



ANFP

REGIONAL MEETING

SEPTEMBER 28-29, 2023

COSTA MESA, CA

PACKET DUE: AUGUST 28, 2023

2023 COSTA MESA REGIONAL MEETING EXHIBITOR REGISTRATION PACKET

MEETING DATES

September 28-29, 2023

EXPO DATE

September 28, 2023

LOCATION

Hilton Orange County/Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626
(714) 540-7000



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' table with two chairs and a wastebasket. Those exhibitors who purchased two tables will be provided with two 6' 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 28, 2023 | 8:00 a.m. - 3:00 p.m.

Expo Hours: Thursday, September 28, 2023 | 3:30 p.m. - 5:30 p.m.

Dismantle Time: Thursday, September 28, 2023 | 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 25, 2023**. Boxes should be addressed as follows:

Hilton Orange County/Costa Mesa
ANFP
Attn: Maribel Ponce
3050 Bristol Street
Costa Mesa, CA 92626
Box Count (e.g. 1 of 2, 2 of 2)
Hold for: Exhibitor Name/Contact Name

PRE-EVENT SHIPPING

Package storage and handling fees will apply as follows:

- Boxes 0 lbs - 5 lbs @ \$5.00 each
- Boxes 6 lbs - 20 lbs @ \$10.00 each
- Boxes 21 lbs - 50 lbs @ \$15.00 each
- Boxes over 50 lbs @ \$25.00 each
- Pallets @ \$75.00 each

Total and then add 7.75% tax.

If you plan to ship materials to the hotel, please complete the Exhibitor Shipping/Authorization Form included at the end of this packet and return it directly to the hotel.

HOTEL INFORMATION

Hilton Orange County/Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626
(714) 540-7000

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

HOTEL CUT-OFF

The reservation link allows for bookings over the dates of Wednesday, September 27, 2023 and Thursday, September 28, 2023, with a check-out date of Friday, September 29, 2023. The special discounted room rate of \$169/ night is only available through **Wednesday, September 6, 2023** or until the room block is filled. After that date or once the room block is full, the room block will no longer be active.

Please note: ANFP is not utilizing outside housing companies to make hotel reservations for the upcoming 2023 Costa Mesa 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 Hilton Orange County/Costa Mesa or have general Regional Meeting questions, please contact Julie Rogers at jrogers@ANFPonline.org or call (800) 323-1908 ext. 134.

TRANSPORTATION

For transportation information, please click [here](#).

EXHIBITOR BADGE REGISTRATION

Each exhibit table includes two exhibit staff registrations. You must pre-register all exhibitor staff representatives who will be manning your tabletop exhibit. Please see the enclosed form for registering your booth personnel.

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.

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 Costa Mesa Regional Meeting webpage. If you wish to submit a new paragraph, please send your 25-40 word company description to jrogers@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!

IMPORTANT!

HILTON ORANGE COUNTY/COSTA MESA IS A UNION HOTEL

For those that are unfamiliar with working events at union hotels, please note that based on local union jurisdictions, additional charges may apply for certain services. Those services include, but are not limited to, electrical and audiovisual needs, food and beverage (e.g. serving samples in your booth), etc. Please be sure to provide as much detail as possible on the requirements for your booth so you can avoid any unanticipated charges onsite.

ELECTRICAL/AUDIOVISUAL ORDERING IN ADVANCE

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

HOTEL KITCHEN ACCESS REQUIREMENTS

For those exhibitors that will be serving food and/or need access to 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. In order to avoid additional charges, when possible, samples should be pre-packaged or 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 mobile 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.

INSURANCE COVERAGE

Please note, all exhibitors need to provide ANFP with a Certificate of Insurance (COI) indicating liability coverage and product coverage. Your insurance company should be able to provide the certificate, listing ANFP and the Hilton Orange County/Costa Mesa as the Certificate Holder.

ANFP & Hilton Orange County/Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626

Please return the form to ANFP Headquarters no later than **August 28, 2023**. Please e-mail
4 to Julie Rogers at jrogers@ANFPonline.org.

QUESTIONS FOR THE HOTEL

Should you have any questions about logistics, our contact person at the Hilton Orange County/Costa Mesa is Maribel Ponce. Maribel may be reached at Maribel.Ponce@hilton.com or by phone at (714) 438-4923.

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. ANFP thanks you for your support!

PLEASE COMPLETE AND SUBMIT THE FOLLOWING:

Exhibitor Badge Registration Form - Page 6

Electrical Access/Audiovisual Equipment Order Form - Page 7

Hotel Kitchen Access Requirements Form - Page 8

Exhibitor Shipping/Authorization Form (Please send this form directly to the hotel) - Page 9



EXHIBITOR BADGE REGISTRATION FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by August 28, 2023.

Please indicate the individuals who will be in attendance at your tabletop exhibit. Registration badges will be prepared in advance and may be obtained at the registration desk. Badges will not be mailed.

For every tabletop exhibit an exhibiting company is entitled to badges for two representatives.

EXHIBITOR COMPANY NAME: _____

1. REPRESENTATIVE

Name: _____

City/State: _____

E-mail: _____

2. REPRESENTATIVE

Name: _____

City/State: _____

E-mail: _____



ELECTRICAL ACCESS/AUDIOVISUAL EQUIPMENT ORDER FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by August 28, 2023.

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



HOTEL KITCHEN ACCESS REQUIREMENTS FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by August 28, 2023.

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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
☐ I will be serving food and/or beverages at my tabletop exhibit

Please describe below the food/beverages you plan to serve and/or your hotel kitchen access needs (if applicable):

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



EXHIBITOR AUTHORIZATION FORM –

Please FAX completed form to 714.438.4993 Attn: Catering or email to

maribel.ponce@hilton.com

If you have any questions please call 714.438.4923

This form constitutes an authorization to process my credit card for any payment required for the stated person(s) as indicated below.

EXHIBITOR NAME: _____ BOOTH # _____

CONTACT: _____

TELEPHONE #: _____ FAX #: _____

CREDIT CARD: _____ CC# _____ EXPIRATION: _____
(Type)

CARDHOLDER (Name as Imprinted on Card): _____

BILLING / PAYMENT:

QTY

Total \$

_____ Boxes 0lbs-5lbs @ \$5.00 each	_____
_____ 6lbs-20lbs @ \$10 / 21lbs-50lbs @ \$15	_____
_____ Over 50lbs @ \$25.00 each	_____
_____ Pallets @ \$75.00 each	_____

TOTAL

add 7.75% tax.

Shipping Instructions:

*Hilton Orange County/ Costa Mesa
3050 Bristol Street
Costa Mesa, CA 92626*

Please be sure to include the following information on labels:

- **“Group Name Goes Here”**
- **“Attn: Name of Guest”**
- Box Count (eg. 1 of 2, 2 of 2)
- Exhibitor Name
- On-Site Contact Name
- Booth Number (if available)

FULL PAYMENT FEES.

I hereby authorize payment for All Charges for services to be provided by the Hilton Costa Mesa for the event date(s) stated above. I understand that an approval will be obtained for total charges and a receipt will be mailed. Any remaining balance resulting from additional charges on the day of your event are due and payable upon completion of the function.

I understand if no other arrangements for billing have been established by the completion of the function, all charges will be automatically be processed on the above stated credit card.

Special Handling Requests:

GROUP/COMPANY AUTHORIZED SIGNATURE

DATE