



38th National

CHILD NUTRITION CONFERENCE

April 22-26, 2024

Orlando, FL

Partner Information



We are excited to welcome you to the 2024 National Child Nutrition Conference in Orlando. Thank you for choosing to join us this year and for supporting NCA and the child nutrition community. Below you will find information that you might need for the conference.

Important Deadlines

October 1, 2023	Registration Deadline for Inclusion in the Digital Brochure
February 1, 2024	Deadline for All Conference Program Deliverables (Conference Program Ads, Exhibitor Conference Program Directory Information, Door Prize Program [Attendee Leads] Participation, Booth Activities)
February 2, 2024	Exhibitor Orientation - How to Navigate the Conference at 2 pm Eastern (Invitation to Follow)
March 1, 2024	Tote Bag Item Description Due for Approval; Hotel Reservation Recommended Deadline or Until Sold Out Late Rates Begin for Exhibitor Registration;
March 22, 2024	SourceOne Events Begins Advance Shipments
March 28, 2024	Last Day to Transfer or Submit Names for Exhibitor Attendees or Exhibit Hall Passes
April 1, 2024	eGift Cards Due; SourceOne Events Service Order Discount Deadline
April 4, 2024	Deadline to Order Internet Services at Discounted Rate
April 11, 2024	Tracking Numbers Submitted to NCA for Tote Bag; SourceOne Events Advance MH Discount Deadline
April 11-17, 2024	Tote Bag Promotional Item Arrival Window
April 12, 2024	Catering Forms Due to Rosen Shingle Creek
April 17, 2024	SourceOne Events Service Order Deadline
April 17-21, 2024	Exhibitor Booth Shipments Arrival Window (Items Arriving Prior to April 17 Will Incur Extra Charges)
April 19, 2024	Exhibitor AV Equipment Orders Due

Exhibitor Hours

Monday, April 22	1:00 pm - 5:00 pm	Exhibitor Move-In
Tuesday, April 23	8:00 am - 9:00 am	Exhibitor Ready Hour
	9:00 am - 1:30 pm	Exhibit Hall Open
	4:00 pm - 6:00 pm	Exhibit Hall Open
Wednesday, April 24	9:30 am - 1:00 pm	Exhibit Hall Open
	1:00 pm - 5:00 pm	Exhibitor Move-Out

Questions?

Email partnerships@cacfp.org
Or visit cacfp.org/conference

Booth Selection

Booth selection will begin in December and will take place in priority order. Priority order is determined by NCA's partner point system awarding points for past participation, level of participation and year around support. Our partnerships team will be in touch when it is your turn to select your booth.

Additional Conference Attendees and/or Exhibit Hall Passes

One complimentary full conference attendee is included with your booth. If you would like to register additional staff for the conference, there are two choices:

- **Full Conference Attendee:** Access to all conference events including meals and networking events. To register additional conference attendees, please use this [Conference Registration Link](#).
- **Exhibit Hall Pass:** Access to just the exhibit hall. To purchase exhibit hall passes, please use the [Exhibitor Registration Link](#) and select the exhibit hall pass product.

Hotel Information

Please make your hotel reservations immediately. The Rosen Shingle Creek will sell out. Reservations can be made by following the link you received from your attendee confirmation. If you need the link resent, please contact partnerships@cacfp.org. Room rates are guaranteed until March 29, 2024 or until sold out. For more information on the Rosen Shingle Creek and your hotel guest discounts please visit our conference website.

Virtual Exhibitor Directory

Each exhibitor not only gets recognition on the sidebar of our conference website, but also the benefit of showcasing their organization in our [exhibitor directory](#). We encourage you to populate the fields fully. The exhibitor directory will be live until May 15, 2024.

Catering

If you need catering, please complete the Catering Form. Forms must be returned no later than April 12, 2024, to the catering contact at JHard@RosenShingleCreek.com (Julie Hard). Onsite orders and orders made after the deadline will be assessed a \$150 pop-up fee, per delivery.

Internet Services

Millennium Technology Group is the exclusive internet provider for the conference. Please use the provided form if you would like to order internet services for your booth. To receive a discounted rate you must submit your order and pay in full by April 4, 2024.

Electrical Services

Encore EventNow is Rosen Shingle Creek's exclusive electrical contractor. If you need electricity to your booth please follow the steps in the provided form. If AV equipment is needed the order deadline is April 19, 2024.

