



2019 ACE Exhibitor Registration Packet

ANFP Annual Conference & Expo | St. Louis, MO

The Gateway to Foodservice Excellence

Thank you for your participation in the upcoming ANFP Annual Conference & Expo in St. Louis, MO from June 26 - 29, 2019 at the Union Station Hotel.

This year's Expo will be a one-day event, held on Thursday, June 27, from 10:00 AM - 1:00 PM.

PACKET DUE:
MARCH 22

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 Friday, March 22, 2019.** Each form is interactive. Once you have 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

Union Station Hotel
1820 Market Street
St. Louis, MO 63103
(314) 231-1234
[Hotel Website](#)

Room Reservations & Cut-off Dates

[Book Your Room](#)

To reserve a room, book your room online or call Union Station Hotel and request the Association of Nutrition & Foodservice Professionals room block. We urge you to stay in our room block at the Union Station Hotel. 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: \$165

These room rates are available until **June 5, 2019** 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.

Warning: 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 the **Heritage Trade Show Services Kit here:** <https://heritageexpo.boomerecommerce.com>

NOTE: The Union Station Midway Terminal space is NOT carpeted. In addition, ANFP will not be providing aisle carpet therefore it is not necessary for exhibitors to purchase carpet for their booth space. If you choose to purchase carpet, details and rates can be found in the above listed Heritage Exhibitor Kit.

Heritage Trade Show Services 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 should be sent in advance to the Heritage Warehouse. Direct to show site shipments will not be accepted at the Union Station Hotel. Any materials shipped to the Union Station Hotel will be consigned to Heritage and you will be billed a higher material handling charge. For outbound shipments, carriers must pick up freight from the exhibit site address.

Exhibitor Set-Up/Show Hours

Wednesday, June 26, 2019
Exhibitor Move-in: 8:00 AM - 5:00 PM

Thursday, June 27, 2019
Exhibitor Move-in: 8:00 AM - 9:30 AM

Thursday, June 27, 2019
Show Hours: 10:00 AM - 1:00 PM

Thursday, June 27, 2019
Exhibitor Booth Tear-Down: 1:00 PM - 5:00 PM

Any freight or dock access needs to be completed by 9:30 AM on Thursday, June 27.

General Information

Thank you for your exhibit confirmation at our 2019 Annual Conference & Expo, June 26 - 29 in St. Louis, MO.

We have created an exceptional program designed to foster collaboration between CDM operators and you, our Corporate Partners and 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 and 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/ACE19.

2019 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: The Gateway to Foodservice Excellence

We would like to make the Expo Hall an extension of the educational experience that attendees will receive throughout the week. Therefore, we ask exhibitors to showcase how their products and services can contribute to the gateway to foodservice excellence. 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 *Nutrition & Foodservice 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).

General Information

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 Union Station Hotel as the Certificate Holder. If you have not done so yet, please return these forms to ANFP Headquarters no later than **March 22, 2019**. Please mail or e-mail to:

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

Forms Enclosed | All Forms Due March 22, 2019

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 the description to 40 words or less.

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

Each exhibiting company's program book listing description will also be included on the ANFP website. An e-mail will be sent to pre-registered ACE attendees weeks prior to the event featuring the Expo and the link to this web page. An additional e-mail will also be sent following the conference to attendees with the web page link. (E-mails will be facilitated by ANFP.)

ACE Special Events Order Form (Page 6)

Use this form to purchase tickets to the ANFP Networking Luncheon and the ANFP Honors Gala.

ACE Exhibitor Prize Donation Form (Page 7)

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

2019 ACE Exhibitor Drink Ticket Donation 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.

2019 ACE Grand Prize Contribution Form (Page 9)

Contribute to the ACE Grand Prize. This prize is awarded to one winner at the Annual Conference & Expo. Registered ACE attendees can submit their raffle ticket and enter the chance to win free registration to the 2020 ANFP Annual Conference & Expo.

ACE Advertising Form (Page 10)

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 30.

