



The 2013 Annual International Conference
of the
Association of the Correctional Food Service Affiliates

Reach New Heights in Reno!

**August 11-15, 2013
Peppermill Resort & Spa**

Reno-Tahoe
America's
Adventure
Place

www.ACFSA.org

Why Should Your Company Exhibit at the 2013 ACFSA Annual International Trade Show?

This is the one opportunity of the year to meet face-to-face with the buyers and decision-makers in the Correctional Food Service market. With four hours of dedicated time to show your latest products and old favorites, you will have a chance to give your existing and potential customers a hands-on understanding they may not otherwise have a chance to experience.

With this exclusive gathering of Correctional Food Service Professionals, your company will have the advantage in an incredibly competitive marketplace.

And with educational sessions highlighting the most recent information on the industry you will have an insight into your customer's future needs.

If you are in the Correctional Food Service Market, or looking to join the fray, this is the one show of the year that you cannot afford to miss!



*Register to exhibit at the 2013 ACFSA
Annual International Conference today!*

GENERAL TERMS AND CONDITIONS

Vendors who have not purchased a booth will NOT be allowed to enter the vendor show floor under any circumstance. NO exceptions.

BOOTHS

Individual booth spaces are 10 feet wide and 10 feet deep. Full payment of the booth rental charge is required upon submission of the Contract to the ACFSA office. This must be done before any booth assignment is made. As part of the space rental charge, ACFSA will provide each exhibitor with an 8' high back, 3' high division rails (all side rails must remain in place throughout the show), one 6' draped table, two side chairs, one wastebasket, and one 7" x 44" sign showing the exhibiting company's name. Show colors will be Green and Silver. Hall is carpeted. SHOW HOURS Tuesday, August 13, 2013 from 10:00 a.m. to 2:30 p.m. These hours have been set aside on this day exclusively for viewing the exhibits and learning about exhibitor products at the show. No other activities will be scheduled during this time. The Show will close at 2:30 p.m. on Tuesday. No dismantling may occur before that time. All exhibit material and decorations must be cleared from the exhibit space from 2:30 p.m. to 7 p.m. on Tuesday, August 13, 2013. Please inform *TriCord Tradeshow Services* if you will need additional time. *TriCord Tradeshow Services* will be available at the end of the show to handle outgoing freight with a common carrier or by air.

ARRANGEMENT OF EXHIBITS

Construction may not obscure the view of adjoining booths. Except in the case of booths located along perimeter walls, booth back wall height for draped or fabric exhibits or their construction shall not exceed 8 feet including signs and electrical lighting. This height restriction does not apply to a piece of equipment that is regularly sold and used within the industry as long as the item is placed in the space so that it does not obscure the view of adjoining booths.

OFFICIAL SHOW CONTRACTOR

Exhibitors must use the Official Show Contractor:

TriCord Tradeshow Services

738 Neeson Road, Marina, CA 93933

Ph: 831.883.8600

Fax: 831.883.8686

www.tricord.net

After ACFSA has processed your booth reservation Contract and payment, *TriCord Tradeshow Services* will mail information containing all necessary forms and instructions to assist exhibitors. Shipping details will be included in the exhibit service kit. *TriCord Tradeshow Services* will be available during setup and removal to assist with your needs.

SET-UP & REMOVAL

The exhibit area in Exhibit Hall will be available for setup on Monday, August 12, from 1 p.m. to 8 p.m. and on Tuesday, August 13, from 6:30 a.m. to 8 a.m. At least one representative must check in at the *TriCord Tradeshow Services* desk on Monday, August 12, between 1 p.m. and 8 p.m. or August 13, between 6:30 a.m. and 8 a.m. If this is not possible, alternative arrangements must be made with *TriCord Tradeshow Services* in advance of the specified setup time. Exhibitors who do not complete setup of booth(s) before the beginning of the Show automatically forfeit the exhibit space(s) unless previous arrangements have been made with *TriCord Tradeshow Services* and have been approved by the Conference Chairperson. The disposition of the booth will be entirely at the discretion of ACFSA. In the event that an exhibitor forfeits their space, no refunds will be granted, nor will previous payments be credited to any future event or other purpose. Dismantling and/or packing exhibits will be allowed after the closing of the Show on August 13 from 2:30 p.m. until 7 p.m. Please inform *TriCord Tradeshow Services* if additional time is needed. Additional details on setup and dismantling will be provided in the exhibitor information provided by the Official Show Contractor.

