

Thank you for your participation in the upcoming ANFP Annual Conference & Expo in Las Vegas, NV from June 6-9, 2017 at The M Resort, Spa & Casino.

This year's Expo will be a one day event, held on June 8 from 9AM - 12PM. In this packet you will find a series of forms related to your booth, and your experience at this year's Expo. **These forms are due March 31, 2017, with the exception of the 2017 Expo Advertising form (page 9), which is due March 22, 2017.**

PACKET DUE:
MARCH 31

The first round of booth assignments will be available mid-March.

Each form is interactive; once you've completed the packet you can save it and send as an e-mail attachment to Julie Rogers at jrogers@ANFPonline.org. You can also fax the completed forms to 630.587.6308.

General Information

Location

The M Resort, Spa & Casino
12300 Las Vegas Boulevard South
Henderson, NV 89044
www.themresort.com | 702-797-1000

Room Reservations & Cut-off Dates

To reserve a room, book your room online [here](#) or call The M Resort, Spa & Casino and request the Association of Nutrition & Foodservice Professionals room block. We urge you to stay in our room block at The M Resort, Spa & Casino. By doing so, you are helping ANFP achieve its room block guarantees, thus avoiding any attrition penalties. This ultimately helps our members as well!

Single / Double: \$150

These room rates are available until **May 15, 2017, 5:00PM Pacific Standard Time (PST)**, or until the group room block is sold out, whichever comes first. Visit our website for further details about the hotel, parking, airport transportation, and suggested attire.

ANFP is not utilizing outside housing companies to make hotel reservations for the upcoming Annual Conference & Expo (ACE). Please be cautious if contacted by a company claiming to be a housing provider for ANFP. Please only make your reservations using the information above.

Show Contractor/Decorator

Please see GES Kit here: <https://ordering.ges.com/011600989>

NOTE: The M Pavilion is carpeted. Exhibitors do not need to purchase additional carpeting.

GES has been chosen as our official contractor/decorator for this year's Annual Conference & Expo.

No Inbound Shipping to Show Site Notification

All exhibit materials must be sent in advance to the GES warehouse. Direct to show site shipments will not be accepted at The M Resort, Spa & Casino. Any materials shipped to The M Resort, Spa & Casino will be consigned to GES and you will be billed higher material handling charges by GES and a 30% (\$50.00 minimum) surcharge. Exhibitors may also be billed an additional receiving charge by The M Resort, Spa & Casino for any items sent directly to The M Resort, Spa & Casino. For outbound shipments, carriers must pick up freight from the exhibit site address.

Exhibitor Set-Up/Show Hours

Wednesday, June 7, 2017
Exhibitor Move-in: 8AM - 8PM

Any freight or dock access needs to be completed by 4:30PM on Wednesday, June 7, 2017.

Thursday, June 8, 2017
Exhibitor Move-in: 7AM - 8:30AM

Thursday, June 8, 2017
Show Hours: 9AM-12PM

Thank you for your exhibit confirmation at our 2017 Annual Conference & Expo, June 6-9, 2017 in Las Vegas, NV. We have created an exceptional program designed to foster collaboration between CDM operators and you, our Corporate Partners/Exhibitors. The purpose of this communication is to make sure you are aware of the full participation scope of this meeting, and that you plan your travel accordingly.

Exhibitor Participation in ACE

Corporate Partners/Exhibitors are encouraged to attend ACE events including the Opening Reception, Special Events, and Education Sessions. All exhibitors can attend educational sessions, although only one CDM from each company can receive continuing education credits for attending the sessions. For a full schedule of ACE activities, visit: www.anfponline.org/ace17.

2017 Expo Hall Theme

We also want to make sure you are aware of the ACE theme and guidelines to enhance the trade show experience for both operators and exhibitors alike. Please note the following:

Theme: Viva la Foodservice! Achieving Stellar Outcomes

We would like to make the Expo Hall an extension of the educational experience attendees will receive throughout the week. Therefore, we ask exhibitors to showcase how their products & services can contribute to “stellar outcomes” in foodservice management. Some guidelines to help you do this include:

- Showcase innovative ideas or products that help improve resident/client satisfactions.
- Demonstrate cost advantage balanced with quality.
- Consider ways to present how your products and services can support the culture change movement occurring in dining services.

