

Exhibitor On-Site Meetings

The NASFT has provided three ways an Exhibitor can hold meetings at the Show:

- Exhibitor Lounge
- Pre-Show Booth Meetings
- Exhibitor Meeting Rooms

Exhibitor Lounge:

As a service to exhibitors who need to conduct meetings outside their booth space, the NASFT provides an Exhibitor Lounge that is open during the following times:

Saturday, January 16: 8am - 4pm

Sunday, January 17: 7am - 6pm

Monday, January 18: 7am - 6pm

Tuesday, January 19: 7am - 5pm

Meetings in the Exhibitor Lounges should be kept to a total of (4) people and cannot last longer than 30 minutes. E-mail stations, wireless internet as well as laptop and cell phone charging outlets will be available in the lounge during the above hours.

Pre-Show Booth Meetings:

Exhibitors can utilize an extra hour on Monday and/or Tuesday mornings to conduct important meetings in their booth. You may invite attendees to your booth as long as they each have a badge and we are notified in advance.

Monday, January 18: 9am – 10am

Tuesday, January 19: 9am – 10am

- An exhibitor must notify the NASFT in writing to hold such meetings and provide the name and company for each invited participant as well as the time, date, and booth # for the meeting.
- Your invitees' names will be compiled on a list that will be controlled by the Show's Security Contractor.
- The number of attendees allowed in your booth will depend on the size of your booth. Each 10x10 booth will be allowed a total of 5 attendees. 10x20 will be allowed 10 attendees and so forth.
- Your attendees must be wearing their official show badge to gain entry into the hall.

Please [click here](#) to register your meeting. Registration forms must be received by **Thursday, December 31st**. You will receive a confirmation email once your request has been approved.

Exhibitor Meeting Rooms:

The Exhibitor Meeting Room Program gives exhibitors the opportunity to hold business meetings with their staff onsite during the Fancy Food Show.

Exhibitor Meeting Room Guidelines:

- Exhibitor meeting rooms are to be used for staff/sales meetings ONLY, not as an extension of your booth space. If you need additional booth space to meet with buyers, please contact the Exhibit Space Sales team.
- During Show Days, meetings with attendees are only permitted before the show floor opens or after the show floor closes. All requests are subject to approval by NASFT.

- Only (1) meeting room is allowed per exhibitor. You must have a signed contract for exhibit booth space in this show to participate.
- Any products left in exhibitor meeting rooms will be thrown out.
- Any changes to the room set-up made on-site will be billed to you directly from the Convention Center.
- Exhibitor Meeting Rooms are reserved on a first-come, first-served basis.
- Any AV & Catering requirements must be ordered by and paid for by the exhibitor.
- All room reservations must be paid in full by **Thursday, December 31st** or they will be released.

How to secure an Exhibitor Meeting Room:

- Please fill out the Exhibitor Meeting Room Request form. Request forms and payment must be received no later than **Thursday, December 31st, 2009.**
- Any requests received after the deadline date will not be processed. You can check the availability of a room onsite in the Show Office beginning on Thursday, January 14th, 2010.
- Once your room request has been processed, the NASFT will contact you with a confirmation/receipt via fax or email that will include contact information for catering and audio/visual equipment.

If you have questions, please contact:

Samara Plastini
646-878-0189
splastini@nasft.org

Exhibitor Meeting Room Request Form

CONTACT INFORMATION:

Exhibiting Company Name _____

Booth # _____

Contact _____

E-Mail _____

Address _____

City _____ State _____ Zip Code _____

Phone _____

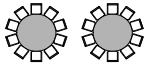
Fax _____

ROOM SET – Please check box of room set you are requesting and circle the appropriate room rate.

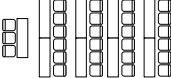
- Full Day – 4 hours or more
- ½ Day – less than 4 hours

(Diagrams below are for illustration purposes only)

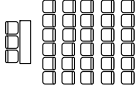
	<u>Full Day</u>	<u>½ Day</u>
<input type="checkbox"/> Banquet seating for (20) ppl	\$500	\$250



<input type="checkbox"/> Classroom seating for (24) ppl with a head table seating (3)	\$500	\$250
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<input type="checkbox"/> Theater seating for (30) ppl with head table seating (3)	\$500	\$250
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<input type="checkbox"/> Conference seating for (10) ppl	\$500	\$250
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<input type="checkbox"/> Conference seating for (20) ppl (See illustration above)	\$500	\$250
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If your meeting requires a different room set, please email Samara Plastini at splastini@nasft.org for availability and price quote.

MEETING INFORMATION:

Propose of Meeting (*must comply with guidelines*)

Meeting Name for Signage

Date of Meeting(s) _____

Start Time _____ AM/PM _____

End Time _____ AM/PM _____

Estimated Attendance _____

Type of Function (circle one):

Meeting	Breakfast	Lunch
Dinner	Reception	Other: _____

PAYMENT INFORMATION:

To finalize this room reservation, fax this form to (646) 878-0289 attn: Samara Plastini & check one of the payment options below.

- I will send a check made payable to NASFT, attn: Samara Plastini by December 31, 2010 in the full amount. (You will receive a receipt via fax)
- I authorize payment using my credit card in the full amount. (You will receive a receipt via fax)

Payment due NASFT:

Rate \$ _____ X # Days _____ = _____ Total charge

To determine rate, insert rate based on room set and time required

Circle Credit Card Type: AMEX VISA MASTERCARD

Credit Card # _____

Expiration Date _____

Credit Card billing zip code _____

Signature _____

NOTE: All room reservations must be paid in full by Thursday December 31st, 2010 or they will be released.

Please sign and date below that you read and understand the Exhibitor Meeting Room Guidelines

Signature _____ Date _____