PAYMENTS & REFUNDS

An application for exhibit space consists of this contract and payment in full of the space rental charges received by ACFSA. Space cannot be reserved on the basis of an incomplete application. In the event of failure to pay the space rental by the time specified, or failure to comply with any terms or conditions concerning the use of exhibit space, ACFSA or its authorized representatives shall have the right to take possession of the space and/or reassign the space. The exhibitor shall forfeit the amount paid for the space reservation, regardless of whether or not the involved space is reassigned. If it becomes necessary to cancel your space reservation, the rental fee, less a \$250 administrative fee, will be refunded if written request is received on or before July 1, 2013. After that date, no refunds will be made nor will payments be applied to any future ACFSA event nor to offset another company's booth rental fee. Exhibit booths are not transferable and cannot be sold, rented, or "transferred" to another company by the original contracting organization - ACFSA.

SPACE ASSIGNMENTS

Wherever possible, space assignments will be made in keeping with the preferences expressed by the exhibitor on the contract form. However, space assignments are based upon many factors, including the following: 1) application and payment received prior to March 1, 2013; 2) support of previous ACFSA Conferences and ACFSA as a whole (calculated based upon points earned for past involvement); and 3) amount and configuration of space requested. Precaution will be taken to prevent close proximity to a competitive company, when requested. However, ACFSA cannot guarantee that such proximity will not inadvertently occur. ACFSA reserves the right to make the final determination of all space assignments in the best interest of the show.

USE OF SPACE

An exhibitor shall not assign, sublet, or share the space contracted with another business or firm unless approval has been obtained in writing from ACFSA. Exhibitors must show only goods manufactured or dealt in by them in the regular course of business. Should an article of a non-exhibiting firm be required for operation or demonstration in an exhibitor's display, identification of such article shall be limited to the usual and regular trademark under which it is sold in the general course of business. All displays, demonstrations, and related activities must be contained within the reserved booth space and may not impede traffic through the aisles. Display dimensions may not exceed the 8' height of the backdrop or the 3' height of the side rails. A display may stand 8' in height only if it is flush with the booth's backdrop and extends no more than 3' from the back line of the booth at this height. The height of the booth must then drop down to the 3' height of the side rails. Displays which do not conform to these specifications must be approved by ACFSA in writing prior to the Show. Displays violating this rule may be dismantled at the discretion of ACFSA due to infringement on the visibility of or interference with adjoining displays. Any firm or organization that has not been assigned exhibit space will not be permitted to display products or solicit business in the show area, or in any public area of the show facilities. Please report violations to the Board of Directors, the Conference Chair or an ACFSA staff member and person(s) will be removed from Show floor.

OVERSIZED DISPLAY

Any display that exceeds normal display regulations must be approved in writing prior to the Show. Permission must also be granted, and arrangements made, for any oversized display which may require early setup. Displays that do not conform to specifications herein, and have not been approved by ACFSA prior to the Show, will not be accepted. Exhibitors needing approval for special setup arrangements must contact ACFSA at (818) 843-6608 at least 30 days in advance of the Show.

BOOTH OPERATIONS

Exhibits that include the operation of radios, audio equipment, public address systems, or any other noise generating devices must not disturb adjacent exhibitors. Operators of noise generating exhibits must secure approval of operating methods and outputs before the exhibit opens. Distribution of circulars or promotional material may be made only within the booth assigned to the exhibitor presenting such material. Food and beverages may be served only if they are non-alcoholic and represent the product being exhibited. Exceptions must be approved by ACFSA in writing prior to the Show. Food and beverages served in the exhibit area are limited to sample size portions. Storage crates, boxes, or other extraneous materials may not be stored in the exhibit area during the Show. Arrangements must be made with *TriCord Tradeshow Services* for pickup, storage, and return at regular drayage rates. Exhibitors or exhibitor's agents shall not injure or deface the walls of the building, the booths, or the equipment of the booths. Exhibitors are not per-

