

PACKET DUE:

SEPTEMBER 10, 2025

2025 HOT SPRINGS REGIONAL MEETING EXHIBITOR REGISTRATION PACKET



MEETING DATES
October 9-10, 2025

EXPO DATE October 9, 2025

LOCATION

Hot Springs Convention Center & Bank of the Ozarks Arena 134 Convention Boulevard Hot Springs, AR 71901



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. 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, October 9, 2025 | 10:00 a.m. - 12:00 p.m. **Expo Hours:** Thursday, October 9, 2025 | 12:00 p.m. - 1:30 p.m. **Dismantle Time:** Thursday, October 9, 2025 | 1:30 p.m. - 3:00 p.m.

Unlike previous years, all attendees will attend the 90-minute Expo at the same time. After exhibitors tear down their booths, they are welcome to stay and attend a networking event later in the evening. Additional details will be available on our <u>website</u>, so check back regularly for more information.

SHOW CONTRACTOR/DECORATOR

Southwest Design & Display has been chosen as our official contractor/decorator for this year's Fall Regional Meeting. In this packet, you will find the form needed to access any additional items for your booth including shipping details.

SHIPPING MATERIALS IN ADVANCE

The Hot Springs Convention Center is not able to accept any direct shipments. We highly encourage exhibitors to ship items either to their hotels (and hand carry them to the HSCC) or to the Southwest Design & Display's advance warehouse.

If shipping to the advance warehouse, note that freight is charged at a rate of \$90 per 100 lbs., with \$90 being the minimum. This includes incoming and outgoing freight together in a single charge.

You will also need to complete the Vendor Form on the Southwest Design & Display website: https://southwestdd.com/vendor-form/. Boxes should arrive no later than **Thursday, October 2**, to avoid a penalty. You must address the boxes as follows:

Southwest Design
1310 Jackman St.
Benton, AR 72015
Box Count (e.g. 1 of 2, 2 of 2)
HOLD FOR: ANFP Fall Regional Meeting, [Exhibiting Company Name]
October 9, 2025

HOTEL INFORMATION

There are two hotels located within walking distance of the Hot Springs Convention Center. Both offer a complimentary breakfast.

Embassy Suites by Hilton Hot Springs Hotel & Spa 400 Convention Boulevard Hot Springs, AR 71901 501.624.9200 Hotel Website Hotel Hot Springs 305 Malvern Avenue Hot Springs, AR 71901-5445 877.623.6697 Hotel Website

For more information, visit the ANFP website.

Please note: ANFP does not work with third party housing companies. If you receive a solicitation from an organization claiming to represent ANFP for hotel reservations, please gather as much information as possible and <u>contact ANFP</u> directly.

TRANSPORTATION

For transportation information, please <u>click here</u> and scroll down to the Transportation section.

EXHIBITOR BADGE REGISTRATION

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

COMPANY LISTING ON THE ANFP WEBSITE/MOBILE APP

The ANFP website/mobile app 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 Fall Regional Meeting webpage. Please see the enclosed form to update or approve your listing.

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.

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. Additionally, we will need a .PNG version with a transparent background. Thank you for your cooperation!

ELECTRIC ACCESS

Any electric access necessary for your tabletop must be arranged in advance. Please complete the Electric Access Requirements form in this packet. If you need electricity at your booth, you will also need to complete the Hot Springs Convention Center Order Form on page 10. If you don't need electric access, check the appropriate box on the Electric Access Requirements Form and return it.

SERVING FOOD

Regardless of your plans to serve food, please complete the Serving Food Form in this packet. If you are not serving food, you can indicate that on the form. This form should be e-mailed to jrogers@ANFPonline.org.

Samples should be 2 ounces or less, pre-packaged or individually wrapped. There will be no kitchen access at this venue. Any type of activity that would normally require kitchen access will have to be done at your tabletop booth.

