



Company Information

Company Name

Contact Name

Website

Address

City, State, Zip

Phone

E-mail

Authorized By (Signature)

Date

By signing above, we agree to abide by the 2025 ANFP Annual Conference & Expo Terms and Conditions (see page 2), and we represent that the individual signing this Exhibit Contract is duly authorized to execute this Contract on behalf of the Company named above.

Are you an ANFP Corporate Partner Member? Yes No

Please provide a 25-40 word description of your products and services to be posted on the ACE website/mobile app:

Exhibit Booth Space

This year, exhibitors will select one of two days to display their products and services. Please select your day preference below.

Exhibit Day Preference (Required for both Sponsors and Exhibitors)

- Tuesday, June 24, 2025 (9:00 a.m. - 11:00 a.m.)
 Wednesday, June 25, 2025 (9:00 a.m. - 11:00 a.m.)

** ANFP will do its best to meet your preference for exhibit day, space provided.*

If all booths are not sold, would you be interested in exhibiting for a 2nd day?

- Yes No

Exhibit Booth Only Prices

For companies foregoing Exhibitor/Sponsor Packages, please check off booth space option below.

Corporate Partners

Early Bird Rate (Payment in full by January 31, 2025)

- \$2,600 per 8' x 10' Booth
 \$3,600 per 8' x 20' Booth

Regular Rate

- \$2,800 per 8' x 10' Booth
 \$3,800 per 8' x 20' Booth

Non-members

Early Bird Rate (Payment in full by January 31, 2025)

- \$3,300 per 8' x 10' Booth
 \$4,300 per 8' x 20' Booth

Regular Rate

- \$3,500 per 8' x 10' Booth
 \$4,500 per 8' x 20' Booth

We do not wish to be located near the following companies:

**Although ANFP attempts to accommodate requests regarding placement, we cannot guarantee any particular placement.*

Exhibitor/Sponsor Packages

Please select your sponsor package below (if applicable) or select your booth space preferences separately in the next sections. For a more detailed description of the packages, click [here](#).

Platinum Sponsorship | \$15,200 **Gold Sponsorship** | \$10,200

Sterling Sponsorship | \$7,700 **Bronze Sponsorship** | \$5,200

ACE Sponsorship Enhancements

Please select your ACE Sponsorship Enhancements below (if applicable).

Note: ACE Sponsorship Enhancements are only available to existing Bronze, Sterling, Gold or Platinum sponsors. They can't be reserved on their own. As always, sponsorships are only available to current Corporate Partners in good standing.

Keynote Sponsorship

- Monday (Opening) or** **Wednesday** | \$5,000
 Thursday (Closing) | \$3,000

Tote Bag Sponsorship

- ANFP Supplies the Totebags** | \$3,000
 Sponsor Supplies the Totebags | \$1,500

Other Sponsorships

- Opening Reception Co-Sponsorship** | \$4,000
 Graphic Recording Co-Sponsorship | \$1,000 - \$2,500
 Coffee Break Sponsorship | \$750

Booth Number Preference (Floor Plan available at a later date)

1st Choice _____ 2nd Choice _____ 3rd Choice _____

Space Assignment

- In order to receive Early Bird pricing, booth must be paid in full by January 31, 2025.
- Booth space assignments will begin in April 2025, for all booths paid in full by March 3, 2025.
- Exhibitors will not receive a booth space assignment until their booth is paid in full.

Payment and Cancellation Terms

1. Complete and submit this form to partners@ANFPonline.org.
2. Upon receipt of your completed contract, ANFP will forward an invoice.
3. ANFP accepts payment by credit card or ACH only.
4. Credit card payments may be made by calling 800.323.1908 or online, as long as we have a billing contact on file.
5. To receive Early-Bird rates, booth must be paid in full by January 31, 2025.
6. Cancellations must be made in writing by March 3, 2025. Refund will include fees paid, less a \$200 processing fee.
7. After March 3, 2025, no refunds will be given.
8. Should you need assistance, please call Julie Rogers at 630.587.6345

Questions? Send an e-mail to partners@ANFPonline.org

2025 ANFP Annual Conference & Expo Exhibit Contract Terms and Conditions

1. ANFP

"ANFP" or Expo Management means Association of Nutrition & Foodservice Professionals acting through its Officers, Directors, Committees, Agents or Employee in the management of the Expo.