mitted under any circumstances to drive tacks, nails, or screws into the walls or woodwork. When such damage appears, the exhibitor is liable to the owner of the property so damaged. The use of placards, stickers, and decals is limited to the exhibitor's own display. All material used in displays must be flame proofed and meet local fire regulations. All electrical wiring must conform to local codes. Open flames are not permitted. ACFSA reserves the right to restrict exhibits that, because of noise, method of operation, materials, or for any other reason, become objectionable. At its own discretion, ACFSA reserves the right to decline to accept any exhibit booth reservation request or to cancel an exhibit booth Contract due to cause. ACFSA also reserves the right to prohibit any exhibit that, in the opinion of the show management, may detract from the general character of the show as a whole. In this event, ACFSA is not liable for any refund of rentals, etc.

AUTHORIZED REPRESENTATIVE

Each exhibitor shall name one individual as the Office Contact Person in connection with all pre-show communications, payment and promotion. ACFSA also requires that an On-site Coordinator be named. This person will be responsible for installation, operation, and removal of the organization's exhibit, payment of any outstanding balances, and entering into any necessary service contracts for which the exhibitor shall be responsible. The exhibitor shall be re-ponsible for such representative being in attendance throughout the show exposition period and keeping the exhibit neat, staffed, and in compliance with the show terms and conditions at all times.

CONDUCT

All representatives must conduct themselves in a professional and ethical manner. Any person found to be in violation of this policy will be required to leave the conference and will not be permitted to return.

EXHIBITOR REGISTRATION

Each person staffing a booth must be registered for the Conference and must wear a registration badge at all times. Three registrations are included in the booth fee. Registrations for additional booth staff can be made on the registration form and are an additional fee. Additional booth staff may be registered to attend the full conference or exhibit hall only. The three registrations included in the booth fee, as well as any staff may be registered to attend the full conference, may attend all ACFSA-sponsored business and social functions associated with the conference. Sales representatives or others who are not registered may not staff booths. Badges will be necessary for admission to the Show area for all conference attendees. There will be no exceptions. Official conference registration materials will be sent directly to the exhibitor's Authorized Representative (contact person) as listed on the Contract.

REFRIGERATION / FREEZER /

COOKING REQUIREMENTS

Exhibitors must indicate on the registration form if they will need refrigerated/frozen storage prior to and during the show, as well as the approximate space (in square feet) needed. Information will be sent with the exhibit service kit that will provide you with clear delivery instructions. Due to space constraints, there will be no use of the kitchen for heating/warming of samples. All heating/warming of samples must be done in the exhibit booth and must comply with all applicable rules and regulations. All material used in displays must be flame proofed and meet local fire regulations. All electrical wiring must conform to local codes. Open flames are not permitted.

HOSPITALITY

If your company would like to host a Hospitality Room/Suite, please provide your request in writing to Michael Robertson, ACFSA Prof. Partner Rep., 305 N. Center St., West Lafayette OH, 43845, miker@joneszylon.com. Once approved, Hospitality Rooms/Suites must be coordinated directly with the hotel hospitality staff. Only hotel food and beverage will be allowed. There will be no exceptions. All charges will be paid by the vendor.

HOSPITALITY SUITES AND/OR OTHER EVENTS MUST NOT CONFLICT WITH ANY ACFSA SCHEDULED PROGRAMS OR EVENTS. IF YOUR COMPANY VIOLATES THIS RULE, YOU WILL LOSE ALL POINTS ACCRUED FOR PREVIOUS PARTICIPATION IN ACFSA EVENTS, MAY HAVE YOUR TRADE SHOW BOOTH CLOSED DOWN AND MAY LOSE THE PRIVILEGE OF PARTICIPATING AT FUTURE ACFSA TRADE SHOWS.

LABOR

Exhibitors are required to observe all relevant contracts and regulations in effect among any involved labor organizations.