Tradeshow Services Company

SourceOne Events is our exclusive tradeshow services company. Please see the [exhibitor kit](#) (password: k3YZ0k) for a list of comprehensive services such as shipping freight, ordering furniture and booth labor assistance.

Tradeshow Services Contacts:

Jeff Shutts, Sr. Expo Coordinator
M: 407-284-0412 O: 708-344-4111
jeff@sourceoneevents.com

Sonia Garcia, Accounts Manager
M: 321-900-7385 O: 708-944-4111 Ext. 215
sonia@sourceoneevents.com

Attendee List (Door Prize Program)

NCA does not distribute the conference attendee list. Instead, we provide attendee leads through an opt-in program called the Door Prize Program. To participate please follow these steps:

1. Notify NCA Partnerships Staff that you will be participating in the Door Prize Program.
2. Purchase and send ONE e-gift card in the amount of \$50 or \$100 (limited to Amazon, VISA, Walmart, Target or Starbucks). Use "NCNC Attendee" as your recipient and send eGift Card to partnerships@cacfp.org by April 1, 2024.

NCA will provide you with the file of attendees that have opted into the program by Tuesday, April 30, 2024.

If you would like to participate to receive attendee leads, please contact partnerships@cacfp.org.



Questions?

Email partnerships@cacfp.org
Or visit cacfp.org/conference





**NATIONAL CHILD & ADULT CARE FOOD PROGRAM
SPONSORS ASSOC**



EXHIBITOR PRE-ORDER TECHNOLOGY FORM

ALL ORDERS MUST BE RECEIVED BY April 4th IN ORDER TO RECEIVE PRE-ORDER PRICING.
RENTAL EQUIPMENT AND INTERNET PRICING ARE LENGTH OF SHOW. (Up to 5 Days)

Event Name: National Child Nutrition Conference
Booth Name and #: _____

Install Date and Time: _____ On-Site Contact: _____
Removal Date and Time: _____ On-Site Contact Cell #: _____
On-Site Test and Time: _____ On-Site Contact Email: _____

Wireless Internet Prices are per booth, length of event. Connections capped at a maximum speed of 3Mbps.	Pre-Order Rate	Rack Rate	Total
1-5 Wireless Connections	\$600	\$720	
6-10 Wireless Connections	\$1,020	\$1,200	
11-15 Wireless Connections	\$1,305	\$1,490	
16-20 Wireless Connections	\$1,500	\$1,890	
21-25 Wireless Connections	\$1,650	\$1,980	
26-30 Wireless Connections	\$1,800	\$2,160	
For more than 30 wireless users in a booth, please call for pricing.			

Wired Internet/ Dedicated Bandwidth Prices are per location, length of event, with private IP addresses. If cabling under carpet, please call to schedule location and provide diagram.	Pre-Order Rate	Rack Rate	Total
5Mbps Dedicated Connection	\$3,000	\$3,600	
10Mbps Dedicated Connection	\$4,500	\$5,400	
15Mbps Dedicated Connection	\$6,000	\$7,200	
20Mbps Dedicated Connection	\$7,500	\$9,000	
Additional Connections within the same location (One time Fee)	\$100	\$150	

HD Monitors Includes a table stand and 5ft cable. (Add'l sizes available upon request.)	Price	Qty.	Total
32" Monitor	\$400		
42" Monitor (Includes Dual Pole Stand)	\$695		
55" Monitor (Includes Dual Pole Stand)	\$945		
65" Monitor (Includes Dual Pole Stand)	\$1,145		
70" Monitor (Includes Dual Pole Stand)	\$1,395		
90" Monitor (Includes Dual Pole Stand)	\$1,950		

Laptops/ Tables	Price	Qty.	Total
Laptop	\$225		
Apple MacBook Pro	\$315		
Tablet	\$185		

Monitor Accessories Monitors do not include dual pole stands.	Price	Qty.	Total
Dual Pole Stand with Laptop Tray (Only available with rented monitors)	\$95		

Internet SUBTOTAL	\$
26% Service Fee	\$
6.5% Tax on Service Fee Only	\$
INTERNET GRAND TOTAL	\$

Rental Equipment SUBTOTAL	\$
26% Service Fee	\$
SUBTOTAL	\$
6.5% Sales Tax (On Rental Equipment & Service Fee)	\$
RENTAL EQUIPMENT GRAND TOTAL	\$

