



2023 ANNUAL CONFERENCE & EXPO
EXHIBITOR REGISTRATION PACKET

Thank you for your participation in the upcoming Annual Conference & Expo in New Orleans, LA from June 25-28, 2023, at the New Orleans Marriott.

PACKET DUE: APRIL 27, 2023



2023 ANNUAL CONFERENCE & EXPO EXHIBITOR REGISTRATION PACKET

NEW ORLEANS MARRIOTT | NEW ORLEANS, LA

This year's Expo will be a one-day event, held on Tuesday, June 27, from 8:00 a.m. - 10:00 a.m. and 10:30 a.m. - 12:30 p.m. To continue our effort to provide an environment conducive to more meaningful interactions, 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 first part of the morning and then the groups will swap later that morning.

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 **April 27, 2023**. 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) 587-6345.

PACKET DUE:
APRIL 27, 2023

EVENT INFORMATION

LOCATION

New Orleans Marriott
555 Canal St.
New Orleans, LA 70130
(504) 581-1000
[Hotel Website](#)

ROOM RESERVATIONS & CUT-OFF DATES

RESERVE A ROOM

Room Rate: \$189.00
Additional fees may apply

These room rates are available until **June 5, 2023**, or until the group room block is full, 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 New Orleans Marriott and request the Association of Nutrition & Foodservice Professionals room block. We urge you to stay in our room block at the New Orleans Marriott. 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 GES Show Services Kit here: <https://ordering.ges.com/053600835>

GES 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 GES via their online chat or by calling (800) 801-7648.

NO INBOUND SHIPPING TO SHOW SITE NOTIFICATION

Exhibit materials can be sent to the GES Advance Warehouse beginning on Tuesday, May 23, 2023. All exhibit materials **MUST** be sent in advance to the GES warehouse. Direct to exhibit site shipments will not be accepted at the New Orleans Marriott. Any materials shipped to the New Orleans Marriott will be consigned to GES and the exhibiting company will be billed the appropriate material handling charges by GES. Exhibitors may also be billed an additional receiving charge by the New Orleans Marriott for any items sent directly to the venue. For outbound shipments, carriers may pick up freight from the exhibit site address. Visit the GES desk onsite to schedule your outbound shipping.

MONDAY, JUNE 26, 2023

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

TUESDAY, JUNE 27, 2023

Show Hours: 8:00 a.m. - 10:00 a.m.;

10:30 a.m. - 12:30 p.m.

Exhibitor Move-Out: 12:30 p.m. - 3:00 p.m.

GENERAL INFORMATION

Thank you for planning to exhibit at our 2023 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. 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 to receive CE credit and guaranteed education session admittance. View a full schedule of ACE activities [here](#).

SERVING FOOD AND BEVERAGES IN YOUR BOOTH

The New Orleans Marriott has the following restrictions that apply to the Expo area:

- Alcohol service is not allowed in booths (other than hotel provided and served)
- Any non-alcoholic beverage service must be in 2 oz. or smaller taster size cups
- Any food served must be originally sealed vendor own product
- Any food requiring preparation will incur a charge based on space/equipment/etc.
- For water or ice, there is no self-service. Please provide details on the Hotel Kitchen Access Form to receive pricing from the hotel.

ACE PARTICIPATION AND PROMOTION

Help us build excitement for the upcoming conference and expo by using the attached official ACE 2023 badge to promote your participation – post it on your website, add it to your email signature with a hyperlink to the ACE home page or post on social media (**#ANFPACE23**).

BE AN ACE SPONSOR

Become an ACE sponsor and get months' worth of marketing exposure and online visibility. ACE Sponsors receive recognition and logo placement on the Expo entry tower, stage screens, ACE website, mobile 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.

HIGH RESOLUTION LOGOS NEEDED FOR SPONSORS

For most returning sponsors, ANFP may already have a high-resolution logo on file for your organization. However, in order for your logo to appear as clear and crisp as possible on signage, please be sure to provide your logo in a vector file, either .EPS or .AI. Thank you for your cooperation!

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 a mobile app which will be available for download by all ACE participants approximately two weeks before the event. At that time, we will provide instructions 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 New Orleans Marriott as the Certificate Holder.

