



PACKET DUE: AUGUST 14, 2024

2024 SPRINGFIELD REGIONAL MEETING EXHIBITOR REGISTRATION PACKET

MEETING DATES

September 18-19, 2024

EXPO DATE

September 18, 2024

LOCATION

Sheraton Springfield Monarch Place Hotel
One Monarch Place
Springfield, MA 01144
(413) 781-1010



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. **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: Wednesday, September 18, 2024 | 8:00 a.m. - 3:00 p.m.

Expo Hours: Wednesday, September 18, 2024 | 3:30 p.m. - 5:30 p.m.

Dismantle Time: Wednesday, September 18, 2024 | 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 venue to arrive no earlier than Friday, **September 13, 2024**. Boxes should be addressed as follows:

Contact Name, Exhibiting Company Name

ATTN: Itzel Vonick

Sheraton Hotel ANFP 2024

One Monarch Place

Springfield, MA 01144

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 complete the Shipping and Receiving Order Form which can be accessed [here](#) or at the end of this packet. Please return it directly to the hotel as noted on the form. Forms must be submitted **no later than Monday, August 26** or a late fee will apply.

HOTEL INFORMATION

Sheraton Springfield Monarch Place Hotel

One Monarch Place

Springfield, MA 01144

(413) 781-1010

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

HOTEL CUT-OFF

The reservation link allows for bookings over the dates of Tuesday, September 17, 2024 through Thursday, September 19, 2024, with a check-out date of Friday, September 20, 2024. The special discounted room rate of \$169/night is only available through **Tuesday, September 3, 2024**, 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 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.

If you have questions regarding the Sheraton Springfield Monarch Place 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](#) and scroll down to the “Getting Here” section for details.

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

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

ELECTRIC ACCESS/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 form and follow the instructions in this packet. 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 venue, 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. For kitchen needs, the venue will try and 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 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 Sheraton Springfield Monarch Place Hotel as the Certificate Holder.

ANFP & Sheraton Springfield Monarch Place Hotel
One Monarch Place
Springfield, MA 01144

Please return the form to ANFP Headquarters by e-mail (jrogers@ANFPonline.org) no later than August 14, 2024.

QUESTIONS FOR THE HOTEL

Should you have any questions about logistics, our contact person at the Sheraton Springfield Monarch Place Hotel is Moira Barden. Moira may be reached at mbarden@sheratonspringfield.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

Electric Access/Audiovisual Order 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 by August 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

Full Name with Credentials (if applicable): _____

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

City/State: _____

E-mail: _____

2. REPRESENTATIVE

Full Name with Credentials (if applicable): _____

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

City/State: _____

E-mail: _____



ELECTRIC ACCESS/AUDIOVISUAL ORDER FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by August 14.

ANFP Regional Meeting & Expo
September 18-19, 2024 (Expo on September 18)
Sheraton Springfield Monarch Place Hotel
One Monarch Place
Springfield, MA 01144

Company Name _____

Your Name _____

[] I do not have electrical 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 electrical access/audiovisual needs for your tabletop exhibit:

To secure your electric access requirements, please complete and submit [this form](#) directly to the hotel.

View the price list for audiovisual equipment needs [here](#). To secure your needs, please contact:
Brandon Voight, Production Manager, 916.462.2702 or brandon@visualsoundprod.com.



SERVING FOOD/KITCHEN ACCESS FORM

Please return this completed form to Julie Rogers, jrogers@ANFPonline.org by August 14.

ANFP Regional Meeting & Expo
September 18-19, 2024 (Expo on September 18)
Sheraton Springfield Monarch Place Hotel
One Monarch Place
Springfield, MA 01144

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):