Dear Exhibitor,

NACUFS and the University of Notre Dame are excited to welcome you to the NACUFS 2020 Midwest Showcase in South Bend, IN! Please take a few moments to carefully review the information in the following pages. In this exhibitor kit you’ll find all information you may need, including booth guidelines, a floor plan, and other essential information to make your trade show experience as seamless as possible.

If you have any questions after reviewing this Exhibitor Kit, please contact Cheryl Bauer, Showcase Chair at cbauer@nd.edu, or (574) 631-1709.
NACUFS 2020 Midwest Regional Showcase

Monday, March 9, 2020
Century Center
120 S. Martin Luther King, Jr. Blvd.
South Bend, IN 46601
Rebekah Love
(574) 235-9009

Show Date & Time
Monday, March 9, 2020
12:30 PM – 4:00 PM

Move In Dates & Times
Sunday, March 8, 2020
12:00 PM – 5:00 PM
Monday, March 9, 2020
8:00 AM-11:00 AM (hand carry only)

Move Out Dates & Times
Monday, March 9, 2020
4:00 PM – 6 PM

Booth Equipment
Each 10’ x 10’ booth includes:
Pipe and drape. 1 – 8’ topped and skirted table, 2 folding chairs, booth ID sign, 1 wastebasket.

Show Site Shipments
All freight, including refrigerated or frozen products, must arrive between Wednesday, March 4 and Friday, March 6, 2020 only at the Century Center.

Send all freight shipments to: Century Center, 120 S. Martin Luther King, Jr. Blvd.
South Bend, IN 46601 Attn: Rebekah Love. Please add NACUFS to the label, and indicate if it is a frozen or perishable product.

Outbound Freight
Include pre-printed return labels with your shipment.
All freight will be shipped out from Century Center by Friday, March 13, 2020.

Please contact the vendor of your choice (FedEx, UPS, etc...) and let them know that you will have a pick-up at Century Center to arrange outbound freight shipments.

Official Contractor
Burns Rent-Alls
2401 N. Home Street
Mishawaka, IN 46545
Lauren Krempec
lauren@burnsrentalls.com
(574) 259-4807 x210

Showcase Contact
Cheryl Bauer, Showcase Chair
University of Notre Dame
Notre Dame, IN 46556
cbauer@nd.edu
(574) 631-1709

Show Management
Karen Ciaramella, Events Manager
NACUFS
1515 Turf Ln. Suite 100
East Lansing, MI 48823
kciamella@NACUFS.org
(517) 908-4530
**Decorator / Furnishings**
To order additional furnishings, such as carpet, padding, tables, barstools, etc., please visit
Please note that tables supplied in the standard booth package are not allowed to be swapped for alternative sizes without additional costs. **Exhibit area does not include carpeting.**

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**Please note:** Burns Rent-Alls staff will be on site Sunday, March 8 from 12:00 PM – 2:00 PM. If you need anything after they have left, please email Lauren at Lauren@BurnsRentAlls.com. Those items ordered on Sunday will be brought in on Monday between 8am-11am. There will be an additional charge for not pre-ordering. We strongly urge ordering in advance.

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**Electricity**
Please note, if electricity is needed, there is a charge. Go to http://centurycenter.org/sites/default/files/Exhibitor%20Services%20Order%20Form.pdf and complete the service order. If you order electricity after you arrive, there is an upcharge for this service.

**Parking/Load-in**
Parking Passes will be $5 the day of the show. Sunday parking will be free for set-up. Preferred location for parking is off of Dr. Martin Luther King Jr. Boulevard. This will cover parking from 8:00am-8:00pm with in/out privileges. If you have a large truck you need to park overnight, please contact Cheryl Bauer at cbauer@nd.edu. Load-in and out will take place in the back-dock area.

**Cooking**
There is a full kitchen to do cooking with the following appliances: Convection ovens, stoves, fryers and griddle. There will be a three compartment sink available, as well as a manned dish machine. There will be multiple vendors using equipment so please plan on working efficiently.

