



ANFP
REGIONAL MEETING

APRIL 20 - 21, 2023

MILWAUKEE, WI

PACKET DUE: MARCH 27, 2023

2023 MILWAUKEE REGIONAL MEETING EXHIBITOR REGISTRATION PACKET

MEETING DATES

April 20-21, 2023

EXPO DATE

April 20, 2023

LOCATION

Hyatt Regency Milwaukee
333 W. Kilbourn Ave.
Milwaukee, WI 53203
(414) 216-1234



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, April 20, 2023 | 8:00 a.m. - 3:00 p.m.

Expo Hours: Thursday, April 20, 2023 | 3:30 p.m. - 5:30 p.m.

Dismantle Time: Thursday, April 20, 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, April 17, or a \$50 per day storage fee will apply. Boxes should be addressed as follows:

Hyatt Regency Milwaukee

ATTN: Ashley Wolfe

Hold for [Hotel Guest Name]

ANFP Spring Regional Meeting - April 20, 2023

333 W. Kilbourn Ave.

Milwaukee, WI 53203

PRE-EVENT SHIPPING

Package storage and handling fees will apply as follows:

- Overnight letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or less): \$5.00
- Medium Box (Previous dimensions up to 20" x 20" x 14"): \$7.00
- Large Box (Previous dimensions up to 48" x 15" x 15"): \$15.00
- Case (Any container larger than 48" x 15" x 15"): \$25.00
- Small Pallet (48" x 40" or less): \$100.00
- Large Pallet (48" x 40" or more): \$250.00

POST-EVENT SHIPPING

If you plan to ship boxes from the hotel after the event, the following handling fees will apply in addition to charges from your shipping service:

- Overnight letters or SoftPacks: No Charge
- Small Box (12" x 12" x 10" or less): \$3.00
- Medium Box (Previous dimensions up to 20" x 20" x 14"): \$5.00
- Large Box (Previous dimensions up to 48" x 15" x 15"): \$10.00
- Case (Any container larger than 48" x 15" x 15"): \$15.00
- Small Pallet (48" x 40" or less): \$100.00
- Large Pallet (48" x 40" or more): \$250.00

HOTEL INFORMATION

Hyatt Regency Milwaukee

333 W Kilbourn Ave.
Milwaukee, WI 53203
(414) 276-1234

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

HOTEL CUT-OFF

Discounted room rates are available until **Wednesday, March 29, 2023**, 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 2023 Milwaukee 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 Hyatt Regency Milwaukee or have general Regional Meeting questions, please contact Julie Rogers at 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 no later than **Monday, March 27, 2023**. 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 name and e-mail addresses. Each booth representative will also need to sign and return a Health & Safety Wavier form no later than **Monday, March 27, 2023**.

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 Milwaukee 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! HYATT REGENCY MILWAUKEE 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 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. 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.

OUTSIDE CATERER INDEMNIFICATION AND WAIVER FORM

All exhibitors that are planning to serve food at 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.

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 Hyatt Regency Milwaukee as the Certificate Holder.

ANFP & Hyatt Regency Milwaukee
333 W. Kilbourn Ave.
Milwaukee, WI 53203

Please return the form to ANFP Headquarters no later than March 27, 2023. Please e-mail to Julie Rogers at jrogers@ANFPonline.org.

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:

ANFP Health & Safety Waiver - Page 6

Electrical Access/Audiovisual Equipment Order Form - Page 7

Hotel Kitchen Access Requirements Form - Page 8

Outside Caterer Indemnification and Waiver Form - Page 9



ANFP HEALTH & SAFETY WAIVER & ASSUMPTION OF RISK

Please return this completed form (one per booth staff member) to Julie Rogers, jrogers@ANFPonline.org by March 27, 2023.

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 by 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

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by March 27, 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 March 27, 2023.

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Milwaukee, WI 53203

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:

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

OUTSIDE CATERER INDEMNIFICATION AND WAIVER

This Agreement is made and entered into as of _____ [date], by and between the legal owner of the _____ (hereinafter referred to as "Hotel") and _____ (hereinafter referred to as "Caterer").

1. DESCRIPTION OF CATERED EVENT ("Event")

- **Event Name:** ANFP 2023 Regional Meeting (Milwaukee, WI)
- **Caterer Phone:** _____
- **Caterer E-Mail Address:** _____
- **Caterer Mailing Address:** _____
- **Event Dates:** _____
- **Event Time:** _____

2. EQUIPMENT: Caterer will be responsible for coordinating the delivery, setting up, cleaning and returning of any equipment needed to provide services for the Event. Caterer agrees that the Hotel and its employees will not be responsible for damage to or loss of equipment brought by the Caterer to the Hotel for use at the Event. Hotel not responsible for providing any equipment, except as specifically agreed by the Hotel in writing. Unless otherwise agreed, Caterer will be responsible for the set-up of all Hotel-provided equipment.

3. INDEMNIFICATION: Caterer shall indemnify, defend and hold harmless the Hotel, its owners, managers, franchisors, affiliates, and their officers and directors, partners, employees and agents from and against any and all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of services and presence of Caterer's employees, representatives and agents at the Hotel or anyone for whose acts they may be liable, including subcontractors and sub-subcontractors, their representatives and agents, regardless of whether or not such claims, damages, losses and expenses are caused in part by a party indemnified hereunder.

