



2026 SPRING REGIONAL MEETING EXHIBITOR REGISTRATION PACKET

PACKET DUE: MARCH 11, 2026

MEETING DATES: APRIL 9-10, 2026

EXPO DATE: APRIL 9, 2026

LOCATION: HILTON GARDEN INN CHANDLER DOWNTOWN

150 SOUTH ARIZONA AVE.

CHANDLER, AZ 85225

(623) 471-8400



REGIONAL MEETING EXPO DETAILS

The Regional Meeting Expo consists of tabletop exhibits, so no pipe and drape will be provided. Each exhibitor will be provided with a 6' table, two chairs, and a wastebasket. Since we don't issue booth numbers for our regional meetings, just look for your company name displayed in the Expo area to find your table. And don't forget to stop by the registration desk to pick up your name badge(s).

EXPO HOURS

Set-Up Time: Thursday, April 9, 2026 | 12:00 p.m. - 3:30 p.m.

Expo Hours: Thursday, April 9, 2026 | 3:45 p.m. - 5:15 p.m.

Dismantle Time: Thursday, April 9, 2026 | 5:15 p.m. - 7:30 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 reception where they can continue to mingle with attendees.

SHIPPING MATERIALS IN ADVANCE

Booth items may be shipped to the hotel to arrive no earlier than **Thursday, April 2**. Storage space is limited.

Boxes should be addressed as follows:

Hilton Garden Inn
150 South Arizona Ave.
Chandler, AZ 85225
C/O **Guest Name**
ANFP Spring Regional Meeting
April 9-10, 2026
Box Count (e.g. 1 of 2, 2 of 2)

A package storage and handling fee of \$10 (plus tax) per item will apply. If you plan to ship materials to the hotel, please contact Alfonso Torres at Alfonso.Torres@hilton.com to complete the credit card authorization form for shipping/handling related charges.

HOTEL INFORMATION

Hilton Garden Inn Chandler Downtown
150 South Arizona Ave.
Chandler, AZ 85225
(623) 471-8400
[Hotel Website](#)

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

The reservation link allows for bookings over the dates of Thursday, April 9, 2026 through Saturday, April 11, 2026, with a discounted rate of \$169/night.

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 contact ANFP directly.

TRANSPORTATION

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

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.

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/MOBILE APP

The ANFP website/mobile app contains a description of each exhibiting company at this [link](#). If your company participated at a past ACE or Regional Meeting, the same company paragraph has been used for the Spring Regional Meeting webpage. Please see the enclosed form to update or approve your listing.

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/AUDIOVISUAL REQUIREMENTS

Any electric or audiovisual needs necessary for your tabletop must be arranged in advance. If you need electric access or audiovisual equipment, please complete the form. If you don't require either, 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 hotel for things like refrigeration, water, etc., please complete the form in this packet. This form should be e-mailed to jrogers@ANFPonline.org. Samples should be 2 ounces or less, pre-packaged or individually wrapped. If you are serving food at your tabletop exhibit, you must complete the Hold Harmless Form on page 9 of the packet and return it to jrogers@ANFPonline.org.

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 Garden Inn Chandler Downtown as the Certificate Holder.

ANFP & Hilton Garden Inn Chandler Downtown
150 South Arizona Ave.
Chandler, AZ 85225

Please return to ANFP Headquarters by e-mail (jrogers@ANFPonline.org) no later than March 11, 2026.

QUESTIONS FOR THE VENUE

Should you have any questions about logistics, our contact person at the Hilton Garden Inn is Alfonso Torres. Alfonso may be reached at Alfonso.Torres@hilton.com.

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 SUBMIT THE FOLLOWING:

Exhibitor Badge Registration Form | Page 5

Website/Mobile App Listing Form | Page 6

Electric Access/Audiovisual Requirements Form | Page 7

Serving Food/Kitchen Access Form | Page 8



EXHIBITOR BADGE REGISTRATION FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org, by March 11.

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

Full Name: _____

This is how it will be printed on the name badge.

City/State: _____

E-mail: _____

2. REPRESENTATIVE

Full Name: _____

This is how it will be printed on the name badge.

City/State: _____

E-mail: _____



WEBSITE/MOBILE APP LISTING FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org, by March 11.

COMPANY INFORMATION

Company Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Website: _____

In order to be listed accurately in the Spring Regional Meeting mobile app, please describe your tabletop exhibit in 40 words or less. We must receive your listing by March 11, 2026.

If you have exhibited with us in the past, your description is currently on the [Spring Regional Meeting Exhibitors Page](#). 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/AUDIOVISUAL REQUIREMENTS FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org, by March 11.

Company Name: _____

Your Name: _____

☐ I do not have electric access or audiovisual needs for my tabletop exhibit.
If checked, STOP HERE.

Address: _____

City/State/Zip: _____

Phone: _____

E-mail Address: _____

Authorized Signature: _____

Please describe your electric access/audiovisual needs for your tabletop exhibit:

Please note: once electric and audiovisual needs are finalized, ANFP will secure these on your behalf. A bill for these charges will be sent after the meeting.



SERVING FOOD/KITCHEN ACCESS FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by March 11.

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 select one option below (mandatory):

- ☐ 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: Should you have kitchen needs, they will be shared with the hotel. If they are able to accommodate, they will contact you directly to finalize arrangements.

**HOLD HARMLESS AGREEMENT FOR RELEASE OF LIABILITY
OUTSIDE FOOD**

The Undersigned hereby requests that (1) Down Town Hotel, LLC, d/b/a Hilton Garden Inn Chandler Downtown("Hotel") allow outside food to be brought into the Hotel by the Undersigned; and (2) the Hotel will not be required to serve or prepare the following food items prepared by the Undersigned or the Undersigned's outside vendor:

(ENTER FOOD ITEMS IN SPACES ABOVE – Attach additional page if necessary)

The Undersigned understands that food items (such as but not limited to seafood obtained from open waters) may contain bacteria or other harmful substances that cannot be detected by Hotel.

Accordingly, the Undersigned agrees that in consideration of Hotel's allowing outside food to be brought into the Hotel provided by the Undersigned that:

(1) The Undersigned assumes all risk of personal injury, illness or death arising out of or resulting from the Undersigned's consumption of food items provided by the Undersigned;

(2) The Undersigned releases, waives and discharges Hotel, Hilton and its owners, subsidiaries and affiliated entities (including Hilton Hotels Corporation) and their respective owners, directors, officers, partners, and employees, and agents (hereafter referred to collectively as the "Releasees") from any and all claims, liabilities, damages, losses, or other expenses of any nature whatsoever for any personal injury, illness, or death (collectively, "claims") arising out of or resulting from the consumption of the food items provided by the Undersigned. This indemnity obligation shall also include reasonable attorneys' fees, investigation costs, and other costs and expenses incurred by Releasees with respect to any claims made against Releasees;

(3) The Undersigned agrees to indemnify and hold the Releasees harmless from any claims released under Paragraph (2) above or incurred by the Releasees in defending against any claims or liabilities released under Paragraph (2) above; and,

(4) The Undersigned agrees that this Release Agreement will be binding on the Undersigned and the Undersigned's executors, administrators, personal representatives, heirs and minor children.

It is understood and agreed that this Hold Harmless Agreement/Release shall not be construed as an admission of liability, and that any such admission is hereby expressly denied.

The Undersigned further states that the Undersigned has carefully read the foregoing Hold Harmless Agreement/Release, understands the contents thereof, and voluntarily signs the same.

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT IS A BINDING CONTRACT TO RELEASE AND WAIVE LEGAL CLAIMS.

By: _____

Name: _____

Title: _____