



# 2022 SPOKANE REGIONAL MEETING

## EXHIBITOR REGISTRATION PACKET

### DOUBLETREE BY HILTON - SPOKANE CITY CENTER

#### MEETING DATES

September 15-16, 2022

#### EXPO DATE

September 15, 2022

#### LOCATION

DoubleTree by Hilton Spokane City Center  
322 North Spokane Falls Court  
Spokane, WA 99201  
(509) 455-9600

**PACKET DUE:  
AUGUST 22, 2022**

#### REGIONAL MEETING EXPO DETAILS

This is a tabletop exhibit; we will not be using pipe and drape. Stop by registration to pick up your exhibitor packet. Each exhibitor will be provided with a 6' skirted table with two chairs and a wastebasket. Those exhibitors who purchased two tables will be provided with two 6' skirted tables, four chairs, and a wastebasket. Note: We do not issue booth numbers for our regional meetings; you will be able to locate your table assignment by finding your company name in the Expo area onsite.

#### EXPO HOURS

**Set-Up Time:** Thursday, September 15, 2022 | 8:00 a.m. - 3:00 p.m.

**Expo Hours:** Thursday, September 15, 2022 | 3:30 p.m. - 5:30 p.m.

**Dismantle Time:** Thursday, September 15, 2022 | 5:30 p.m. - 8:00 p.m.

Attendees will be split into two groups where one half will attend the first hour of the Expo and the other half will attend the second hour. There will be a networking reception with a cash bar and light hors d'oeuvres immediately following the Expo where exhibitors can continue mingling with attendees.

#### SHIPPING MATERIALS IN ADVANCE

Storage space is limited. Booth items may be shipped to the hotel to arrive **no earlier than Monday, September 12** at the address below:

DoubleTree by Hilton Spokane City Center  
**ATTN: ANFP Meeting/[Your Company Name]**  
322 North Spokane Falls Court  
Spokane, WA 99201

Package storage and handling fees will apply:

- \$10 per package/box up to 30 pounds
- \$25 per box between 30 and 100 pounds
- \$50 for boxes over 100 pounds or crates
- \$100 for skids or small pallets
- \$400 for full pallets

## HOTEL AND TRAVEL INFORMATION

Click [here](#) to make hotel reservations.

## HOTEL CUT-OFF

Discounted room rates are available until **Wednesday, August 24, 2022**, 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, please use the link above.

*Please note: ANFP is not utilizing outside housing companies to make hotel reservations for the upcoming 2022 Spokane 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 DoubleTree by Hilton Spokane City Center or have general Regional Meeting questions, please contact Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) or call (800) 323-1908 ext. 134.*

## TRANSPORTATION

For both driving and flight information, please click [here](#).

## EXHIBITOR BADGE REGISTRATION

Each exhibit table includes two exhibit staff registrations. To pre-register your representatives, please e-mail their name, city & state, and e-mail address to [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) no later than **Monday, August 22, 2022**. By providing your reps' e-mail addresses, they will each have access to the mobile app so they may scan attendee badges to collect attendee names and e-mail addresses. Each booth representative will need to sign and return a Health & Safety Waiver Form no later than **Monday, August 22, 2022**.

## HOW TO OBTAIN CONTINUING EDUCATION (CE)

Exhibitors are encouraged to attend education sessions. One CDM, CFPP from each company can receive continuing education credits for attending the sessions as part of your exhibit package. If you would like to take advantage of this, please contact Julie at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

## COMPANY LISTING ON THE ANFP WEBSITE

The ANFP website contains a description of each exhibiting company at this [link](#). If your company participated in a past ACE or Regional Meeting, the same company paragraph will be used for the Spokane Regional Meeting webpage. If you wish to submit a new paragraph, please send your 25-40 word company description to [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

## ELECTRICAL ORDERING IN ADVANCE

Any electrical or additional items necessary for your tabletop must be arranged in advance. If you need electrical access, please complete the order form(s) in this packet. If you don't require electrical access, please check the appropriate box on the form and return it.

## HOTEL KITCHEN ACCESS REQUIREMENTS

For those exhibitors that have a need to access the kitchen at the hotel, for things like refrigeration, water, etc., please complete the form in this packet with additional details. This form should be e-mailed to [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org). Because the hotel does not have a large banquet kitchen, when possible, they are requesting that samples be pre-made and individually wrapped. For other kitchen needs, the hotel will need to work with exhibitors on an individual basis. If you don't require hotel kitchen access, please check the appropriate box on the form and return it.

## COMPLIMENTARY PRE-REGISTERED AND 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. The pre-registration list will be provided two weeks prior to the meeting and the final attendee list will be available a few days after.

### LEAD RETRIEVAL

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

### QUESTIONS FOR THE HOTEL

Should you have any questions about logistics, our contact person at the DoubleTree by Hilton Spokane City Center is Tammy Lease, Senior Catering & Events Manager. Tammy may be reached at: (509) 744-2310 or [tammy.lease@hilton.com](mailto:tammy.lease@hilton.com).

### THANK YOU FOR PLANNING TO EXHIBIT!

If you have any questions, please don't hesitate to reach out to me by phone at (630) 587-6345 or e-mail at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org). ANFP thanks you for your support!



# PACKET DUE: AUGUST 22, 2022

## PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

ANFP Health & Safety Waiver - Page 4

Electrical Access/Audiovisual Equipment Order Form - Page 5

Hotel Kitchen Access Requirements Form - Page 6





## ANFP HEALTH & SAFETY WAIVER & ASSUMPTION OF RISK

Please return this completed form (one per booth staff member) to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by August 22, 2022.

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 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 \_\_\_\_\_

Company \_\_\_\_\_

Signature \_\_\_\_\_

*Electronic signature (image) or manual signature only, please.*



## ELECTRICAL ACCESS/AUDIOVISUAL EQUIPMENT ORDER FORM

ANFP Regional Meeting & Expo | September 15-16, 2022  
DoubleTree by Hilton Spokane City Center  
322 North Spokane Falls Court  
Spokane, WA 99201  
(509) 455-9600

Please return this completed form to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by **August 22, 2022**.

### CONTACT INFORMATION

Company Name \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

☐ I do not have any electrical and/or audiovisual needs for my tabletop exhibit.

Please describe your electrical access and/or audiovisual needs for your tabletop exhibit:

**Please note: The charge for basic electrical access from the hotel is \$33.24 inclusive of tax and service charge. Payment details will be provided by the hotel contact once the requirements are discussed and finalized.**



## HOTEL KITCHEN ACCESS REQUIREMENTS FORM

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Please return this completed form to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by **August 22, 2022**.

### CONTACT INFORMATION

Company Name \_\_\_\_\_

Your Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Authorized Signature \_\_\_\_\_

☐ I do not have any hotel kitchen access needs for my tabletop exhibit.

Please describe your kitchen access needs:

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