2. WHO MAY EXHIBIT

The Expo is for firms offering products, equipment, and services which are related to the foodservice industry. Application for Exhibit space must be accompanied by a complete description of products or services to be exhibited. ANFP reserves the right to decline any application for space if, in its sole judgment, the product or services to be shown or demonstrated are unrelated to ANFP purposes. In addition, ANFP reserves the right to not sell exhibit space to any for-profit or non-profit organization whose programs, products, and/or services, in whole or in part, compete with ANFP programs, products, and/or services.

3. SPACE ASSIGNMENT

If the application and payment in full is received by March 3, 2025, priority for choice of booth space will be awarded based on the following:

- Membership status (Corporate Partners vs. non-members)
- Exhibit history with ANFP
- Utility requirements and booth sizes
- Date of receipt of application contract
- Compatibility of exhibitors
- Other factors where applicable

ANFP will make every effort to assign the Exhibitor one of his/her booth choices. However, ANFP reserves the right to make assignments or reassignments as necessary in its sole discretion, and to rearrange the floor plan if ANFP deems it to be in the best interests of the Expo. All contracts received after March 3, 2025 will be processed as they are received.

4. SPACE ASSIGNMENT DATE

Space assignments will be made in March 2025 after full payment by Exhibitor.

5. PAYMENTS, CANCELLATIONS, AND REQUESTS FOR REFUNDS

- To receive Early-Bird pricing, payment in full must be made by 1/31/25.
- Contracts received beginning 2/1/25 will be charged regular booth rates. Payment in full is due before booth assignments will be made.
- All cancellations and requests for refunds must be made in writing.
- Refunds of fees paid, less any delivered sponsorship benefits plus a \$200 processing fee, may be made at ANFP's discretion through March 3, 2025.
- After March 3, 2025, NO refunds will be made.
- Companies with delinquent invoices due to ANFP may be denied space at the Expo until outstanding balances have been paid in full.

6. APPLICATION FOR SPACE

All applications for space must be submitted on the contract form provided by ANFP. E-mail applications to partners@ANFPonline.org.

7. INSTALLATION, DISMANTLING, REMOVAL

- ANFP Service Contractor will be available for installation of exhibits from 1 p.m. - 5 p.m. on June 23, 2025 for Expo Group 1 and from 3 p.m. - 5 p.m. on June 24, 2025 and 7 a.m. - 9 a.m. on June 25, 2025 for Expo Group 2. If no installation activity has begun by 8:00 a.m. on either June 24 or June 25 respectively, at its option, ANFP may authorize set-up of Exhibitor's space and charge Exhibitor for such set-up.
- All exhibits are to remain intact until the close of Expo on June 24, 2025 or June 25, 2025, respectively.
- No exhibit may be dismantled or packing started before the end of Expo on June 24, 2025 or June 25, 2025, respectively.
- Storage of crates, boxes, etc. may be arranged with the ANFP Service Contractor.

8. SHIPPING INSTRUCTIONS

ANFP has made arrangements on behalf of the Exhibitors with the ANFP Service Contractor to receive, store and deliver exhibits directly on set-up day. The Exhibitor Service Kit will contain additional instructions on shipping including shipping dates. Do not ship material directly to the Exhibit Hall. The ANFP Service Contractor will have complete control of all dock and loading facilities.

9. EXHIBITOR BOOTH INCLUSIONS

- The following will be provided to Exhibitors at no additional charge per 8x10 booth:
- 8' high back wall and 36" high side rails draped
 - Carpet
 - One 6' table (draped 3 sides), 2 contour chairs, 1 wastebasket, one 7" x 44" ID sign (single line)
 - Security service
 - Listing in the official Annual Conference & Expo Meeting App
 - Exhibit badges for 4 personnel per 8x10 booth
 - Admittance to Opening Night Reception
 - Admittance to educational sessions when wearing badge/ribbon
 - An Exhibitor Service Kit containing literature, rates and forms for all

labor, services, electrical connections, furnishings, and miscellaneous equipment will be provided to Exhibitors by the ANFP Service Contractor and will be sent to all Exhibitors in April 2025.