Contact Us

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

2019 ACE Exhibitor Registration Form

Form Due: March 22, 2019

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 Company Name:

1. Primary Representative

Name:

City/State:

Phone:

E-mail:

2. Representative

Name:

City/State:

Phone:

E-mail:

3. Representative

Name:

City/State:

Phone:

E-mail:

2. Representative

Name:

City/State:

Phone:

E-mail:

2019 ACE Program Book Listing Form

Form Due: March 22, 2019

Company Information

Company Name

Address

City/State/Zip

Phone

Fax

Website

In order to be listed accurately in the ANFP 2019 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 22, 2019**.

If you have exhibited with us in the past, your paragraph is currently on the 2019 ACE Exhibitors page. You may view the listings at www.ANFPonline.org/ACE19Exhibitors.

If you have edits to your paragraph, please send them to jrogers@ANFPonline.org by March 22, 2019.

Submitted by

2019 ACE Special Events Order Form

Form Due: March 22, 2019

We encourage all exhibitors to attend 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.

Networking Luncheon Friday, June 28, 12:45 PM - 2:00 PM

This luncheon will provide additional, session-free time for you to network with industry professionals and friends.

We would like to purchase tickets to the Networking Luncheon:

_____ # of tickets at \$35 each

ANFP Honors Gala, Thursday, June 27, 6:30 PM - 10:00 PM *(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 to raise money for the critical work of the Foundation. 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 Luncheon and Gala: \$_____

Contact Information

Exhibiting Company _____

Name _____

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: _____

2019 NFEF Silent Auction Donation Form

Form Due: April 12, 2019

Be a Prize Donor

NFEF will host its silent auction again this year at the ANFP Honors Gala. We are asking you to donate prizes for this event. Popular prizes include: gift cards, electronics, kitchen items, and more. All prizes, large and small, are welcome!

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.

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

Please ship item to ANFP Headquarters by **Wednesday, June 5, 2019** to be available on-site in St. Louis.

ANFP
ATTN: Mindy Theesfeld
406 Surrey Woods Drive
St. Charles, IL 60174

Item will be hand-carried to event. Please deliver to ANFP Registration by Wednesday, June 26, 2019.

Item will be shipped to winner after ACE. (Signage will be displayed **only** on bid tables. Includes photo and description).

Please contact Mindy Theesfeld for specific details at mtheesfeld@ANFPonline.org or 630-513-7253.

Contact Information

Exhibiting Company

Name

Address

City/State/Zip

Phone

E-mail:

2019 ACE Exhibitor Drink Ticket Donation Form

Form Due: March 22, 2019

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, Wednesday, June 26, 2019, 4:15 PM - 5:30 PM

Join colleagues and friends while experiencing the Union Station Hotel's famed Grand Hall. Enjoy a cash bar and light hors d'oeuvres under the 3D light show featuring vibrant animations projected across the historic lobby.

Honors Gala, Thursday, June 27, 6:30 PM - 10:00 PM *(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 to raise money for the critical work of the Foundation.

Drink Tickets

We would like to purchase drink tickets

_____ # of tickets at \$10.00 each

Total Due for Drink Tickets: \$_____

Contact Information

Exhibiting Company

Exhibitor Contact Name

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: _____

2019 ACE Grand Prize Contribution Form

Form Due: April 12, 2019

The Grand Prize Drawing is awarded to one winner at the Annual Conference & Expo. Registered ACE attendees can submit their raffle ticket and enter the chance to win free registration to the 2020 ANFP Annual Conference & Expo. The raffle will take place at **12:50 PM on Thursday, June 27** in the Expo Hall. Attendees will have an entry ticket attached to their ACE badge. The ticket must be filled out and dropped in the raffle drum inside the Expo Hall prior to the drawing.

Grand Prize

FREE registration to the:

2020 Annual Conference & Expo
June 15 - 18, 2020
The Tropicana Las Vegas
3801 Las Vegas Blvd. South
Las Vegas, NV 89109

AND

A credit toward hotel and travel expenses.

