



# 2021 Annual Conference & Expo

## *Exhibitor Registration Packet*

Thank you for your participation in the upcoming  
ANFP Annual Conference & Expo in Orlando, FL from  
June 28 - 30, 2021 at the Renaissance Orlando at SeaWorld®



## 2021 ANNUAL CONFERENCE & EXPO EXHIBITOR REGISTRATION PACKET RENAISSANCE ORLANDO AT SEAWORLD® | ORLANDO, FL

This year's Expo will be a one-day event, held on Tuesday, June 29, from 10:00 a.m. - 12:00 p.m. and 1:00 p.m. - 3:00 p.m. In an effort to provide a safe environment and abide by COVID-19 safety regulations, attendees will be split into two groups where one half will attend a general session and the other half will visit the Expo during the morning hours. The groups will swap in the afternoon. We will break each group of attendees down further and start them at different aisles in the exhibit hall, making sure to abide by all social distancing guidelines and still ensure good traffic flow for you, our exhibitors.

PACKET DUE:  
**MAY 17,  
2021**

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 May 17, 2021.** 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](mailto:jrogers@ANFPonline.org). You can also fax the completed forms to 630.587.6345.

## General Information

### Location

Renaissance Orlando at SeaWorld®  
6677 Sea Harbor Dr.  
Orlando, FL 32821  
(407) 351-5555  
[Hotel Website](#)

### Room Reservations & Cut-off Dates

#### [Book Your Room](#)

Room Rate: \$165.00

This rate includes a \$25 resort fee

These room rates are available until **May 25, 2021** 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.

To reserve a room, book your room online or call the Renaissance Orlando at SeaWorld® and request the Association of Nutrition & Foodservice Professionals room block. We urge you to stay in our room block at the Renaissance Orlando at SeaWorld® 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!

**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/Images/static/\\_2021ANFP.pdf](https://heritageexpo.boomerecommerce.com/Images/static/_2021ANFP.pdf)

Heritage Trade Show Services has been chosen as our official contractor/decorator for this year's Annual Conference & Expo. You will be e-mailed specific login information to place all furniture and carpet rentals, schedule shipping, etc. If you do not receive an e-mail, or you have misplaced your login information, please reach out to Heritage at the following:

[Exhibitor.Services@Heritagesvs.com](mailto:Exhibitor.Services@Heritagesvs.com)

800.360.4323

### No Inbound Shipping to Show Site Notification

Exhibit materials can be sent to the Heritage Advance Warehouse beginning on Tuesday, June 1, 2021. Please do not ship any exhibit materials directly to show prior to Monday, June 28, as they will not be accepted. For outbound shipments, carriers must pick up freight from the exhibit site address. Visit the Heritage desk onsite to schedule your outbound shipping.

### Exhibitor Set-Up/Show Hours

#### **Monday, June 28, 2021**

Exhibitor Move-In: 12:00 p.m. - 8:00 p.m.

#### **Tuesday, June 29, 2021**

Exhibitor Move-In: 7:00 a.m. - 9:30 a.m.

Show Hours: 10:00 a.m. - 12:00 p.m. & 1:00 p.m. - 3:00 p.m.

Exhibitor Move-Out: 3:00 p.m. - 6:00 p.m.



## GENERAL INFORMATION

### **Thank you for your exhibit confirmation at our 2021 Annual Conference & Expo!**

We have created an exceptional program designed to foster collaboration between CDM, CFPP 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. **IMPORTANT NOTE: Covid-19 restrictions have required us to limit our attendee registrations and set meeting room capacity limits. Exhibitors will be allowed to attend education sessions on a space-available basis.** One CDM, CFPP from each company can receive continuing education credits for attending the sessions as part of your exhibit package, and will be pre-approved for education session admittance. Any additional CDM, CFPPs from your company must purchase a full attendee registration in order to receive CE credit and guaranteed education session admittance. View a full schedule of ACE activities [here](#).

### **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 the Expo entry tower, stage screens, ACE website, meeting app, 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 Madh Carson at [mcarson@ANFPonline.org](mailto:mcarson@ANFPonline.org).

### **Complimentary Pre-Registered/Final Attendee Lists**

All exhibitors will receive pre-registered and final attendee lists from ANFP. These lists will contain contact information for all attendees who did not opt out of being included and may be used for your pre- and post- marketing efforts.

### **Lead Retrieval**

ANFP will once again be using the Whova meeting app which will be available for download by all ACE participants approximately two weeks before the event. At that time, we will provide instructions to exhibitors on how to use the app to scan attendee badges.