While kitchen access is not available onsite, you're welcome to use your own heating devices at your booth with these considerations:

Appliance Use & Open Flame Guidelines

- Sterno usage (with chafing dishes) is allowed at your booth.
- Use of other butane or open flame equipment, however, is only permitted on the loading dock.
- If butane or open flame equipment (other than sterno) is used, flat cardboard must be placed underneath the equipment to catch any potential grease splatter.
- A grease barrel will be available on the loading dock for proper disposal.

Power Requirements

- Vendors will need to purchase power for any appliances that require electricity.
- It's important that you request the correct power specifications to avoid overloading and tripping a breaker.

Water, Ice and Dishwashing

• Please note that the venue does not provide access to water, ice, or a sink for dishwasing.

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.

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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 Hot Springs Convention Center & Bank of the Ozarks Arena as the Certificate Holder.

ANFP & Hot Springs Convention Center & Bank of the Ozarks Arena 134 Convention Boulevard Hot Springs, AR 71901

Please return to ANFP Headquarters by e-mail (<u>jrogers@ANFPonline.org</u>) no later than September 10, 2025.

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QUESTIONS FOR THE VENUE

Should you have any questions about logistics, our contact person at the Hot Springs Convention Center is Miranda Diaz-Kuchel. Miranda may be reached at mkuchel@hotsprings.org.

THANK YOU FOR PLANNING TO EXHIBIT!

If you have any questions, please don't hesitate to reach out to Julie Rogers at jrogers@ANFPonline.org or call 630.587.6345. ANFP thanks you for your support!

PLEASE COMPLETE AND SUBMITTHE FOLLOWING:

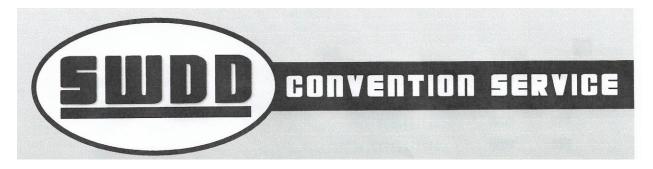
Exhibitor Badge Registration Form -- Page 7

Website/Mobile App Listing Form -- Page 8

Electric Access Requirements Form -- Page 9

Hot Springs Convention Center Electric Access Order Form (if applicable) -- Page 10

Serving Food Form -- Page 11



Southwest Design and Display 1310 Jackman St. Benton AR 72015

(501) 376-9114 Office@southwestdd.com www.southwestdd.com

ANFP 2025 at The Hot Springs Convention Center

Accessories and freight orders can be placed online at www.southwestdd.com under the vendor form tab.

Orders must be placed NO LATER than Sept. 30, 2025

FREIGHT MUST ARRIVE NO LATER THAN Oct. 2, 2025, BY 3 PM

Shipping address is: 1310 Jackman Rd. Benton AR 72105

Freight instructions:

When placing the freight order please be sure to enter how many units of freight we should expect and a total weight.

Freight should be labeled with conference name "ANFP" and your company name as it appears on your booth sign.

At the end of the conference, please package contents, tape up, and attached your return shipping label. **Southwest Design DOES NOT provide return labels.** Leave the freight in your booth and Southwest Design will collect it at the end of the conference.

Exhibitors are responsible for scheduling the pickup of the freight from Southwest Designs office 2 business days after the conclusion of the conference.

If you have any questions, please contact Amanda at (501) 376-9114 or office@southwestdd.com



EXHIBITOR BADGE REGISTRATION FORM

Please return this completed form to Julie Rogers, <u>jrogers@ANFPonline.org</u>, by September 10.

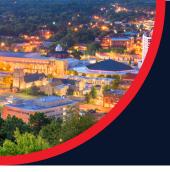
Please indicate the individuals who will be in attendance at your tabletop exhibit. Registration badges will be prepared in advance and may be obtained at the registration desk. Badges will not be mailed.

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

XHIBITOR COMPANY NAME:
REPRESENTATIVE
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WEBSITE/MOBILE APP LISTING FORM

Please return this completed form to Julie Rogers, <u>irogers@ANFPonline.org</u>, by September 10.