10. BOOTH FURNISHINGS

All furnishings for each booth will be handled on a requisition basis from the official ANFP Service Contractor. The Exhibitor is responsible for ordering and paying for additional tables and drapes, chairs and any other furnishings required for his/her booth beyond what ANFP provides.

11. UTILITY REQUIREMENTS

All electrical and utility requirements must be ordered in advance of the Expo. Forms for service will be supplied in the Exhibitor Service Kit.

- Some expo facilities will have access to piped-in water or drains; others do not.
- There is a charge for these services. Payment is made directly to the company providing the service. The order form found in the Exhibitor Service Kit will give the cost of the services offered.

12. LABOR

Union exhibitor labor claims jurisdiction for the installation, dismantling and cleaning of prefabricated exhibits and displays when this work is done by persons other than full time company personnel. Exhibitors handling this work themselves must be prepared to provide proof of full time employment.

13. USE OF SPACE

- Built-up exhibits will not be allowed to exceed the 8' height limitation, except for free-standing equipment, including overhead signs.
- No background shall exceed the 8' height limitation or be permitted to extend forward from the back wall more than one-third the depth of the booth (max. 3'). Display must be positioned so as not to obstruct other Exhibitors.
- All exposed parts of displays or equipment must be finished or covered in a workman-like fashion so they will not present an unsightly appearance when viewed from adjoining booths or aisles.
- Exhibits not conforming to this rule will be covered at the discretion of Expo Management, with the cost of the covering to be borne by the Exhibitor.
- Flashing lights and other distracting or annoying materials are prohibited.
- Expo Management reserves the right to control sound levels on any sound making equipment used by Exhibitors.
- All structural work, such as extra shelving standards, display racks, signs, spotlights, etc., must be approved, and all decorations, drapery and other fabrics must be flame proofed before being used in the decoration of an exhibit.
- Exceptions to the height or depth restrictions may be granted in certain areas of the Expo hall at the discretion of Expo Management. A written description and/or blueprint must be submitted to the ANFP Expo Manager before approval will be considered.
- ANFP reserves the right to restrict demonstrations or entertainment which is objectionable or disruptive to the overall character of the Expo. Demonstrations and/or entertainment using models, professional demonstrations, or company personnel must be carried out within the boundaries of decorum both in content and in costuming.
- SUBLETTING BOOTH SPACE: Exhibitors may not assign, sublet, or apportion all or any part of the space allotted to them to any other company, and may not advertise or display goods and services other than those manufactured, distributed, or sold by them in the regular course of their business.
- UNOCCUPIED SPACE - If Exhibitor's space remains unoccupied on opening day, or if any space is forfeited for failure to pay or any other reason, ANFP reserves the right to rent such space to any other Exhibitor, or use such space in any manner it sees fit. This clause does not, however, entitle the Exhibitor to any refund or affect the original Exhibitor's obligation to pay the full amount of the rental.

14. SELLING IN THE EXHIBIT AREA

- All demonstrations or other sales activities must be confined to the limits of the exhibit booth.
- Distribution of circular or promotional material may be made only within the booth(s) assigned to the Exhibitor presenting such material.
- Non-exhibiting firms will not be permitted to canvass, solicit, hold conferences, or distribute literature or other promotion devices during the Expo.

15. ATTENDANCE/BOOTH PERSONNEL REGISTRATION

- Only individuals or firms who have contracted and paid for space assignments are allowed to exhibit.
- Each Exhibitor shall furnish ANFP with the names of its representatives. For each 8'x10' booth, each Exhibitor is entitled to badges for four (4) representatives.
- The Exhibitor and its representatives are required to wear these identification badges throughout the Expo. The badges are non-transferable. ANFP reserves the right to withdraw the use of any

badge used to gain admission to the Expo and by any person other than the one for whom it was issued.