ANFP & New Orleans Marriott
555 Canal Street
New Orleans, LA 70130

Please return these forms to ANFP Headquarters no later than April 27, 2023. Please e-mail to Julie Rogers at jrogers@ANFPonline.org.

Note: If you are planning to do a live food demonstration in your booth, the Marriott requires your COI to have a minimum of two million in coverage. In this case, the COI should name as additionally insured: Marriott International, Inc., Marriott Hotel Services, Inc., CCMH Properties II, LLC, HMC Hotel Properties II Limited Partnership and New Orleans Marriott Louisiana. The Certificate Holder should be listed as: New Orleans Marriott 555 Canal Street, New Orleans, LA 70130

NEW ORLEANS MARRIOTT HOTEL CONTACT

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

Shannon Fisher
Event Manager
Phone: (504) 613-1975
shannon.fisher@marriott.com

New Orleans Marriott
555 Canal St.
New Orleans, LA 70130



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FORMS ENCLOSED | ALL FORMS DUE **APRIL 27, 2023**

Please complete all forms in full and return to
Julie Rogers at 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. Each booth representative will need to sign and return a Health & Safety Waiver Form (page 7) as well.

ACE MOBILE APP LISTING FORM | PAGE 8

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

ACE SPECIAL EVENTS ORDER FORM | PAGE 9

Use this form to purchase tickets for the Networking Breakfast and ANFP Masquerade Ball & Honors Gala on June 26.

ACE NFEF SILENT AUCTION FORM | PAGE 10

Please consider donating to the Nutrition & Foodservice Education Foundation (NFEF) Fundraiser at the ANFP Masquerade Ball & Honors Gala.

2023 ACE GRAND PRIZE CONTRIBUTION FORM | PAGE 11

Contribute to the ACE Grand Prize. This prize is awarded to one winner at the Annual Conference & Expo. Registered ACE attendees can submit their ticket and enter for the chance to win free registration to the 2024 ANFP Annual Conference & Expo in Reno, NV.

FOOD WAIVER AND INDEMNIFICATION AGREEMENT FORM | PAGE 12

All exhibitors that plan to serve food and/or beverage in their booth are required to return this form. If you are NOT planning to serve food in your booth, please e-mail Julie Rogers at jrogers@ANFPonline.org and advise so that you don't continue to receive reminders for this form.

HOTEL KITCHEN ACCESS REQUIREMENTS FORM | PAGE 14

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 to Julie Rogers at jrogers@ANFPonline.org. If you don't require hotel kitchen access, please check the appropriate box on the form and return it.

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 New Orleans and your attendance is greatly appreciated by our members!



EXHIBITOR REGISTRATION FORM

FORM DUE: APRIL 27, 2023

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: _____

4. REPRESENTATIVE:

Name: _____

City/State: _____

Phone: _____

E-mail: _____



ANFP HEALTH & SAFETY WAIVER & ASSUMPTION OF RISK

FORM DUE: APRIL 27, 2023

Please submit one signed form per booth staff member.

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 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: _____

Company _____

Signature: _____
Electronic signature (image) or manual signature only, please



MOBILE APP LISTING FORM

FORM DUE: APRIL 27, 2023

COMPANY INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Phone : _____

Website: _____

In order to be listed accurately in the ANFP 2023 Annual Conference & Expo mobile app, please describe your exhibit in 40 words or less. We must receive your listing by April 27, 2023.

If you have exhibited with us in the past, your description is currently on the [2023 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: _____



SPECIAL EVENTS ORDER FORM

FORM DUE: APRIL 27, 2023

We encourage all exhibitors to attend ACE education and special events to spend time with our attendees. All registered exhibitors receive complimentary admittance to the Opening Reception on June 25 and Exhibitor Coffee Break in the Expo Hall on June 27 from 10:00 a.m. – 10:30 a.m. Tickets for two additional events on June 26 can be purchased below.

NETWORKING BREAKFAST TICKETS | MONDAY, JUNE 26

On Monday, June 26, there will be an ACE Networking Breakfast and any interested exhibitors are welcome to purchase a ticket and attend.