COMPANY INFORMATION
Company Name:
Address:
City/State/Zip:
Phone:
Website:
In order to be listed accurately in the Fall Regional Meeting mobile app, please describe your tabletop exhibit in 40 words or less. We must receive your listing by September 10, 2025.
If you have exhibited with us in the past, your description is currently on the <u>Fall Regional Meeting</u> <u>Exhibitors page</u> . Please choose your selection below:
[] Please use our listing from a previous meeting that is currently on this page.
[] Do not use the previous listing. I have a new listing to provide below.
Please describe your exhibit in 40 words or less:



ELECTRIC ACCESS REQUIREMENTS FORM

Please return this completed form to Julie Rogers, <u>irogers@ANFPonline.org</u> , by September 10.
Company Name:
Your Name:
[] I do not have electric access needs for my tabletop exhibit. If checked, STOP HERE.
Address:
City/State/Zip:
Phone:
E-mail Address:
Authorized Signature:
Please describe your electric access needs for your tabletop exhibit:

To secure your electric access requirements, please complete the form on the next page and send it directly to the Hot Springs Convention Center contact.



Electric, Phone & Plumbing Order Form

Hot Springs Convention Center

any name:AR Association	is:		-		
act name:		Phone #:			_
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cannot be supplied until ords oted below cover only the bringi 20 amp, 110 volt outlet. Addition ons. Easy access to utility servic No ope	er form and payment are ng of service to the booth a nal charge will be made if re e panels must be provided a No helium or lig n flames are allowed in th	received. nd do not include wiring. The Hot Springs Conviceptacles are not provided by the exhibitor. Un at all times. Center personnel are authorized to Rates are subject to change without ht gas filled balloons are permitted in the Hote Hot Springs Convention Center (candles notes page are PER EVENT units page are PER EVENT units page are PER EVENT units page are permitted in the Hote Hote Hote Hote Hote Hote Hote Hot	ention Center does not stor der no circumstances shall cut floor coverings to obtain notice of Springs Convention Ce nust be completely enclo	ck receptacles for any anyone other than "ce n access to floor electr enter. sed in a glass globe)	electrical connection enter personnel" mak ical boxes.
QUANTITY	AMPERE	Volts & Phase	Advance Order	Floor Order	AMOUNT
	20 amps	125 Volts (standard outlet)	\$50.00	\$100.00	\$
	20 amps	208 Volt Single Phase	\$70.00	\$140.00	\$
	20 amps	208 Volt Three Phase	\$70.00	\$140.00	\$
	30 amps	208 Volt Single Phase	\$80.00	\$160.00	\$
	30 amps	208 Volt Three Phase	\$100.00	\$200.00	\$
	50 amps	208 Volt Single Phase	\$120.00	\$240.00	\$
	50 amps	208 Volt Three Phase	\$120.00	\$240.00	\$
	100 amps	208 Volt Single or Three Phase	\$300.00	\$600.00	\$
	Power Strip	INCLUDES TAX	\$10.00	\$20.00	\$
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	(Synchronous		\$200.00	\$400.00	\$
	Water hook u Compressed a		\$50.00 \$50.00	\$50.00 \$100.00	\$
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TOTAL					\$
	Visa, Maste	rcard, American Express	and Discover	welcome.	
sa/MC/Am Exp/D	SC #:	CVC:	Expiratio	n date:	
Signature					

Printed Name_ Please make checks payable to: Hot Springs Convention Center Mail Checks to the Event Coordinator as follows: Attn: Miranda Diaz-Kuchel Hot Springs Convention Center, 134 Convention Blvd., Hot Springs, AR 71901 Phone 501-620-5010 * Fax 501-620-5010 mkuchel@hotsprings.org



SERVING FOOD FORM

Please return this completed form to Julie Rogers, <u>irogers@ANFPonline.org</u> , by September 10.
Company Name:
Your Name:
Address:
City/State/Zip:
Phone:
E-mail Address:
Authorized Signature:
Please select one option below (mandatory):
 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
Please describe below the food/beverages you plan to serve (if applicable):