- If badge allotment is exceeded due to daily personnel changes, request badges for first-day personnel in advance. A new staff member must exchange an existing badge for one in his/her own name at the Expo registration desk.
- False certification of individuals as Exhibitor's representatives, misuse of Exhibitor's badges or any other method or device used to assist unauthorized persons to gain admission to the Expo floor will be cause for expulsion of Exhibitor and/or removal of exhibit without notice and without refund.
- Representatives of non-exhibiting firms who are prospective exhibitors may attend the Expo on a prearranged basis with the Expo Manager and are restricted to visiting privileges only.
- No minor younger than 18 years of age will be admitted. Those 18 and over must be a registered attendee.
- ANFP reserves the right to refuse to admit and to eject from the Expo hall or from any space therein any objectionable or undesirable person or persons, and the Exhibitor, for himself, his employees and agents, hereby waives any right and all claim for damages against ANFP.

16. CARE AND SAFETY

- The Exhibitor must, at their expense, neatly maintain and keep in good order the exhibit space contracted for. Special cleaning services for the booths are available through the ANFP Service Contractor.
- Exhibitors, or their agents, shall not injure or deface the walls or floors of the buildings, the booths, or the equipment in the booths. When such damage occurs, the Exhibitor is liable to the owner of the property so damaged.
- Flammable or other dangerous fluids, substances, material, equipment or other items, the use of which is in violation of city, county or state laws or regulations, may not be used in any booth. The Exhibitor must use flame-resistant decorative material.
- All materials, installations, and operations of Exhibitor must comply with the requirements of all inspection and other governmental authorities having jurisdiction and all applicable laws, ordinances, and regulations.
- At the conclusion of the Expo, the Exhibitor must surrender space occupied in the condition as received by the Exhibitor.
- SECURITY service is provided by the show organizer on a 24-hour basis from move-in through move-out. Reasonable precautions are taken to protect property, but ANFP cannot ensure the safety of persons or the protection of property.
- All property of the Exhibitor is understood to remain under the Exhibitor's custody and control in storage, in transit to or from, and within the confines of the facility, even though it may at any time be under the temporary control or direction of ANFP or the ANFP Service Contractor.
- INSURANCE - Exhibitor shall carry comprehensive general liability coverage, including premises, operations, and contractual liability coverage and workers' compensation insurance, in full compliance with all federal and state laws and sufficient to cover Exhibitor's responsibilities and obligations herein.
- No later than 4 weeks prior to the Expo, Exhibitor will e-mail the certificate of insurance to partners@ANFPonline.org evidencing such coverage and naming ANFP and, as required, the facility and the ANFP Service Contractor, as an additional insured. Exhibitors who do not submit a certificate of insurance naming ANFP and other required parties as an additional insured will not be allowed to set up exhibits. Nothing in these rules shall be construed as limiting, in any way, the extent to which Exhibitor may be held liable for damages to persons or property resulting from Exhibitor's or its subcontractors' performance under this agreement.

17. CANCELLATION OF EXPO

ANFP, its employees and its agents, will not be liable to hold the Expo as scheduled due to events such as fire, any Force Majeure, public emergency, Pandemic/public health risk, strike or any law or regulations of public authority, or other reason beyond ANFP's control which makes it impossible or impractical to hold the Expo. A cancellation of the Expo shall cause the return of payment(s) for exhibit space, less a proportionate share of actual expense incurred in conjunction with the production of the Expo. Return of payment(s) for sponsorship fees will be less a proportionate share of sponsorship benefits received through date of cancellation. Exhibitors and Sponsors may be given the opportunity to redirect their paid fees toward other marketing opportunities at the discretion of ANFP. ANFP shall have no further obligation to Exhibitors and Sponsors.

18. LIABILITY AND INDEMNIFICATION

- The Exhibitor is responsible for all damages to the Expo Hall and for the defense and payment of any and all claims, demands and suits on account of any alleged injury or death to individuals, damage to property occurring in the Exhibitor's booth space or elsewhere because of the negligent acts or omissions of the Exhibitor, its officers, employees, agents, licensees, invitees, or contractors.
- Exhibitor acknowledges and agrees that neither ANFP, nor its service contractors, Radisson Blu Mall of America, nor their respective agents, contractors, nor employees are liable for injuries to any person or for damage to property owned or controlled by the Exhibitor, from any cause whatsoever by reason of Exhibitor's use, occupation, or enjoyment of display space or any person thereon with the consent of Exhibitor, and Exhibitor agrees to indemnify, defend, and hold harmless ANFP, Expo Management, Radisson Blu Mall of America, and their respective

officers, directors, agents, and employees from and against any and all liability, costs, expenses, claims, and demands whatsoever caused by the negligence or breach of obligations by Exhibitor or its employees, guests, invitees, subcontractors, agents, or representatives.