☐ We would like to purchase tickets for the Breakfast option:

_____ # of tickets at \$30 each

ANFP MASQUERADE BALL & HONORS GALA | MONDAY, JUNE 26

This evening Masquerade Ball & Honors 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	2 Tickets

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

_____ # of tickets at \$100 each

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

_____ # of free tickets

Total Due for Breakfast and Honors Gala/Masquerade Ball: \$_____

CONTACT INFORMATION

Exhibiting Company _____

Name: _____

Phone: _____ E-mail _____



NFEF SILENT AUCTION DONATION FORM

FORM DUE: APRIL 27, 2023

BE A PRIZE DONOR

NFEF is bringing back the silent auction and will host this fundraising event at the Annual Conference & Expo. We are asking you to donate prizes to help make for a successful event this year. Popular prizes include: gift cards, electronics, kitchen items, and more. All prizes, large and small, are welcome!

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

☐ We would like to contribute a prize to the NFEF Fundraiser.

Prize Description: _____

NFEF SILENT AUCTION PRIZE

Please indicate how your item will be shipped below:

NOTE: If your item is bulky and may cause the recipient to incur an additional baggage charge, we highly recommend that you ship direct to the recipient after ACE.

☐ We will ship the item to the following address by **June 1, 2023**, to be available in New Orleans.

ANFP
ATTN: Mindy Theesfeld
616 East Main Street
Suite 3610
St. Charles, IL 60174

☐ Item will be hand-carried to event. Please deliver to ANFP registration by **Monday, June 26 by 2:00 p.m.**

☐ Item will be shipped to recipient (at exhibitor's expense) after ACE.

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

CONTACT INFORMATION

Company _____

Name _____ Title _____

Phone _____ E-mail _____

Address _____

City _____ State _____ Zip _____





GRAND PRIZE CONTRIBUTION FORM

FORM DUE: APRIL 27, 2023

The Grand Prize Giveaway is awarded to one individual at the Annual Conference & Expo. Registered ACE attendees can submit a ticket and enter the chance to win a free registration to the 2024 ANFP Annual Conference & Expo in Reno, NV. The giveaway will take place during the Board Mixer on June 27. Attendees will have an entry ticket attached to their ACE badge. The ticket must be filled out and dropped in the spinning barrel inside the Expo Hall prior to the giveaway.

GRAND PRIZE

FREE registration to the:

2024 Annual Conference & Expo
June 10-13, 2024
Grand Sierra Resort and Casino
Reno, NV

AND

A credit toward hotel and travel expenses.

ANFP GRAND PRIZE (PRIZE GIVEAWAY HELD AT THE BOARD MIXER ON JUNE 27)

☐ 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 _____



For Marriott International North American Managed
Properties Only

**FOOD WAIVER AND INDEMNIFICATION
AGREEMENT FOR SERVING NON-HOTEL FOOD IN
AN EXPO BOOTH (PATRON AGREEMENT)**

NEW ORLEANS MARRIOTT

(Hotel's Name)

HOTEL POLICY

It is the policy of this Hotel to discourage Hotel patrons from purchasing or serving food from sources other than the Hotel and from using the Hotel kitchen facilities to prepare and/or 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 or serving 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 accept all financial responsibility for any claims arising from serving outside food and 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 from sources other than hotel or by persons other than Hotel employees or improper and unsafe handling or storing of food taken off hotel property.

INDEMNIFICATION

Patron agrees to accept all financial responsibility arising from serving outside food, and 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 or improper and unsafe handling or storing of food taken off hotel property.

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: _____

EXPO BOOTH NUMBER: _____

Dated: _____, 20____

Marriott International- Updated 2022



HOTEL KITCHEN ACCESS REQUIREMENTS FORM

FORM DUE: APRIL 27, 2023

Exhibitors who require assistance with freezer/refrigerator storage of products, heating/cooking preparation of products, or other specialized needs must complete this form and return it to Julie Rogers at jrogers@ANFPonline.org.

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 exhibit.

☐ I require the following kitchen access needs for my exhibit, as described below:



FLOOR PLAN

TUESDAY, JUNE 27 | 8:00 A.M. - 12:30 P.M.