**Food Product Storage**
Refrigeration and Freezer space is available starting March 4th.

**Donations**
Donations after the showcase will be accepted in the dock area and will be donated to Cultivate Culinary. Please have items in the dock area by immediately following the close of the show.

**Exhibitor Check In**
Exhibitor check-in will take place at the entrance to halls A & B at the Century Center. Only authorized exhibitors will be allowed into the halls during the setup hours. If you have purchased a full or daily conference registration in addition to the booth rental, you may pick up your name badges at the registration area at the Morris Inn.
Exhibitor Personnel
Please email any updates to your list of representatives working the showcase booth to events@NACUFS.org. Only individuals with a name badge will be admitted into the Showcase. Name badge substitutions or replacements will be available on the day of the show; however, to avoid any on-site delays, please email any updates as soon as possible. Please remember that the Showcase booth registration does not include registration for the conference. There is a limit of 5 representatives per booth.

Door Prizes
All showcase attendees will have an opportunity to submit an entry card in the showcase door prize giveaway. We would love to give your company’s gift to a lucky NACUFS member. If you have something to give away, please email Cheryl at cbauer@nd.edu.

Hotel
DoubleTree by Hilton
123 N. Dr. Martin Luther King, Jr. Blvd
South Bend, IN 46601
(574) 234-2000
https://www.nacufs.org/regions-midwest/midwest-conference/hotel-travel/
Regional Conference Showcase Guidelines

The guidelines governing this Showcase, under the auspices of NACUFS, are part of each exhibitor’s Exhibit Space Contract. Please read them carefully. All exhibitor personnel and contractors are responsible to know and to comply with these guidelines.

Permissible Products

The NACUFS Showcase is for firms offering products, equipment, and services which are related to the foodservice industry. NACUFS reserves the right to decline any application and to refuse to install or cause to be removed or altered any products or services that are unrelated to NACUFS purposes.

Installation and Dismantling

Exhibits must be installed during the times specified by NACUFS on the show information page of the exhibit services kit.

No exhibit may be dismantled prior to the official closing of Showcase. Exhibits must be dismantled during the times specified by NACUFS. Empty product containers are returned first upon show closing before display crates and other empties. Exhibitors who dismantle or remove their products early may lose the priority points earned by their participation, resulting in being assigned last at future NACUFS shows.

Responsibilities for Loss/Insurance

NACUFS will not be responsible for losses due to theft nor held responsible for causes or conditions beyond its control, such as war, panic, mobilization, strikes, fire, flood, earthquake, disease, weather, or other similar conditions that might prevent the Showcase from opening on time, continuing through its scheduled dates, or opening at all.

NACUFS carries public liability insurance for liabilities potentially arising from common areas of the exhibition area including entrance, aisles, and washrooms used in conjunction with the installation, dismantling, and operation of the Showcase.

Each exhibitor shall provide certification of own liability insurance regarding the individual exhibit area. Certification shall indicate “Comprehensive General Liability”. Such insurance should name NACUFS as an additional insured and should be set at a minimum of one million dollars ($1,000,000); this should be evidenced on the insurance certification. Each exhibitor must also provide itself with workers’ compensation insurance acceptable to Iowa.

Exhibitors shall carry their own fire, pilferage, vandalism, or other insurance coverage, if such coverage is desired. The Association management will take all reasonable precautions to deter losses and protect the interests of exhibitors, but under no circumstance will NACUFS be liable for losses, except under its public liability insurance provisions. Exhibitor has agreed to protect, save, and keep NACUFS and its agents and employees forever harmless from any damages, losses, or expenses of any nature caused by or arising out of any accident or other occurrence to any person or property, including the person and property of the exhibitor, its agents, employees and invitees, in connection with the exhibitor’s occupancy or use of any part of the exhibition premises, whether or not any such damage, loss, or expense is the result of the negligence or other fault of the Association. Exhibitor has also agreed that it and those holding under the exhibitor shall strictly comply with the applicable terms and conditions of the agreement between the Association and the University regarding use of the exhibition facilities.