Be an ACE Sponsor

Become an ACE sponsor and gets months' worth of marketing exposure and online visibility. ACE Sponsors receive recognition and logo placement on Expo entry, tower, stage screens, ACE website, on-site program book, and event ads, including placement in *Edge* Magazine. Sponsorship levels include Platinum, Gold, Sterling and Bronze. For more information on being an ACE Sponsor, contact Julie Rogers at jrogers@ANFPOnline.org.

Banner Ads for ACE Sponsors

If your company is an ACE Sponsor, you may have a web banner ad posted to the ANFP website. We require ads in two sizes; please supply both sizes, GIF or JPEG, 300 W x 600 H (pixels) and 300 W x 250 H (pixels), 200K maximum file size, animation is permitted, seven seconds recommended (no looping, please).

Insurance Coverage

Please note, all exhibitors need to provide ANFP with a Certificate of Insurance (COI) indicating liability coverage and product liability coverage. Your insurance company should be able to provide these certificates, listing ANFP and the M Resort, Spa & Casino as the Certificate Holder. If you have not done so yet, please return these forms to ANFP Headquarters no later than **March 31, 2017**. Please mail or e-mail to:

ANFP
Attn: Julie Rogers
406 Surrey Woods Dr.
St. Charles, IL 60174
jrogers@ANFPonline.org

Complimentary Pre-Registered and Final Attendee Marketing E-Mail Blast

Each exhibiting company will be able to market to the pre-registered ACE attendees via e-mail facilitated by ANFP two weeks prior to the meeting. You may also market to the attendees shortly after the conference and expo via e-mail facilitated by ANFP. Please send your 25-40 word marketing message to Julie Rogers to be included in the e-mail. Please send to jrogers@anfponline.org by March 31, 2017.

Forms Enclosed | All Forms Due March 31, 2017

Please complete all forms in full and return to Julie Rogers at the address listed above or to jrogers@ANFPonline.org.

ACE Exhibitor Registration Form ([Page 4](#))

You must pre-register all exhibitor staff representatives who will be manning your booth. Please see the enclosed form for registering your booth personnel.

ACE Program Book Listing Form ([Page 5](#))

The description you provide of your company's products and services will be printed in the Program Book and distributed to each meeting attendee. Please keep description to 40 words or less.

ACE Special Events Order Form ([Page 6](#))

Use this form to purchase tickets to the ANFP Annual Business Meeting & Leadership Recognition Breakfast and to the ANFP Honors Gala.

ACE Exhibitor Prize Donation Form ([Page 7](#))

Please consider donating prizes to the Raffle and Silent Auction at the ANFP Honors Gala as well as to the ANFP ACE Grand Prize.

ACE Opening Reception and Honors Gala Drink Tickets Form ([Page 8](#))

Use this form to purchase drink tickets in advance to give to attendees throughout ACE. These tickets will be good for the drink of their choice at both the Opening Reception and Honors Gala

ACE Advertising Form ([Page 9](#))

Maximize your visibility through an ad in the ACE Program Book and/or May/June issue of *Nutrition & Foodservice Edge* magazine. See the enclosed Expo Advertising Package form, which offers a variety of affordable opportunities for every exhibiting company to get involved. Space reservation deadline is March 22. Materials deadline is March 27.

Contact Us

If you have any questions or need additional information about Expo 2017, please contact Julie Rogers at 630.587.6345 or jrogers@ANFPonline.org. We are looking forward to a fantastic show in Las Vegas and your attendance is greatly appreciated by our members!

2017 ACE Exhibitor Registration Form

Form Due: March 31, 2017

Please indicate the individuals who will be in attendance at your booth. Registration badges will be prepared in advance and may be obtained at the registration counter. Badges will not be mailed.

For every 10x10 booth ordered, an exhibiting company is entitled to badges for four representatives.