CONTRACTING PARTIES & AGENTS

ACFSA does not appoint or recognize any agents, or other third party operatives, to broker, organize, lease, and/or sublet individual or clustered booth spaces in the Show. Nor does ACFSA authorize any part or agent to promise or provide commissions, discounts, preferred or assured placements, or other consideration in connection with the rental of show space(s). All show space is managed solely by ACFSA according to the Contract as provided for, herein. Contracts shall exist exclusively between ACFSA and the company occupying the space(s) and exhibiting its products/services therein. No signage, medium, or exhibit material may be utilized when, in the sole judgment of ACFSA, it suggests in any manner 1) that the Show is under auspices other than the auspices of ACFSA; 2) that exhibitor(s) constitute a collaborative/pooled marketing entity not explicitly declared in one or more valid Contracts based on the prospectus; or 3) that any status has been awarded by ACFSA to distinguish one exhibitor or group of exhibitors from another, as relates to the show and/or the Association in general.

LAWS, REGULATIONS & ORDINANCES

It is the responsibility of each exhibitor to have knowledge of and comply with all laws, ordinances and regulations pertaining to health, fire prevention, and public safety while participating in this exposition. Additional information will be provided in your exhibit service kit. If you have questions as to the application of such laws, ordinances and regulations please call *Cardinal Expo, Inc.*

SECURITY, LIABILITY & INSURANCE

It is recommended that exhibitors obtain adequate insurance coverage, at their own expense, for property loss or damage and liability for personal injury. All property of the exhibitor remains under the exhibitor's custody and control in transit to and from the exhibit hall, and while it is in the confines of the exhibit hall. Neither

ACFSA, its service contractors, nor any of the officers, staff members, or directors of the Association are responsible for the safety of the property of exhibitors from theft, damage by fire, accident, vandalism, or other causes; and the exhibitor waives and releases any claim or demand against any of them for any damage to or loss of property. The exhibitor assumes the entire responsibility for losses, damages, and claims arising out of injury or damage to exhibitor's displays, equipment, and other property brought onto the premises of the exhibition hall and shall indemnify and hold harmless the exhibition hall agents and employees from any and all such losses, damages, and claims. Further, the exhibitor shall indemnify and hold harmless the Association of Correctional Food Service Affiliates from any and all such losses or damages.

MUSIC PERFORMANCE LICENSING

Exhibitors are hereby notified that the ACFSA Show is not licensed with regard to performance of music controlled by BMI, ASCAP, or others in exhibit area. There may be no display or performance via any medium, including live, optical or electronic reproduction, involving such music in connection with the Show. Any claim arising from alleged violation of BMI, ASCAP, or other rights shall be the responsibility of the involved exhibitor(s).