Exhibitor has further agreed that it has waived, on behalf of itself and its insurance carriers, all rights of subrogation against the Association for any and all damages, losses, or expenses to any person or property. In the event the exhibitor’s policies of insurance do not authorize the exhibitor to unilaterally waive these rights of
subrogation, exhibitor has covenanted and agreed that prior to delivery of its exhibits, it shall obtain the written consent of its insurance company to such a waiver of subrogation, or it shall name NACUFS as an additional insured under such policies. Exhibitor agrees that in the event exhibitor fails to obtain such a waiver of subrogation or to add the Association as an additional insured, it is contractually liable to the Association for all damages, losses, and expenses, including reasonable actual attorney’s fees incurred in enforcing this contract, defending any subrogation suit, and in payment of any judgement or reasonable settlement to the insurance carrier.

Demonstrations and Use of Models

All demonstrations or the use of living models or mascots connected with your participation must be conducted within the area of the exhibitor’s own space. Exhibitors will not be permitted to use strolling entertainment nor to distribute samples or souvenirs except from within their spaces. Exhibitors who use costumed models should be certain that their manner of appearance and dress are such as not to offend even the most critical. Any question of propriety should be cleared with NACUFS prior to the regional conference. NACUFS reserves the right to request modification of any questionable exhibit.

Sound-making/Audiovisual Equipment

Use of sound-making and amplification devices is a privilege that can be withdrawn by NACUFS Show Management if presentation noise levels or content become objectionable. Speakers must be placed in such a way that sound is not directed into the aisles or at other exhibits. NACUFS reserves the right to determine at what point sound constitutes interference with others and must be discontinued.

If your firm is contemplating use of live musicians in your exhibit, you must obtain written permission from the NACUFS well in advance of show move-in. Extraordinary licensing costs from ASCAP and/or BMI may be apportioned among exhibitors whose presentations include live music.

Food and Beverage Sampling

Food and beverage sampling in conjunction with specified food distribution exhibits may be permitted. All sample sizes for non-alcoholic beverage and food either pre-packaged or single consumption items have been waived due to the nature of the NACUFS event. All samples are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to the purpose of the show.

Cooking via use of microwave, warming oven/tray, electric skillet, Sterno, crock pot or small fryer (Fry Daddy) is permitted. Fire Marshall approval may be required for other methods of cooking. Exhibitors cooking with fryers must have an ABC fire extinguisher.

Space Use Guidelines

All demonstrations and exhibits must be confined to the exhibit space assigned. Promotional efforts are not allowed to take place in the Showcase aisles, lounges, or other public space.

No selling of products or services is permitted at Showcase.

No exhibitor shall assign, sublet or share the whole or any part of the booth space allotted without the written approval of NACUFS. Sharing of a single space is allowable only when there is a direct ownership relationship between the companies (i.e. parent and subsidiary, sister companies, etc.). There is one listing on the exhibitor list and within the show program per exhibit space as indicated on the Exhibit Space Contract. Distributing companies may exhibit any of the brands that they represent within their contracted space but they may not offer sublet opportunities to other companies. Only the contracted firm will be listed on all applicable lists and exhibitor personnel badges will note the exhibiting firm of record.
Display Guidelines

Display Guidelines have been requested by exhibitors to promote fair competition and mutual courtesy among all Showcase participants. The Guidelines are a part of each exhibitor’s Exhibit Space Contract. Exhibitors are responsible to ensure that all of their staff, designers, and contractors read and comply with all restrictions. In fairness to all, Guidelines will be enforced.

**Standard Booths**
Standard Booths, shown at right, have only one side exposed to an aisle and are generally arranged in a series along a straight line. They are also called “in-line” booths.

Standard Booths are 10’ wide by 10’ deep. A maximum backwall height limitation of 8’ is specified.

Regardless of the number of Standard Booths utilized (e.g. 10’x20’, 10’x30’, 10’x40’, etc.), display materials should be arranged in such a manner so as not to obstruct sight lines of neighboring exhibitors. The maximum height of 8’ is allowed only in the rear half of the booth space, with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle. (Note: When three or more Standard Booths are used in combination as a single exhibit space, the 4’ height limitation is applied only to that portion of exhibit space which is within 10’ of an adjoining booth.)

