



**PACKET DUE: MARCH 14, 2024**

## **2024 CLEVELAND REGIONAL MEETING EXHIBITOR REGISTRATION PACKET**

### **MEETING DATES**

April 18-19, 2024

### **EXPO DATE**

April 19, 2024

### **LOCATION**

Cuyahoga Community College  
Hospitality Management Center at Public Square  
180 Euclid Ave.  
Cleveland, OH 44114



# 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 **5'** table with two chairs. Wastebaskets will be available throughout the Expo area. **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:** Friday, April 19, 2024 | 8:00 a.m. - 10:30 a.m.

**Expo Hours:** Friday, April 19, 2024 | 11:00 a.m. - 12:00 p.m. & 1:00 p.m. - 2:00 p.m.

**Dismantle Time:** Friday, April 19, 2024 | 2:00 p.m. - 4:00 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 one-hour break for lunch between groups. Though there is a security officer present at the front of the building where the Expo will take place, we highly recommend that you don't leave behind any valuables during the hour-long lunch break.

Exhibitors are also welcome to attend the networking reception with a cash bar and light hors d'oeuvres on Thursday, April 18, 5:30 p.m. - 6:45 p.m. (the evening before the Expo) where they can mingle with attendees.

## SHIPPING MATERIALS IN ADVANCE

Storage space is limited. Booth items may be shipped to the venue to arrive **no earlier than Friday, April 12, 2024**. Boxes should be addressed as follows:

Cuyahoga Community College  
ATTN: Bill Scully  
180 Euclid Ave.  
Cleveland, OH 44114  
Box Count (e.g. 1 of 2, 2 of 2)  
Hold for: ANFP/Exhibitor Name/Contact Name

For return shipments, there is no Business Center on premise, but there is a FedEx Office 0.5 mile from the venue.

## HOTEL INFORMATION

There are several hotels that are within walking distance of the venue. Here are a few options, but there are more!

[Residence Inn by Marriott](#)  
[Hyatt Regency Cleveland at the Arcade](#)  
[Holiday Inn Express Cleveland Downtown](#)

[Drury Plaza Hotel Cleveland Downtown](#)  
[Kimpton-Schofield](#)  
[Metropolitan at the Nine](#)

Please note: ANFP is not utilizing outside housing companies to make hotel reservations for the upcoming 2024 Cleveland Regional Meeting. Please be cautious if contacted by a company claiming to be a housing provider for ANFP. If you have questions about making hotel reservations or any general Regional Meeting questions, please contact Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) or call (800) 323-1908 ext. 134.

## **LOCATION/PARKING**

For a map of the area, please click [here](#). If you plan to park at the venue, please see the attached [parking instructions](#).

## **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](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 Cleveland 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).

## **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!

## **ELECTRIC ACCESS**

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

## **SERVING FOOD/KITCHEN ACCESS**

For those exhibitors that will be serving food and/or need access to a kitchen at the venue, for things like refrigeration, water, etc., please complete the form in this packet. This form should be e-mailed to [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org). When possible, samples should be pre-packaged or individually wrapped. For kitchen needs, the venue will work with exhibitors on an individual basis. If you don't require 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 the Eventsential 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 Cuyahoga Community College as the Certificate Holder.

ANFP & Cuyahoga Community College  
Hospitality Management Center at Public Square  
180 Euclid Ave.  
Cleveland, OH 44114

Please return the form to ANFP Headquarters **no later than March 14, 2024**. Please e-mail to Julie Rogers at [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org).

## **QUESTIONS FOR THE VENUE**

Should you have any questions about logistics, our contact person at the Cuyahoga Community College is Bill Scully. Bill may be reached at [William.Scully@tri-c.edu](mailto:William.Scully@tri-c.edu) or by phone at (216) 987-3430.

## **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!

## **PLEASE COMPLETE AND SUBMIT THE FOLLOWING:**

**Exhibitor Badge Registration Form - Page 5**

**Electric Access Form - Page 6**

**Serving Food/Kitchen Access Form - Page 7**



# EXHIBITOR BADGE REGISTRATION FORM

*Please return this completed form to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by March 14.*

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.

**Photography & Filming Waiver:** Professional photographs, audio, and video will be captured during the Conference. Exhibitors hereby grant ANFP and its representatives permission to photograph and/or record them at the Conference, and distribute (both now and in the future) Exhibitors' images or voices in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

We accept

**EXHIBITOR COMPANY NAME:** \_\_\_\_\_

## 1. REPRESENTATIVE

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

City/State: \_\_\_\_\_

E-mail: \_\_\_\_\_

## 2. REPRESENTATIVE

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

City/State: \_\_\_\_\_

E-mail: \_\_\_\_\_





# ELECTRIC ACCESS FORM

Please return this completed form to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by March 14.

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**Cleveland, OH 44114**

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

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

[  ] I do not have electrical access needs for my tabletop exhibit. **If checked, STOP HERE.**

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

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

Please describe your electrical access needs for your tabletop exhibit:

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



# SERVING FOOD/KITCHEN ACCESS FORM

Please return this completed form to Julie Rogers, [jrogers@ANFPonline.org](mailto:jrogers@ANFPonline.org) by March 14.

**ANFP Regional Meeting & Expo  
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Cuyahoga Community College  
Hospitality Manager at Public Square  
180 Euclid Ave.  
Cleveland, OH 44114**

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

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

Address \_\_\_\_\_

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

Phone \_\_\_\_\_

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

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

- I will be serving food and/or beverages at my tabletop exhibit (please describe below)
- I will NOT be serving food and/or beverages at my tabletop exhibit
- I have kitchen access needs for my tabletop exhibit (please describe below)
- I do NOT have kitchen access needs for my tabletop exhibit

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

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