CLARIFICATION

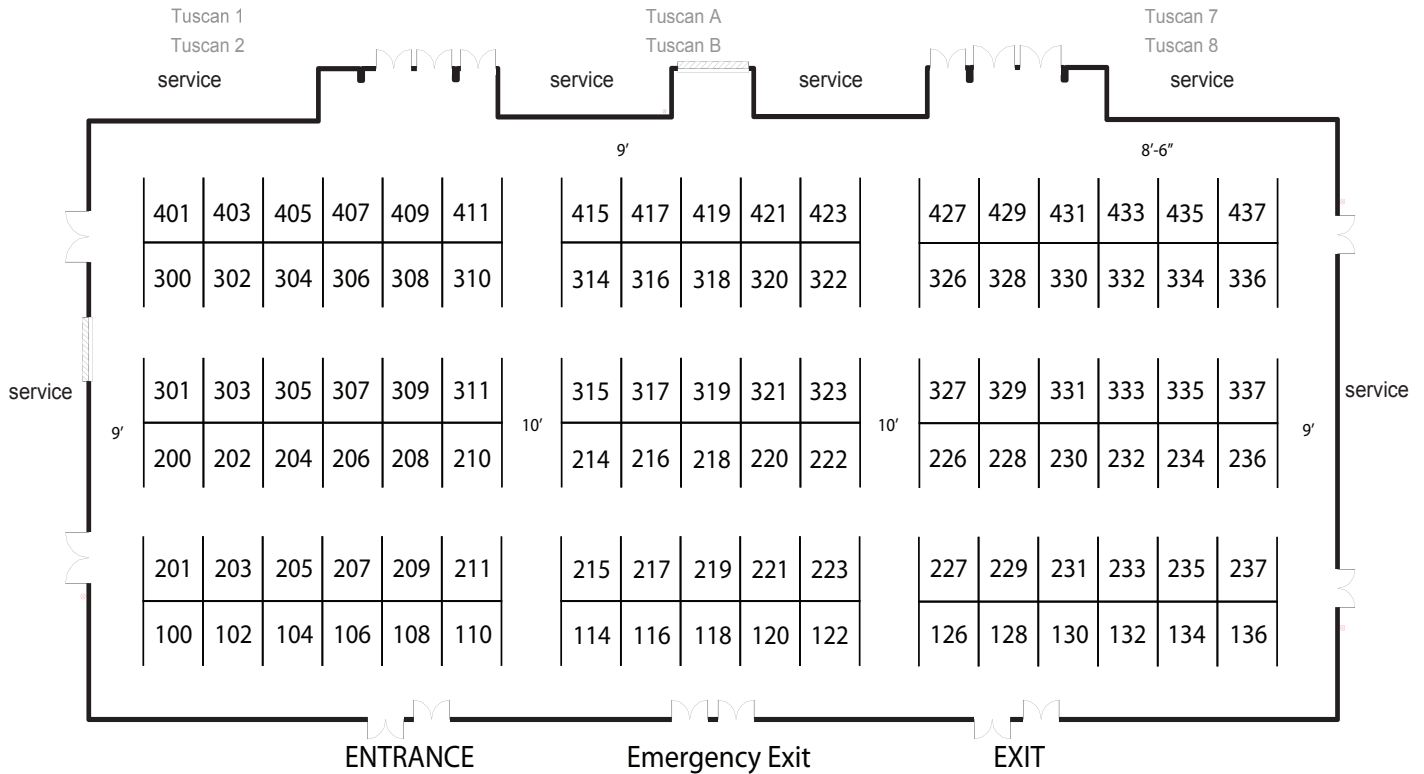
In the event of conflicting information or lack of clarity involving conditions set out by 1) the Contract, including terms and conditions therein and in the prospectus; 2) TriCord Tradeshow Services; 3) Peppermill Resort & Spa, the ACFSA Headquarters office is to be notified promptly. ACFSA will have authority to resolve the situation as warranted.

Association of Correctional Food Service Affiliates

2013 Annual Vendor Showcase

August 13, 2013

Peppermill Resort & Spa - Tuscany Ballroom



NOTE:
 - ALL BOOTHS ARE 10'x10' UNLESS NOTED
 - (102) TOTAL BOOTHS
 - ALL AISLES ARE 8' UNLESS NOTED



ACFSA Show Manager - Amber Ardizone
 Amber@emaoffice.com - (818)843-6608

ACFSA
 210 N. Glenoaks Blvd., Suite C
 Burbank, CA 91502
 www.ACFSA.org



Peppermill Resort & Spa
 2707 S. Virginia Street
 Reno, Nevada 89502
 Phone: (866) 821- 9996
www.peppermillreno.com

SHOW CONTRACTOR

TriCord Tradeshow Services
 738 Neeson Road, Marina, CA 93933
 Ph: 831.883.8600
 Fax: 831.883.8686
www.tricord.net

2013 Conference Hotel Peppermill Resort & Spa



Providing the best hotel service and hotel amenities is an art that **Peppermill Resort & Spa** has perfected over 40 years. Awarded the AAA Four Diamond rating for hospitality industry excellence, and voted one of Reno's best resort hotels year after year by leading hospitality publications, **Peppermill Resort & Spa** offers:

- Old-world hotel style, service, and aesthetics
- Contemporary luxury hotel amenities
- Hotel rooms and suites with comfortable accommodations and luxurious bedding with custom-made plush double-pillow-top mattresses.
- 42" wall-mounted LCD high-def televisions

The **Peppermill Resort & Spa** is committed to eco-friendly actions and amenities including: Being the only resort in the United States whose heating source is totally provided from geothermal energy produced on the immediate property, a recent partnership with the Clean the World program, and many additional initiatives that promote environmental sustainability.