### **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 Renaissance Orlando at SeaWorld® as the Certificate Holder.

Renaissance Orlando at SeaWorld®  
6677 Sea Harbor Dr.  
Orlando, FL 32821

Please return these forms to ANFP Headquarters no later than May 17, 2021. Please e-mail to Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

### **Renaissance Orlando at SeaWorld Hotel Contact**

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

Rebecca Nesbit  
Director of Event Planning

Phone: 407.248.7361  
[rebecca.nesbit@renaissancehotels.com](mailto:rebecca.nesbit@renaissancehotels.com)

Renaissance Orlando at SeaWorld®  
6677 Sea Harbor Drive  
Orlando, FL 32821



## COVID-19 SAFETY PROTOCOLS FOR EXHIBITORS

- All exhibit booths have at least 6 feet of distance between them.
- The aisles are set at 16' so that there is enough space for attendees to cross the aisles (since there are booths on both sides of the aisle) while still keeping a safe distance.
- At this time, the hotel has instructed that there should be one-way traffic flowing through the exhibit hall. The floor will be marked with arrows showing the direction that traffic must flow.
- Staff will split the attendees into 2 groups: one will visit the Expo in the morning and the other will visit the Expo in the afternoon.
- We may break these groups down further and have them start in the Expo hall at staggered times, possibly in different aisles. We will know more about whether or not this is necessary as we get closer to the meeting dates.
- **Exhibitors who plan to serve wrapped food may do so at their booth; exhibitors who plan to serve unwrapped food, anything that needs to be heated and/or cooled, etc. from their booth must rent a plexiglass divider from Heritage, our official show contractor. Alternatively, they can provide their own plexiglass divider that meets the requirements of the hotel (at least 70" wide and 36" tall with a pass through window in the bottom center).**
- Only one exhibit staff person in the booth should be serving food (if applicable). When serving, that individual must be wearing a mask and gloves.
- Masks must be worn both by exhibit booth personnel and attendees throughout the hotel.
- Masks are available upon request for meeting guests.
- General signage will be in place to remind guests to social distance.
- Hand sanitizer stations will be available in the meeting and pre-function spaces as well as other areas throughout the hotel.





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### **Forms Enclosed | All Forms Due May 17, 2021**

Please complete all forms in full and return to Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

#### **ACE Exhibitor Registration Form | Page 6**

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 Meeting App Listing Form | Page 7**

The description you provide of your company's products and services will be listed in the meeting app. Please keep the description to 40 words or less.

#### **ACE Special Events Order Form | Page 8**

Use this form to purchase tickets for the Exhibitor Lunch on June 29, and the Networking Lunch and ANFP Honors Gala on June 30.

#### **2021 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 for the chance to win free registration to the 2022 ANFP Annual Conference & Expo.

#### **Food Waiver Indemnification Agreement Form | Pages 10-11**

All exhibitors are required to return this form. If you are serving anything that is unwrapped from your booth, there will be a requirement to have a plexiglass divider which you can rent from our decorator. If you are NOT planning to serve food in your booth, please e-mail Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) and advise so that you don't continue to receive reminders for this form.

#### **Hotel Kitchen Access Requirements Form | Page 12**

For those exhibitors that have a need to access the kitchen at the hotel, for things like refrigeration, water, etc., please complete the form with additional details. This form should be e-mailed directly to our hotel contact, Rebecca Nesbit at [rebecca.nesbit@renaissancehotels.com](mailto:rebecca.nesbit@renaissancehotels.com) with a copy to Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

#### **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](mailto:jrogers@ANFPonline.org). We are looking forward to a fantastic show in Orlando and your attendance is greatly appreciated by our members!



## EXHIBITOR REGISTRATION FORM

**Form Due: May 17, 2021**

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 8x10 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:

### 4. Representative

Name:

City/State:

Phone:

E-mail:



## MEETING APP LISTING FORM

**Form Due: May 17, 2021**

### Company Information

Company Name

Address

City/State/Zip

Phone

Fax

Website

In order to be listed accurately in the ANFP 2021 Annual Conference & Expo meeting app, please describe your exhibit in 40 words or less. We must receive your listing by **May 17, 2021**.

**If you have exhibited with us in the past, your paragraph is currently on the [2021 ACE Exhibitors page](#). Please choose your selection below:**

☐ Please use our listing from last year that is currently [on this page](#).

☐ Do not use last year's listing. I have a new listing to provide below.

Please describe your exhibit in 40 words or less:

Submitted by



## ACE SPECIAL EVENTS ORDER FORM

**Form Due: May 17, 2021**

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 three events below that require additional registration and payments.

### Lunch Tickets | Tuesday, June 29 and Wednesday, June 30

On Tuesday, June 29, lunch will be provided for Exhibitors during the 12:00 - 1:00 p.m. lunch break, to give you access to a convenient lunch option before the show restarts at 1:00 p.m. On Wednesday, June 30, there will be an ACE Networking Lunch, and any exhibitors who are staying on that day are welcome to purchase a ticket and attend.

☐ We would like to purchase tickets for the Lunch options:

\_\_\_\_\_ # of tickets at \$25 each on Tuesday, June 29 for the Expo one hour lunch break

\_\_\_\_\_ # of tickets at \$25 each on Wednesday, June 30 for the Networking Lunch

### ANFP Honors Gala | Wednesday, June 30 *(Black-Tie Optional)*

This evening gala event will honor ANFP's annual prestigious award winners and will conclude with entertainment.

ACE Sponsors receive complimentary tickets as part of their sponsorship benefits.