Exhibitor (list name here): _____

1. Primary Representative

Name: _____
Title: _____
Address: _____
City: _____
State/Zip: _____
Phone: _____
E-mail: _____

2. Representative

Name: _____
Title: _____
Address: _____
City: _____
State/Zip: _____
Phone: _____
E-mail: _____

3. Representative

Name: _____
Title: _____
Address: _____
City: _____
State/Zip: _____
Phone: _____
E-mail: _____

4. Representative

Name: _____
Title: _____
Address: _____
City: _____
State/Zip: _____
Phone: _____
E-mail: _____

2017 ACE Program Book Listing Form

Form Due: March 31, 2017

Company Information

Company Name

Address

City/State/Zip

Phone

Fax

Website

In order to be listed accurately in the ANFP 2017 Annual Conference & Expo Program Book, please describe your exhibit in 40 words or less.

In order to be included in the Program Book, we must receive your listing by March 31, 2017.

Submitted by

Title

2017 ACE Special Event Order Form

Form Due: March 31, 2017

We encourage all exhibitors to attend the ACE education and special events and spend time with our attendees. All registered exhibitors are welcome to attend the Opening Reception. This is complimentary with your exhibit registration fees. There are two events below that require additional registration and payments.

Annual Business Meeting & Leadership Recognition Breakfast, Wednesday, June 7, 8:00AM - 9:15AM

Join us to celebrate the success of both the organization and the critical leaders that steer the direction of ANFP. The National Board of Directors will provide an update on the initiatives of the Association as well as a recap of last year's highlights.

*Each company who is an ACE sponsor (any level), receives one complimentary ticket with reserved seating.

We would like to purchase tickets to the Annual Business Meeting & Leadership Breakfast:

_____ # of tickets at \$30 each

I am a sponsor and would like to take advantage of my one free ticket.

ANFP Honors Gala, Wednesday, June 7, 6:30PM - 9:00PM (*Semi-formal/evening attire is encouraged*)

This evening gala event will honor ANFP's prestigious annual award winners. The Honors Gala will begin with a cash bar reception followed by a sit-down dinner and awards presentation. The evening will conclude with entertainment and dancing. The Nutrition & Foodservice Education Foundation (NFEF) will host their annual Silent Auction and raffle to raise money for the critical work of the Foundation. Semi-formal/evening attire is encouraged. ACE Sponsors receive complimentary tickets as part of their sponsorship (Platinum = 4 tickets, Gold = 3 tickets, Sterling = 2 tickets, Bronze = 1 ticket).

We would like to purchase tickets to the ANFP Honors Gala:

_____ # of tickets at \$80 each

I am a sponsor and would like to take advantage of free ticket(s). _____ # of free ticket(s)

Total Due for Breakfast and Fundraiser: \$_____

Contact Information

Exhibiting Company _____

Name _____

Title _____

Address _____

City/State/Zip _____

Phone _____

E-mail: _____

Payment Information

Enclosed is my money order or check, payable to ANFP. Credit cards accepted.

Please check one: Visa Discover Mastercard American Express

Total Due: _____ Name on your card: _____

Credit Card #: _____ CVV#: _____ Exp. Date: ____/____/____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

2017 ACE Exhibitor Prize Donation Form

Form Due: March 31, 2017

Be a Prize Donor

Typically vendors give away prizes at their Expo booth. This year, we are asking you to include prizes at the ANFP Honors Gala. Popular prizes include: gift cards, electronics, kitchen items, and more. All prizes, large and small, are welcome!

- Raffle Prize (awarded at the ANFP Honors Gala)
- Silent Auction Prize (awarded at the ANFP Honors Gala)
- Monetary contribution to the Grand Prize - Complimentary registration and travel to ANFP ACE 2018 at the Renaissance Seaworld in Orlando. (This will be awarded at the end of the Expo)

Proceeds will go towards the Nutrition and Foodservice Education Foundation (NFEF). NFEF engages in research, education, and charitable causes that promote the role of the CDM as the expert in the profession of foodservice management and food safety.

Honors Gala/NFEF Raffle Prize

We would like to contribute a prize to the NFEF Fundraiser Raffle

Prize Description: _____

Estimated Prize Value: \$_____

Honors Gala/NFEF Silent Auction Prize

We would like to contribute a prize to the NFEF Fundraiser Silent Auction

Prize Description: _____

Estimated Prize Value: \$_____

Digital Photo of Prize is Enclosed

ANFP ACE Grand Prize (prize drawing held at the end of the Expo)

We would like to donate a monetary contribution to the ANFP ACE Grand Prize

ACE Grand Prize Contribution: \$_____

*Raffle and Silent Auction prize donations may be sent in advance or brought on-site and given directly to ANFP Staff in registration before Wednesday, June 7 at 12:00PM.