Feating the best Reno restaurants, from fine to casual dining, hotel room service and everything in between, Peppermill's wide variety of food options is sure to satisfy what you needs.

The **Peppermill Resort & Spa** is a perfect home for ACFSA's 2013 Annual International Conference! Make it a point to reserve your booth today!

Peppermill Resort & Spa

2707 S. Virginia Street

Reno, Nevada 89502

Phone: (866) 821- 9996

www.peppermillreno.com

Single/Double Rate - \$89

Triple - \$99 Quad - \$109

**Room reservation cut-off is July 22, 2013*

Mention that you are a part of the ACFSA Conference to get these special group rates.

Hotel rooms and exhibit space fill up quickly. The sooner you register, the more likely you are to get the arrangements you want. You can access complete conference and registration information by visiting the ACFSA website or on the pages of INSIDER.

Questions? Call (818)843-6608



Exhibitor Registration Opportunity 2013 Annual Conference

August 11-15, 2013

Peppermill Resort - Reno, Nevada

I am the AUTHORIZED REPRESENTATIVE (office contact person with address information) to receive all corresponding materials relating to Exhibits, Exhibiting at the 2013 ACFSA Conference in Reno, Nevada. (* Indicates a REQUIRED FIELD)

*NAME _____ TITLE _____

*Company/Organization _____

*Mailing Address _____

*City/State/Zip _____

*CONTACT PHONE _____ FAX _____

*Contact EMAIL _____ Website _____

*Phone for Publication _____ * Email For Publication _____

Please SIGN ME UP TO EXHIBIT AT THE 2013 ACFSA INTERNATIONAL CONFERENCE IN RENO, NEVADA

ACFSA Member \$1195 each Booth _____ +\$50 _____ = Total Amount _____
Corner Booths \$50 Additional Number of Booths Number of Corner Booths Total

NON- Member \$1675 each Booth** _____ +\$50 _____ = Total Amount _____
Corner Booths \$50 Additional Number of Booths Number of Corner Booths Total

Each Booth receives 3 Complimentary full conference attendees. Additional Booth Personnel \$200 per person.

I will need _____ Additional Full Conference Personnel @ \$200 each for a Total Amount of _____
Full Conference Personnel will have access to all Educational Sessions and Social Events Total
Vendor Show ONLY Additional Badges are \$50 per person. Allows additional Booth Personnel on Show Floor for Show ONLY

I will need _____ Additional Badges @ \$50 each for a Total Amount of _____
Total

**Non-Members pay the Member Booth Price if they JOIN ACFSA! ACFSA Membership \$384 Annually YES _____
Total

I would like to be a Sponsor for the 2013 Conference! *Minimum Contribution \$250* YES _____
Exclusive Sponsorship Opportunities are available! Call (818)842-6608 or visit www.ACFSA.org for details. Total

I would like to be Scholarship Sponsor for 2013 Conference! *Minimum Contribution \$250* YES _____
Total

I will need refrigerated storage _____

GRAND TOTAL DUE FOR ALL SERVICES \$ _____

CANCELLATION DEADLINE IS MAY 17, 2013 ~REQUESTS MUST BE MADE IN WRITING ON OR BEFORE MAY 17, 2013

NO REFUNDS WILL BE MADE AFTER THIS DATE

PLEASE RETAIN A COPY OF THIS FORM FOR YOUR RECORDS

Questions? Call ACFSA at (818)843-6608

Pay with a Check - Payable to ACFSA: Check Number _____

Pay with a Credit Card

Name on Card _____ Card # _____

Expiration _____ V Code _____ Billing Address _____ Zip _____

Signature _____

Send Completed Form to: **ACFSA, 210 N Glenoaks Blvd, SUITE C, Burbank, CA 91502**
If paying with a Credit Card, You may FAX your form to **(818)843-7423**



A Struggling Food Service Person Needs Help Today!

Are you ready to change someone's life?