PLATINUM	GOLD	STERLING	BRONZE
4 Tickets	3 Tickets	2 Tickets	1 Ticket

Additional tickets for sponsors, or for Exhibit-only companies can be purchased.

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

\_\_\_\_\_ # of tickets at \$100 each

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

\_\_\_\_\_ # of free ticket(s)

**Total Due for Lunches and Honors Gala: \$\_\_\_\_\_**

### Contact Information

Exhibiting Company

Name

Phone

E-mail:





## ACE GRAND PRIZE CONTRIBUTION FORM

**Form Due: May 17, 2021**

The Grand Prize Drawing is awarded to one individual at the Annual Conference & Expo. Registered ACE attendees can submit their raffle ticket and enter the chance to win free registration to the 2022 ANFP Annual Conference & Expo. The drawing will take place during the Honors Gala on June 30. 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:

2022 Annual Conference & Expo  
June 27 – 30, 2022  
The Talking Stick Resort  
Scottsdale, AZ

AND

A credit toward hotel and travel expenses.

### ANFP ACE Grand Prize (Prize Drawing held at the Honors Gala on June 30)

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

ACE Grand Prize Contribution: \$\_\_\_\_\_ (\$100 minimum)

### Contact Information

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Exhibiting Company

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Name

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Phone

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E-mail:

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## FOOD WAIVER & INDEMNIFICATION AGREEMENT

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**For Marriott International North American Managed Properties Only**

### **FOOD WAIVER AND INDEMNIFICATION AGREEMENT (PATRON AGREEMENT)**

KEY INTERNATIONAL Hotel Management Corporation d/b/a Renaissance at Seaworld

#### **HOTEL POLICY**

It is the policy of this Hotel to discourage Hotel patrons from purchasing food from sources other than the Hotel and from using the Hotel kitchen facilities to prepare or to prepare and serve food to other Hotel guests. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious or other special reasons a Hotel patron may have, it may be necessary to permit such purchases, preparation and service. In the event that a patron insists on purchasing food from sources other than the Hotel or insists on the preparation or serving of food by persons other than Hotel employees, the Hotel may allow such activity or activities only if such patron acknowledges, by its signature below, its agreement to accept the responsibility and abide by the terms set forth in this Agreement.

#### **WAIVER**

The undersigned patron ("Patron") agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill-effect, injury, or loss incurred by Patron or any third party including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the purchase of food from sources other than the Hotel or the preparation or serving of food by persons other than Hotel employees.

#### **INDEMNIFICATION**

Patron agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food from sources other than the Hotel or the preparation or serving of food by persons other than Hotel employees.

**OPERATION OF KITCHEN FACILITIES**

Patron agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel staff. If the Hotel determines that Patron or its employees or agents are using the kitchen facilities in a dangerous manner, it may immediately revoke Patron's privileges to use the kitchen facilities. In the event Patron or its employees or agents damage any of the kitchen equipment, Patron agrees to promptly pay for all costs and expenses associated with the repair or replacement of the damaged kitchen equipment.

**PATRON'S ACKNOWLEDGMENT**

Patron's signature below indicates that Patron has read and understood this Agreement and agrees to its contents. Patron also acknowledges that the person signing on behalf of Patron is authorized to bind Patron to the terms of this Agreement.

PATRON:

By: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_

**Marriott International**



## HOTEL KITCHEN ACCESS REQUIREMENTS FORM

**Form Due: May 17, 2021**

### Company Information

Company Name

Address

City/State/Zip

Phone

Fax

Website

Authorized Signature

Please describe your kitchen access needs:

**Payment details will be provided by the hotel contact once the requirements are discussed and finalized.**



## ANFP HEALTH & SAFETY WAIVER & ASSUMPTION OF RISK

By submitting your registration or participating in this meeting, you acknowledge the highly contagious nature of COVID-19 and that a risk of exposure to COVID-19 exists in any public place where people are present. You understand that the risk of becoming exposed to or infected by COVID-19 during or after the meeting may result from the actions or inactions of others who may attend the meeting or their families, colleagues, or anyone else with whom they may have contact.

**By attending this meeting or event, you and your guests voluntarily assume all risks related to exposure to COVID-19, and you (and they) release ANFP and its representatives and affiliates from any responsibility or liability for any illness, disability, or injury (including death) or other damages you may sustain, whether due to COVID-19 or any other cause.**

In addition to complying with all other ANFP rules regarding this meeting, you agree to comply with all COVID-related procedures that may be implemented by ANFP or the meeting venue, including but not limited to: wearing a mask; maintaining social distance; screening for illness or symptoms; and restrictions on any activities that carry higher COVID-related risk. You acknowledge that ANFP and/or the meeting venue may remove you from the meeting (without any compensation to you) if you fail to cooperate in any way.

[    ] I accept

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Signature \_\_\_\_\_

## EXPO HALL FLOOR PLAN

Show Hours: 10:00 a.m. - 12:00 p.m. & 1:00 p.m. - 3:00 p.m.

