precautions are taken to protect property, but ANFP cannot ensure the safety of persons or the protection of property.

• Exhibitors shall carry their own INSURANCE to cover exhibit material against damage and loss and public liability insurance against injury to the person and property of others. ANFP shall not be obligated to carry any insurance for the benefit of the Exhibitors.

17. CANCELLATION OF EXPO

– ANFP, its employees and its agents, will not be liable to hold the Expo as scheduled due to events such as fire, any act of God, public emergency, strike or any law or regulations of public authority which makes it impossible or impractical to hold the Expo. A cancellation of the Expo shall cause the return of payment(s) for exhibit space, less a proportionate share of actual expense incurred in conjunction with the production of the Expo. Able and beyond this line, ANFP its employees and its agents will have no further obligation.

18. LIABILITY AND INDEMNIFICATION

• Neither the Manchester Grand Hyatt, nor ANFP, nor any of the service contractors will be responsible for loss or damage to any property in storage, while in transit to or from the Manchester Grand Hyatt.

• All property of the Exhibitor shall be deemed to remain under the Exhibitor's custody and control in storage, in transit or from and within the confines of the Expo Hall, even though it may at any time be under the temporary control or direction of ANFP or its service contractor.

• At the conclusion of the Expo, the exhibiting firm must surrender space occupied in the condition as received by the Exhibitor.

• The Exhibitor is responsible for all damages to the Expo Hall and for the defense and payment of any and all claims, demands and suits on account of any alleged injury or death to individuals, damage to property occurring in the Exhibitor's booth space or elsewhere because of the negligent acts or omissions of the Exhibitor, its officers, employees, agents, licensees, invitees, or contractors; and Exhibitor agrees to indemnify and hold harmless ANFP and the Manchester Grand Hyatt from and against any and all liability, costs, expenses, claims, and demands which may arise from or be asserted in connection with the foregoing undertakings and responsibilities of the Exhibitor.

• Neither ANFP, or its service contractors,

the Manchester grand Hyatt, their agents, contractors, not employees are liable for injuries to any person or for damage to property owned or controlled by the Exhibitor, which damages or injuries may be claimed to be incident to arising from or in any way connected with the Exhibitor's display space or of the act of omission of Exhibitor's officers, employees, agents, servant licensees, or invitees, except of claims for damages or injuries caused by or resulting from the negligence of ANFP, the management of the Expo, or the Manchester Grand Hyatt and their respective officers, agents, and employees.

• The Exhibitor acknowledges that the Exhibitor is responsible for obtaining insurance in such amounts as Exhibitor deems appropriate to comply with the Exhibit's responsibilities and obligations herein and for Exhibitor's own protection.

19. VIOLATIONS

– ANFP reserves the right to restrict exhibits which because of noise, method of operation, side-show tactics, materials, or any reason, becomes objectionable, and to prohibit or evict an exhibit which in the opinion of the show management may detract from the general character of the exhibit as a whole. This reservation includes persons, things, conduct, printed matter, or anything of a character which the management determines is objectionable to the Expo.

• Violations of any of these regulations on the part of the Exhibitors, their employees, or agents, shall at the opinion of ANFP, forfeit to ANFP the right to occupy space and such Exhibitor will forfeit to ANFP all monies paid.

• ANFP may reenter and take possessions of the space occupied by the Exhibitor and remove all persons and goods at the Exhibitor's risk, and the Exhibitor shall pay all of such expenses and all damages which ANFP may incur and forfeit all monies paid or due ANFP on account thereof. The Exhibitor waives any right to service of written notice of ANFP's intention to reenter and terminate.

20. HOTEL ACCOMMODATIONS – Room reservations for the Manchester Grand Hyatt is the responsibility of the exhibitor.

21. SOCIAL FUNCTIONS

• ANFP does not restrict social functions in hotel suites with the exception of requesting that these functions are terminated prior to midnight.

• Reservations for suites at the hotel must be approved by ANFP.

• All social functions are to be handled on an individual basis only; they shall not include blanket invitation to official bodies within ANFP and shall be issued only to ANFP Annual Meeting registrants. It shall be made clear that these are non-official ANFP functions.

• Any social functions scheduled by an Exhibitor are not to be scheduled during hours of ANFP Annual Meeting or Expo activities.

22. GENERAL – These Rules and Regulations are to be construed as part of the agreement between Exhibitor and ANFP. ANFP reserves the right to interpret all matters and questions not covered by these Rules and Regulations. These Rules and Regulations may be amended at any time by ANFP and all amendments shall be equally binding on all parties affected by them as the original given by ANFP.