4. INSURANCE: Caterer further agrees to provide, pay for, and maintain in full force and effect, the insurance outlined herein, covering claims arising out of or in connection with the work or service performed by or on behalf of the Caterer for the Event. Caterer shall cause any and all subcontractors, sub-subcontractors, or anyone directly or indirectly employed by any of them, or by anyone for whose act any of them may be liable, to purchase and maintain insurance of the type outlined herein. In the event that a subcontractor or sub-subcontractor fails to purchase insurance or if such insurance policy provides inadequate coverage for claim or is depleted due to prior, unrelated claims, Caterer agrees to indemnify the Hotel, its owners, managers, franchisors, affiliates, officers and directors, partners, employees and agents against claims arising from the actions of said subcontractor or sub-subcontractor. Caterer's insurance coverage shall be primary and non-contributory to insurance carried by the Hotel, its owners, managers, and franchisors.

4.1. COMMERCIAL GENERAL LIABILITY: Caterer shall maintain commercial general liability insurance covering all operations by or on behalf of the Caterer on an occurrence basis against claims for personal injury (including bodily injury and accidental death) and property damage (including loss of use). Such insurance shall provide minimum limits and coverage as follows:

Minimum Limits:

- \$1,000,000 Each Occurrence (Combined Single Limit Bodily Injury and Property Damage)
- \$2,000,000 General Aggregate
- \$2,000,000 Products/Completed Operations Aggregate

Coverages:

- 1986(or later) ISO Commercial General Liability Form (Occurrence Form)
- Waiver of Subrogation in favor of the Hotel and the Hotel's manager.
- Hotel, hotel operator and owner shall be named as an Additional Insured.

4.2 WORKER'S COMPENSATION: Caterer shall maintain worker's compensation insurance covering all persons employed by or on behalf of the caterer which complies with the applicable workers' compensation laws in the applicable State.

[OPTIONAL] if Caterer providing liquor:

4.3 LIQUOR LIABILITY: Caterer shall maintain liquor liability insurance covering all operations by or on behalf of the Caterer on an occurrence basis against claims for personal injury (including bodily injury and accidental death) and property damage (including loss of use). Such insurance shall provide minimum limits and coverage as follows:

Minimum Limits:

- \$5,000,000 Each Occurrence (Combined Single Limit Bodily Injury and Property Damage)

Coverages:

- Waiver of Subrogation in favor of the Hotel and the Hotel's manager.
- Hotel, manager and owner shall be named as an Additional Insured.
- Coverage may be purchased separately or added to the Commercial General Liability Policy by endorsement.

5. PROOF OF INSURANCE: Before Caterer performs work at or on Hotel premises or delivers supplies to Hotel, Caterer shall furnish the Hotel with certificates of insurance evidencing the coverages outlined above and the Other Insurance Provisions outlined below. Insurance is to be placed with insurers with a Best's rating of no less than A-VII. No such policy shall be cancelable or modified except after thirty (30) days written notice to the Hotel. Caterer shall maintain all of the foregoing insurance coverages in full force and effect until the work or service is fully completed. The requirements for carrying the foregoing insurance shall not release Caterer from the provision for indemnification of the Hotel by the Caterer herein.

6. OTHER INSURANCE PROVISIONS: Aimbridge Parent, Inc., the legal owner of the Hotel, and each of their owners, managers, franchisors, affiliates, officers and directors, partners, employees and agents shall be named as additional insureds on all policies with respect to liability arising out of the services performed by or on behalf of Caterer at the Event. Caterer's insurance shall be primary insurance over any insurance carried by the Hotel.

7. COMPLIANCE WITH RULES, LAWS AND REGULATIONS: Caterer agrees to abide by the Hotel's regulations and policies including but not limited to security regulations and to comply with all local, State and Federal laws in performing services for the Event. Caterer's employees, representatives, agents or subcontractors are not permitted to enter any guest rooms or guest room floors unless specifically provided under this Agreement as a part of the event services.

8. ASSIGNMENT: Caterer shall not assign or transfer its rights and obligations under this Agreement.

9. PERSONNEL: All personnel provided by Caterer shall be considered employees of Caterer or one of Caterer's subcontractors. Caterer shall defend, indemnify and hold Hotel harmless for any costs or liability arising from the employment status of its personnel.

10. ENTIRE AGREEMENT: The terms and conditions of this Agreement represent the entire understanding between the parties. No prior verbal or written agreements shall have any force or effect. The parties may revise this Agreement only in writing executed by authorized representatives of each party. To the extent that anything in the attachments or any other document conflicts with the terms of this Agreement, the terms of this Agreement will control.

11. NOTICE: All notices, offers, acceptances, requests and other communications hereunder shall be in writing and shall be deemed sufficient if hand delivered (against receipt) or sent by a commercially recognized express delivery service (e.g. FedEx or UPS), or certified or registered U.S. Mail, postage prepaid, to the Caterer Contact, at the address for the Caterer Contact, both identified on the first page of this Agreement; or, if to Hotel, to the street address of the Hotel premises to the attention of its General Manager, with a required copy to Aimbridge Hospitality, 5301 Headquarters Drive, Plano, Texas, 75024

Attn: General Counsel. Hotel may change Hotel's designated contact at any time upon notice. Hotel will not be bound by any notice unless delivered to Hotel in the manner specified herein.

12. CHOICE OF LAW/VENUE: This Agreement will be interpreted in accordance with the laws of the state or province in which Hotel premises is located, without giving effect to any conflict-of-law principles thereof that would result in application the laws of any other state or province.

IN WITNESS WHEREOF, Hotel and Caterer have executed this Agreement in manner and form sufficient to bind them as of the date and year set forth on page one of this Agreement.

The Legal Owner Entity of _____ ,
through its Agent

By: _____
Name: _____
Title: _____
Date: _____

By: _____
Name: _____
Title: _____
Date: _____