19. ACCESSIBILITY

Exhibitor represents and warrants (i) that its exhibit will be accessible to the full extent required by the Americans with Disabilities Act, as amended ("ADA") and with any regulations implemented by the ADA; and (ii) that it shall indemnify and hold harmless ANFP from and against any and all claims and expenses, including attorneys' fees and litigation costs, that may be incurred by or asserted against ANFP, its officers, directors, agents, or employees on the basis of the Exhibitor's breach of this paragraph or non-compliance with any of the provisions of the ADA.

20. COPYRIGHT

Exhibitor represents and warrants that it will not violate any copyright, trademark, or other intellectual property right of others and that it shall comply with all copyright restrictions including but not limited to all requirements to obtain necessary licenses to use any music performed in its exhibit space. Exhibitor is responsible for the payment of all royalties and fees for the use of such music. Exhibitor indemnifies and holds harmless ANFP, its officers, directors, agents, and employees from and against any claims of infringement of a third party's proprietary rights or any breach of this paragraph.

21. CONTRACTS, PERMITS, TAXES

Exhibitor is responsible for acquiring and paying the costs of any and all permits, taxes, and contracts required for its exhibit by authorities having jurisdiction over the facility.

22. VIOLATIONS

- Exhibitor shall comply with all rules and regulations of the facility, which are incorporated herein by reference.
- ANFP reserves the right to restrict exhibits which because of noise, method of operation, side-show tactics, materials, or any reason, becomes objectionable, and to prohibit or evict an exhibit which in the opinion of Expo management may detract from the general character of the exhibit as a whole, including but not limited to persons, things, conduct, printed matter, or anything of a character which Expo management determines is objectionable to the Expo.
- ANFP may at any time without notice to Exhibitor enter and take possession of the space occupied by the Exhibitor and/or remove all persons and goods at the Exhibitor's risk, and the Exhibitor shall pay all of such expenses and all damages which ANFP may incur and forfeit all monies paid or due ANFP on account thereof.

23. HOTEL ACCOMMODATIONS

Sleeping room reservations for the Radisson Blu Mall of America are the responsibility of Exhibitor.

24. SOCIAL FUNCTIONS

- Reservations for suites at the hotel must be approved in advance by ANFP.
- Social functions in hotel suites must be terminated prior to midnight.
- All social functions are to be handled on an individual basis only; they must not include blanket invitation to official bodies within ANFP and may be issued only to ANFP Annual Conference & Expo registrants. Exhibitors must make clear that these are not official ANFP functions.
- Any social functions scheduled by an Exhibitor must not be scheduled during hours of ANFP Annual Conference & Expo activities.

25. GENERAL

These Rules and Regulations are incorporated into and part of the Exhibit Contract between Exhibitor and ANFP. ANFP reserves the right to interpret all matters and questions not covered by these Rules and Regulations. These Rules and Regulations may be amended at any time by ANFP and, upon written notice to Exhibitor, all amendments shall be equally binding on all parties affected by them as the original given by ANFP. The waiver by either party of a breach of any provision of this Agreement shall not be construed as a waiver of any subsequent breach. This Agreement may not be assigned by Exhibitor without the prior written consent of ANFP.

26. GOVERNING LAW

All disputes arising from this Contract will be governed by and construed under Illinois law, without regard to conflicts of laws. Any disputes arising out of or related in any way to this Agreement, including but not limited to actions seeking equitable relief, shall be brought exclusively in the courts of the state of Illinois located in the City of Chicago, or the United States District Court for the Northern District of Illinois.

27. PHOTOGRAPHY & FILMING

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) the Exhibitor's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.