Dear Exhibitor,

NACUFS and the University of Houston are excited to welcome you to the NACUFS 2020 Southern Conference in Houston, Texas! Please take a few moments to carefully review the information in the following pages. In this exhibitor kit you’ll find all the information you may need, including booth guidelines, a floorplan, 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 Beverly Garcia, Showcase Chair at bgarcia@central.uh.edu or (832) 490-4100.
NACUFS 2020 Southern Regional Showcase
Tuesday, March 17, 2020
The Westin Galleria - Houston
5060 W. Alabama
Houston, TX 77056

**Show Date & Time**
Tuesday, March 17, 2020
12:45 PM – 3:45 PM

**Move In Dates & Times**
Monday, March 16, 2020
1:00 PM – 4:00 PM

Tuesday, March 17, 2020
8:00 AM-11:00 AM (hand carry only)

**Move Out Dates & Times**
Tuesday, March 17, 2020
3:45 PM – 6:00 PM

**Official Contractor**
Events Plus
Stephen Naleway
8809 Fawn Trail
Conroe, TX 77385
stephen@eventsplustx.com
(936) 321-3400

**Showcase Contact**
Beverly Garcia, Showcase Chair
University of Houston
Houston, TX 77204
bgarcia@central.uh.edu
(832) 490-4100

**Show Management**
Karen Ciaramella, Events Manager
NACUFS
1515 Turf Ln. Suite 100
East Lansing, MI 48823
kciaramella@NACUFS.org
(517) 908-4530

**Booth Equipment**
Each 10’ x 10’ booth includes:
Pipe and drape. 1 – 6’ topped and skirted table, 2 folding chairs, booth ID sign, 1 wastebasket.

**Show Site Shipments**
Please see pages 8-10 for labels. All shipments must be shipped directly to The Westin Galleria to arrive between March 10-16.

Please see page 11 for more information on storage/handling fees and how to set up payment at The Westin Galleria.

**Outbound Freight**
Include pre-printed return labels with your shipment. The Westin Galleria will schedule pick-up for your outbound shipments through your vendor of choice (FedEx, UPS, etc.).

**Decorator / Furnishings**
Please see page 12 to order additional furnishings, such as tables, chairs, etc. The Westin Galleria is carpeted and requires vendors cooking at their booths to order floor protection through Events Plus.
Please note that tables supplied by NACUFS are not allowed to be swapped for alternative sizes without additional costs.
Electricity
Please see page 13.

Dock Access
See page 14 for the loading dock map at The Westin Galleria. You may only use the dock if you have a vehicle that cannot fit into a garage. Dock access hours are strictly limited to 1:00 PM – 4 PM on move-in day and from 3:45 PM – 6:00 PM on move-out day.

Personally Operated Vehicles
Please use parking garage Brown or Orange and hand-carry your items into the hotel.

Parking
After drop-off, parking is on your own but may be available at Nordstrom’s parking lot or at Walgreens (corner of Westheimer and Sage), with the manager’s permission.

Cooking - To schedule cooking time please contact Jen Ogilvie at jennifer.deale@westin.com.

Donations
All donations will be collected at the end of showcase and will be donated to Second Servings of Houston.

Exhibitor Check In
Exhibitor Check-In will take place on Tuesday in Woodway Foyer. 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 registration.

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 giveaway, please email Beverly at bgarcia@central.uh.edu.

Hotel
The Westin Galleria - Houston
5060 W. Alabama
Houston, TX 77056
(713) 960-8100
https://www.nacufs.org/regions-southern/regional-conference5/hotel/
NACUFS Southern Regional Conference
Marh 17, 2020

Marriott Westin Galleria
5060 West Alabama
Houston, TX 77056
Fourth Level
Woodway I/Woodway II/ Woodway III

94-10'x10' Booths
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.
All incoming packages/items are subject to a receiving/handling/storage charge. This includes receiving items from a carrier, up to a maximum of 3 days of storage of items prior to the event and delivery of items to the proper location within the hotel. Shipments should not arrive more than 3 days prior to set up date. Shipments received sooner than 3 days are subject to additional storage fees. Please find pricing information below. All materials must be addressed as follows:

Westin Galleria Hotel: Exhibitor Name / Booth # Event Name / Arrival Date Westin Galleria / Event Manager 5060 W Alabama St. Houston, TX 77056

Multiple packages, within a single shipment, should be sequentially numbered, (i.e. 1 of 2, 2 of 2).

Package receiving and processing fees are as follows:
Letter $5.00
0-10 lbs. $7.00
11-20 lbs. $12.00
21-40 lbs. $20.00
41-60 lbs. $35.00
61-100 lbs. $50.00
Over 100 lbs.: $100.00
Pallet/Crate $125.00/$250.00
Fees do not include applicable state sales tax, currently 8.25%.

Please call 713-770-6267 to set up payment for the receiving/handling/storage charge.