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: \$_____ (\$100 minimum)

Contact Information

Exhibiting Company

Name

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:

2019 Advertising Form

Form Due: March 22, 2019

Company Information

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

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	\$2,516 Net - Member \$2,960 Net - Nonmember	—————	Full Page: 7.63" W x 10.34" H
<input type="checkbox"/> Half Page, 4-color	\$2,049 Net - Member \$2,410 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	\$1,713 Net - Member \$2,015 Net - Nonmember	—————	Quarter Page Horizontal: 7.21"W x 2.5"H Quarter Page Vertical: 3.60"W x 5"H

Edge Space Reservation Due: March 22, 2019. Edge Materials Due: March 29, 2019.

Annual Conference & Expo Program Book - Advertisements Due March 22, 2019.

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
<input type="checkbox"/> Quarter Page (Part of Bronze Sponsorship Only)			Half Page Horizontal: 7.5"W x 4.75"H Quarter Page Vertical: 3.5"W x 4.75"H
<input type="checkbox"/> Web Banner Ad	\$600 Net (This includes your ad on both the homepage and interior pages.)	—————	Duration: Minimum 30 days Homepage Ad Specifications: GIF or JPEG, 300 W x 600 H (pixels), animation is permitted, 7 seconds recommended (no looping, please)
<input type="checkbox"/> No Advertising Needed			Interior Ad Specifications: GIF or JPEG, 300 W x 250 H (pixels), animation is permitted, 7 seconds recommended (no looping, please)

Deadlines: Ads are posted the first of each month. Please submit all ads one month prior to the 1st of the month.

Hotel Information

Hotel Contact

If you have any questions for the hotel, please contact:

Kristina Flowers
Convention Service Manager
The Union Station Hotel
1820 Market Street
St. Louis, MO 63103
kflowers@stunionstationhotel.com
314-802-3138

Menu

The hotel's menu is available at <http://stlouisunionstationcatering.hiltonemenus.com/index.asp>



ST. LOUIS UNION STATION HOTEL

Credit Card Payment Authorization Form

Please complete all areas below. Also include a copy of the front and back of the actual credit card along with a copy of the card owner's drivers license or photo identification. Incomplete requests may be rejected. This form must be received at least 5 business days prior to the Check-In, or by specified date in Event Contract, to ensure acceptance of the credit card to be charged. Do not send completed form by email.

FAX COMPLETED FORM TO: (314)-923-3982

ATTN: Rita Fritz (Accounting office)

Date _____ **Kristina Flowers**

Guest / Group Name:		
Check-In / Event Date:		
Name of Person/Group Making Reservation:		Phone:
Authorized Amount:	Approval Code:	Date:

CARDHOLDER - Please complete the following section and sign/date below.

Cardholder Name as it Appears on Credit Card:		
Cardholder Billing Address:		
City:	State:	Zip:
Daytime /Business Telephone:		Evening Telephone:
Credit Card Number:		Expiration Date:
Credit Card Type: (Circle one)		
American Express	Discover	JCB
		Diners Club
		Visa/MasterCard
Credit Card Issuing Bank Name:		Bank Phone Number (from back of your credit card):
I agree to cover the following categories of charges: (Please circle)		
All Charges	Room & Tax	Food & Beverage
		Retail
		Amenities
I agree to cover the above categories of charges up to a Maximum Amount of \$ _____		
DIRECT BILL ACCOUNT PAYMENTS ONLY:		
Name on Invoice/Statement _____		Date on Invoice/Statement _____
Invoice/Statement Number _____		Authorized Amount \$ _____

Note: Charges for room and tax, group deposits or direct bill account payments will be charged to your credit card immediately. Any incidental charges circled above will be charged at the time of check-out.

Amount to be immediately charged to credit card for room and taxes or deposit: \$ _____

Final Balance Billed to Credit Card (hotel use only): \$ _____

By signing below, you authorize the hotel to charge your credit card immediately for the amount indicated above up to the "Maximum Amount" indicated above. You further acknowledge that if "all charges" has been selected, then all guest/group related charges (less Deposit) will be charged to the above card number at the time of check-out or event conclusion.

Cardholder Signature: _____

Date: _____