Contact Information

Exhibiting Company _____

Name _____

Title _____

Address _____

City/State/Zip _____

Phone _____

E-mail: _____

Payment Information

Enclosed is my money order or check, payable to ANFP. Credit cards accepted.

Please check one: Visa Discover Mastercard American Express

Total Due: _____ Name on your card: _____

Credit Card #: _____ CVV#: _____ Exp. Date: ____/____/____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

2017 ACE Exhibitor Drink Ticket Donation Form



Form Due: March 31, 2017

Purchase Drink Tickets

You are invited to purchase drink tickets in advance to give to attendees throughout ACE. These tickets will be good for the drink of their choice at either the Opening Reception or the Honors Gala.

Opening Reception

Tuesday, June 6, 2017, 5:15PM - 6:15PM

Celebrate the start of the conference at the Opening Reception on the top of The M Resort! LUX is a special event venue perched 16 floors up, with views of the Las Vegas valley. Catch up with friends, colleagues, and make new acquaintances as you begin your ACE journey. Before heading out to dinner, enjoy some libations and light hors d'oeuvres.

Honors Gala

Wednesday, June 7, 6:30PM - 9:00PM (*Semi-formal/evening attire is encouraged*)

The Honors Gala will begin with a cash bar reception followed by a sit-down dinner and awards presentation. The evening will conclude with entertainment and dancing. The Nutrition & Foodservice Education Foundation (NFEF) will host their annual Silent Auction and raffle to raise money for the critical work of the Foundation.

Drink Tickets

We would like to purchase drink tickets

_____ # of tickets at \$13.65 each

Total Due for Drink Tickets: \$_____

Contact Information

Exhibiting Company _____

Exhibitor Contact Name _____

Exhibitor Booth Number _____

Name _____

Title _____

Address _____

City/State/Zip _____

Phone _____

E-mail: _____

Payment Information

Enclosed is my money order or check, payable to ANFP. Credit cards accepted.

Please check one: Visa Discover Mastercard American Express

Total Due: _____ Name on your card: _____

Credit Card #: _____ CVV#: _____ Exp. Date: ____/____/____

Billing Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

2017 Advertising Form

Form Due: March 31, 2017

Company Information

Company Name	
Address	
City/State/Zip	
Phone	Fax
Website	
Authorized Signature	

May/June Nutrition & Foodservice Edge magazine, with bonus distribution onsite at ACE due March 22.

Please check off the ad size you wish to book:

AD SPECS

- | | | | |
|--|---|-------|--|
| <input type="checkbox"/> Full Page, 4-color | \$2,444 Net - Member
\$2,875 Net - Nonmember | _____ | Full Page: 7.63" W x 10.34" H |
| <input type="checkbox"/> Half Page, 4-color | \$1,989 Net - Member
\$2,340 Net - Nonmember | _____ | Half Page Horizontal: 7.21"W x 5"H
Half Page Vertical: 3.60"W x 9.95"H |
| <input type="checkbox"/> Quarter Page, 4-color | \$1,662 Net - Member
\$1,955 Net - Nonmember | _____ | Quarter Page Horizontal: 7.21"W x 2.5"H
Quarter Page Vertical: 3.60"W x 5"H |

Space Reservation Due: March 22, 2017. Materials Due: March 27, 2017.

Annual Conference & Expo Program Book

Please check off the ad size you wish to book

AD SPECS (4-Color)

- | | | | |
|--|-----------|--------|---|
| <input type="checkbox"/> Full Page | \$600 Net |]_____ | Full Page: 8.5"W x 11"H |
| <input type="checkbox"/> Half Page | \$450 Net | | Full Page with bleeds: 8.625"W x 11.125"H
Half Page Horizontal: 7.5"W x 4.75"H |
| <input type="checkbox"/> No Advertising Needed | | | |

ANFP Annual Conference & Expo

June 8, 2017

The M Resort, Spa & Casino
Las Vegas