Be well,

Event Management
The Westin Galleria Houston
## VENDOR ORDER FORM

### 2020 NACUFS Southern Regional Conference

<table>
<thead>
<tr>
<th>Item</th>
<th>Quantity</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>6' X 30&quot; TABLE WITH WHITE VINYL TOP AND THREE-SIDED SKIRT (30&quot; TALL)</td>
<td></td>
<td>$28.00</td>
</tr>
<tr>
<td>36 INCH ROUND BAR TABLES</td>
<td></td>
<td>$20.00</td>
</tr>
<tr>
<td>BLACK SPANDEX COVER FOR BAR TABLE</td>
<td></td>
<td>$15.00</td>
</tr>
<tr>
<td>WHITE FOLDING CHAIR</td>
<td></td>
<td>$2.00</td>
</tr>
<tr>
<td>VISQUEEN FLOOR COVERING 10’x10’</td>
<td></td>
<td>$100.00</td>
</tr>
</tbody>
</table>

**Total:**

Each 10’x10’ booth to include one six foot table with white vinyl top and three sided black skirt, 2 white folding chairs, 1 wastebasket and a one line 7”x44” ID sign

**Order deadline Friday March 13, 2020**

**ALL ORDERS MUST BE PREPAID/ ADD 7.75% TAX**

Ordered By: __________________________ Name of Firm: __________________________

Address: __________________________ City: __________________________ State: ______ Zip: ______

Phone: __________________________ Show: TX TROPHY SHOW

Booth #: __________________________

Please Complete The Above, With Payment, And Return To:

Events Plus+
8809 FAWN TRAIL
CONROE, TX 77385

Phone: 936-321-3400 Fax: 936-271-3421 Email: stephen@eventsplustx.com

Visa, MasterCard, American Express, And Checks Accepted

Credit Card Number: __________________________ Expires ________

Cardholder Signature: __________________________ CCV ________
**We will use this authorization to charge your credit card account for this advance order and any additional amounts as a result of all show site changes placed by your representatives.**

| ORDERED BY: | ____________________________ |
| CARDHOLDER’S NAME: | ____________________________ |
| CARDHOLDER’S SIGNATURE: | ____________________________ |
| CREDIT CARD #: | ________
| VISA | □ | XXXX (please call for last 4 digits) |
| M/CARD | □ |
| EXP. DATE: | ____________ |
| EMAIL ADDRESS: | ________________ |

**Make checks payable to PSAV Presentation Services.**

All payments must be made either by credit card or by check prior to the start of the event. If paying by check please provide a credit card for guarantee of payment.

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### RENTAL TOTALS

**PAYMENT IS DUE WHEN ORDER IS PLACED**

| EQUIPMENT & ELECTRICAL TOTALS | 1 | $ |
| INTERNET TOTALS | 2 | $ |
| SET UP/TEAR DOWN, CONNECT/DISCONNECT (25% OF LINE 1 & 2) | 3 | $ |
| SALES TAX (8.25%) | 4 | $ |
| TOTAL DUE | 5 | $ |

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### ORDERING INSTRUCTIONS

**EQUIPMENT & ELECTRICAL** — The total charge per item is determined by multiplying the per day rate by the quantity by the number of days needed. This amount is needed for line (1)

**INTERNET** — The total charge for internet services is determined by multiplying the per day rate by the quantity by the number of days needed. This amount is needed for line (2)

**TAX EXEMPT STATUS** — If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

To guarantee equipment availability and advanced rate, this order should reach us (14) days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a (5) hour minimum.

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### CANCELLATIONS:

**a)** Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

**b)** Cancellations received on the day of scheduled delivery or “no-shows” are subject to the full amount of the order to include installation, drayage and tax.

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**RETURN FOR PROCESSING**

The Westin Galleria & Westin Oaks
5060 West Alabama St | Houston, TX 77056
(713) 960-8100 ext. 6625 (office) | 713-960-6544 (fax)

Ryan Lindsay | rjlindsay@psav.com

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**flawless performance. dramatic results.**
INSTRUCTIONS

• Head West on Westheimer Road to Sage Road
• Turn left on Sage Road
• Take Sage Road to **Loading Dock L**; the entrance will be on the left after Saks Fifth Avenue
• Follow the Loading Dock system around to Dock L; the driver must provide a valid license to Galleria security upon entering
• Proceed to Dock L and enter into the hotel, stopping to check-in at hotel security
• Proceed down the hallway to the service elevators
• The set of (3) elevators are for all meeting rooms except for the Galleria Ballroom
• To access Galleria Ballroom elevator, continue to follow the signs to the left and take the large freight elevator to Level 3

ELEVATORS

The Westin Galleria

- 1 Freight elevator - W51” x H96” (inside) x D93”
  * elevator door is H85” x W48”; weight limit is 4000 lbs.
  
  Levels: 1-3

- 3 Service elevator - W47” x H106” (inside) x D90”
  * elevator door is H90” x W47”; weight limit is 3500 lbs.
  
  Levels: 1-24

Galleria security are only onsite during weekday business hours. During after-business hours and on Sundays, drivers can reach Galleria security via call button and/or dialing their direct number.