**Corner Booths**
A Corner Booth is a Standard Booth exposed to aisles on two sides. All other guidelines for Standard Booths apply.

**End-cap Booths**
An End-cap Booth is exposed to aisles on three sides and composed of two booths. End-cap Booths are generally 20’ wide by 10’ deep. The maximum backwall height limitation of 8’ is allowed only in the rear half of the booth space and within 5’ of the two aisles with a 4’ height restriction imposed on all materials in the remaining space forward to the aisle.
EXHIBITOR SERVICES ORDER FORM
Century Center
120 S. Dr Martin Luther King Jr Blvd
South Bend, Indiana 46601
PHONE: 574.235.9711  FAX: 574.235.9185

<table>
<thead>
<tr>
<th>ITEM</th>
<th># OF DAYS</th>
<th>QTY</th>
<th>ADVANCE PRICE</th>
<th>REGULAR PRICE</th>
<th>TOTAL TAXABLE</th>
<th>TOTAL NON-TAXABLE</th>
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<tr>
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<td></td>
<td>$ 50</td>
<td>$ 75</td>
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<td>208 Volt - 20 AMPS</td>
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<tr>
<td>208 Volt - 30 AMPS</td>
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<tr>
<td>208 Volt - 40 AMPS</td>
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<td>208 Volt - 50 AMPS</td>
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<td>208 Volt - 400 AMPS</td>
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<td>Custom or Direct wiring connections</td>
<td>CALL</td>
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<tr>
<td>One Time Fill, &amp; Drain 100 gallons or less per unit</td>
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<tr>
<td>One Time Fill, &amp; Drain 100 to 350 gallons per unit</td>
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<tr>
<td>One Time Fill, &amp; Drain over 350 gallons per unit</td>
<td>CALL</td>
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<td>Black &amp; White Photo Copies (per side / per 8.5 x 11 page)</td>
<td>N/A</td>
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<td>Color Photo Copies (per side / per 8.5 x 11 page)</td>
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<tr>
<td>Forklift &amp; Operator</td>
<td>N/A</td>
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<tr>
<td>Pallet Delivery (vehicle or dock to booth / room)</td>
<td>N/A</td>
<td></td>
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<td>$ 25</td>
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<tr>
<td>Move-in / Move-out Service - one attendant with cart (per trip)</td>
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<td></td>
<td></td>
<td>$ 10</td>
<td>$ 20</td>
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<tr>
<td>Banner Hanging with Lift</td>
<td>N/A</td>
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<td>Analog Phone Line (carrier charges apply)</td>
<td></td>
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<td></td>
<td>$ 50</td>
<td>$ 60</td>
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<tr>
<td>Analog Phone Line with phone unit (carrier charges apply)</td>
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<td></td>
<td>$ 75</td>
<td>$ 85</td>
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<tr>
<td>Wired Internet Connection</td>
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<td></td>
<td>$ 250</td>
<td>$ 275</td>
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<tr>
<td>Private WI-FI Network (up to 5 devices) additional days 50%</td>
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<td></td>
<td>$ 100</td>
<td>$ 120</td>
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<tr>
<td>Premium Internet WI-FI Connection (one device)</td>
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<td>$ 25</td>
<td>$ 30</td>
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Payment Information

Credit Card Type: (circle one)  MC  VISA  DIS  AMEX
Credit Card #:                                                 
Expiration Date:                                               Security Code:   
Name on card (Print)                                          
Billing Address:                                               
City:                                                          State:           Zip:   
CANCELLATION POLICY

If cancellation occurs at least 7 days prior to the first scheduled move-in day: 100% REFUND.
If cancellation occurs 1 to 6 days prior to the first scheduled move-in day: 50% REFUND.
If cancellation occurs on or after the first scheduled move-in day: NO REFUND.

All terms, conditions, and rates on this form are subject to change at any time without notice.