In today's tough economic times, budgets are restricting food service people from attending conferences and learning about the products they need. Many use vacation time and pay their own way.

Help these food service people come to the ACFSA Annual International Conference to meet vendors like you. Today's food service operation is constantly challenged to provide better meals to more inmates with a shrinking budget.

ACFSA would like to give \$750 to 10 people to help with their expenses at the conference. We need your help to reach this goal. For any donation of \$250 or greater, you will receive

- A special *Scholarship Donor Sign* to display in your booth!
- An invitation to a reception where you will meet Scholarship Recipients
- Group Picture and Listing in the INSIDER magazine
- Recognition at Opening Reception and again at the Banquet

This is a terrific opportunity for you to increase attendance at Conference, attract potential clients and best of all to be recognized at Conference!

To send your donation, please fill out the following information and FAX to the ACFSA Office at (818)843-7423. Or Mail with your check to:

ACFSA, 210 N. Glenoaks Blvd., SUITE C, Burbank, CA 91502

Please accept this donation in the amount of \$_____ to provide Scholarships to send one or more ACFSA Members to Conference.

Company Name_____

Address_____

City_____ State _____ Zip_____

Contact Name_____ Title_____

Contact Phone_____ Email_____

Payment Information:

Check #_____ is enclosed with form. Paying with Credit Card: Visa MasterCard AMEX

Credit Card Number_____ Expiration_____

Name on Card_____ V-Code_____

The 3 Digit Code on back of Visa and M/C or
The 4 Digit Code on front of AMEX

Billing Address_____ Billing Zip Code_____

Thank you for your donation! We hope to see you at Conference!

SCHOLARSHIP LEVELS

Premier Level
\$2,500 and up

Platinum Level
\$1,000 - \$2,499

Gold Level
\$750 - \$999

Silver Level
\$500 - \$749

Bronze Level
\$250 - \$499

Questions?

Call the ACFSA Office!
(818)843-6608

ACFSA
210 N Glenoaks Blvd.
SUITE C
Burbank, CA 91502

(818)843-6608 - Office
(818)843-7423 - FAX

www.ACFSA.org



Golf Tournament Registration Package

Tournament is scheduled for August 19, 2012 (Tournament Registration Deadline August 3 2012)

To register for the golf tournament please fill out this form. All checks must be made Payable to the **California Chapter - ACFSA** and mailed in care of:

Myron Wiley
926 W. Petunia
Farmersville Ca. 93223
Ph: 800-848-8160 ext. 192 Fax: 559-747-8316
e-mail myronw@joneszylon.com

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

Name: _____
Address: _____
Phone: _____

**MEET AT 6:45 A.M.
FOR RIDE TO THE GOLF CLUB**

TEE-OFF AT 8:00 A.M.

**TRANSPORTATION TO AND FROM THE
GOLF CLUB IS BEING PROVIDED BY THE
NEW ORLEANS SHERIFF'S DEPARTMENT**

PRIZES INCLUDE:

- I. TOP THREE TEAMS**
- II. LONGEST DRIVE**
- III. CLOSEST TO THE PIN**

**FOR ADDITIONAL COURSE INFORMATION:
WWW.STONEBRIDGEGOLFOFNO.COM**

Cost is \$ 90.00 per golfer. Please include your check for each golfer when returning this registration form. We will make every effort to keep teams together, so get your registration in early, and plan on having a great time.

If you have any questions or need any additional Golf tournament information please contact Don Perkins @ 559-992-7100 ext 5762 or Myron Wiley @559-280-8115

*Remember, all checks must be Payable in U.S. currency to the {California Chapter - ACFSA}. We thank you for Your contributions, your donations make the difference to our success!
We look forward to seeing you at the Golf tournament in New Orleans*



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Burbank, CA 91502
(818) 843-6608 - www.ACFSA.org

FIRST CLASS
POSTAGE
PAID
PERMIT # 8
No. Hollywood, CA

An Invitation to Exhibit!

*The 2013 ACFSA Annual International Conference & Trade Show
Reno, Nevada*



*Peppermill Resort & Spa - Reno
August 11-15, 2013*