

2019 ANFP Saratoga Springs Regional Meeting Exhibitor Packet



Exhibitor Registration Information & Important Meeting Details

Meeting Dates
September 11-12, 2019

Expo Date:
September 11, 2019

Location:

The Saratoga Hilton
534 Broadway
Saratoga Springs, NY 12866
Tel: 518-584-4000

Regional Expo Details:

This is a tabletop exhibit; we will not be using pipe and drape. Stop by registration for your table assignment. Each exhibitor will be provided with a 6' skirted table with 2 chairs and a wastebasket.

EXPO DETAILS:

Set-Up Time: 8:00 AM – 3:30 PM on Wednesday, September 11, 2019

Expo Hours: 4:00 PM – 6:00 PM on Wednesday, September 11, 2019

Dismantle Time: 6:00 PM – 8:00 PM on Wednesday, September 11, 2019

Traditionally we split the attendees into 2 groups and rotate them into the expo over the course of 2 hours and follow this with a networking reception. For our Saratoga Springs meeting, we will incorporate the networking reception into the exhibits and have everyone join us from 4-6pm. The networking reception will begin at 5pm with light hors d'oeuvres and a cash bar allowing both you and your prospective customers a fun, casual way to get connected.

SHIPPING MATERIALS IN ADVANCE

Booth items may be shipped to the hotel at the address below to arrive no earlier than 9/10/19 at the address below:

The Saratoga Hilton
Attn: ANFP Mtg, Your Company Name
534 Broadway
Saratoga Springs, NY 12866
518-584-4000

ROOM RESERVATION AND CUT-OFF DATES

Hotel Rates

Single/Double: \$169.00

[CLICK HERE](#) to make hotel reservations.

Hotel Cut-Off:

The above special discounted room rates are only available until **August 21, 2019** or until the room block is filled. After that date or once the room block is full, the discounted rates will be awarded on a space-available basis only. To make reservations, you may use the link above or call the hotel directly at 518-584-4000 and mention, ANFP Room Block or Association of Nutrition & Foodservice Professionals.

Please Note: ANFP is not utilizing outside housing companies to make hotel reservations for the upcoming 2019 Saratoga Regional Meeting. Please be cautious if contacted by a company claiming to be a housing provider for ANFP. Please only make your reservations using the link above. If you have questions regarding the Saratoga Hilton or have general Regional Meeting questions, please contact jrogers@ANFPonline.org or call 800.323.1908 ex: 134.

Transportation

For both driving and flight transportation information please click [HERE](#).

EXHIBITOR BADGE REGISTRATION

Please pre-register the two representatives who will be staffing your tabletop exhibit. Please include name, city & state, and e-mail address. The e-mail address will give your reps access to the mobile app so they may scan attendee badges to collect attendee e-mail addresses and other contact information.

YOUR COMPANY LISTING IN THE PROGRAM BOOK

A program book will be provided to each attendee with a list and description of each exhibiting company. If your company participated in a past ACE or regional meeting, the same company paragraph will be used for the Saratoga Springs, NY program book unless notified otherwise. If you wish to submit a new paragraph, please send your 25-40 word company description to jrogers@ANFPonline.org by August 21, 2019. Descriptions received after that date cannot be guaranteed a listing in the official program book.

ELECTRICAL ORDERING IN ADVANCE

Any electrical or additional items necessary for your tabletop must be arranged in advance. If you need electrical, please contact the Saratoga Hilton's in-house audio/visual company, cmi-av, the order form is on the last page of this packet. The contact person is:

DJ McKeon

cmi-av

Fax# 518-226-0368

Email: djmckenon@cmiav.com

QUESTIONS FOR THE HOTEL

Our contact person at the Saratoga Hilton is Jessica Dvorscak. Jessica may be reached at Jessica.Dvorscak2@Hilton.com or 518-693-1003.

COMPLIMENTARY PRE-REGISTERED AND FINAL ATTENDEE MARKETING E-MAIL BLAST

Each exhibiting company will be able to market to the pre-registered regional meeting attendees via eblast facilitated by ANFP two weeks prior to the meeting and a couple days after the meeting. The

exhibitor company descriptions will appear in alphabetical order on the ANFP website. A link to the webpage will be sent to all attendees encouraging them to “Meet the Exhibitors.”

THANK YOU FOR PLANNING TO EXHIBIT!

ANFP thanks you for your support. We do not issue booth numbers; you will be able to locate your booth on-site. If you have any questions, please don't hesitate to reach out to me by phone 630-587-6345 or e-mail jrogers@ANFPonline.org .



See next page.



2019 Exhibitor/Vendor Order Form

EVENT INFORMATION

Show Name: _____

Dates for Service: Start: _____ End: _____

Customer: _____

EXHIBITOR PACKAGE OPTIONS:

Option 1: Display Easel # of Days _____ x \$25 = _____

Option 2: Power Strip & Extension Package # of Days _____ x \$40 = _____

Option 3: 32" TV Monitor w/ Floor Stand # of Days _____ x \$350 = _____

Option 4: 55" TV Monitor w/ Floor Stand # of Days _____ x \$550 = _____

Option 5: Basic Hotel Wi-Fi Internet Access per Connection # of Days _____ x \$65 = _____

Option 6: Laptop Computer # of Days _____ x \$175 = _____

Option 7: Other AV equipment requests (enter below): # of Days _____ x \$TBD= _____

Total \$ _____

**** Many More Options Are Available - Please email djmckeon@cmiav.com or call 518-226-0219 for details.****

**** All charges are per day and subject to 7% Sales Tax, 22% Service Charge, and Set/Strike Labor****

BILLING INFORMATION

PLEASE CALL THE CMI OFFICE AT 518.226.0219 TO GIVE CREDIT CARD INFORMATION.

Name (print) _____ Date _____

Signature _____ Date _____

Please Fax or Email to: Attn: DJ McKeon
Director of Audio Visual Services- CMI
Fax# 518.226.0368 | Email: djmckeon@cmiav.com



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EVENT INFORMATION

Show Name: _____

Dates for Service: Start: _____ End: _____

Customer: _____

BILLING INFORMATION

Name on Card _____

Billing Address _____

Email Address _____

Phone Number _____

Card Number _____ Exp Date _____

Security Code (3 Digits on Back of Card) _____

Name (print) _____ Date _____

Signature _____ Date _____