Telecommunication SUBTOTAL	\$
26% Service Fee	\$
12.72% Communication Tax (TELECOMMUNICATION SUBTOTAL ONLY)	\$
6.5 % Sales Tax (SERVICE FEE ONLY)	\$
TELECOMMUNICATION GRAND TOTAL	\$

Telecommunication Services Additional Phone options and international calling available. Please call for assistance.				
Cisco Digital Phones Installation fee of \$150 included in first day pricing.	Qty.	Single Day Rate	Add'l Days	Total
House Phone		\$180	\$30	
DID or Polycom Local/ 800		\$250	\$100	
DID or Polycom Local/ 800/ Long Distance		\$300	\$150	
ATA (Analog Phone Adapter)		\$250	\$100	

Network Configuration	Pre-Order Rate	Rack Rate	Qty.	Total
Static IP (One Time Fee)	\$150/each			
Network Extension / Drop	\$250	\$300		
Private VLAN	\$1,200	\$1,450		
Public VLAN	\$1,800	\$2,160		
Custom SSID	\$1,200	\$1,500		

Technology Accessories for Purchase	Price	Qty.	Total
5ghz Wireless Dongle	\$40		
USB to Ethernet Dongle	\$40		
HDMI Cable (25ft)	\$40		
VGA Cable (25ft)	\$40		

Ask us about our sponsorship opportunities!

Please Note the Following:

- * Internet and Rental Equipment prices are for the length of the show (Up to five days).
- * Additional \$150 fee for all orders placed on site, service charge and applicable taxes will be applied.
- * Millennium does not supply power. For power needs, please contact the exhibition company.
- * Orders cancelled with less than 72 hours' notice will incur a 50% cancellation fee. Orders cancelled on site will incur a 100% cancellation fee.
- * Dedicated bandwidth recommended for VOIP, video streaming or video conferencing.
- * Any unauthorized equipment will be disconnected.
- * Support will only be provided to MTG equipment.

Booth Diagram

Mark "X" where connections should be located
Front



Please note that your order is not complete until payment has been received.

Billing Information
Please Type or Print Clearly and Provide Business Card

Name of Event **Booth #**

Card Holder's Name **Phone #**

Company Name

Billing Address of Credit Card **City** **State** **Zip Code**

Email Address

Once the form is completed and submitted, a Millennium Technology Sales Managers will input your information. Invoice(s) will be sent to the email address listed above for your credit card payment to be submitted.

- * Due to PCI compliance, we can no longer accept any CC authorization forms. **Please do not include your CC numbers on this form.**
- * Please provide all information requested. Incomplete forms will delay processing.
- * Make sure to write the billing address of the credit card that will be used for payment.
- * Full payment is required prior to services being rendered.
- * Millennium Technology Group (MTG) accepts Visa, MasterCard, American Express, and Discover.

I agree in placing this order and I have accepted Millennium Technology Group's Rental Agreement Terms and Conditions, including Millennium Technology Group's payment policy.

X
Cardholder's Signature **Date**

Fax or Email order to Millennium Technology Group Attn: Convention Technology Sales Address: 9939 Universal Blvd, Orlando, FL 32819
Phone: (407) 996-5865 On-Site Support: (407) 996-2589 Fax: (407) 996-5866 Email: ConventionSales@MTG-FL.com

TECHNOLOGY TERMS AND CONDITIONS LIMITATION OF LIABILITY

EXCEPT FOR CLAIMS FOR PHYSICAL INJURY TO PERSONS, MILLENNIUM TECHNOLOGY GROUP (MTG) AND ITS SUPPLIERS OR SUBCONTRACTORS WILL NOT BE LIABLE FOR ANY SPECIAL, OR CONSEQUENTIAL DAMAGES OR FOR LOSS, DAMAGE OR EXPENSE DIRECTLY OR INDIRECTLY ARISING FROM CUSTOMER'S USE OR INABILITY TO USE THE SYSTEM EITHER SEPARATELY OR IN COMBINATION WITH OTHER EQUIPMENT OR SOFTWARE OR FOR COMMERCIAL LOSS OF ANY KIND (INCLUDING LOSS OF BUSINESS PROFITS) BASED UPON BREACH OF WARRANTY, BREACH OF CONTRACT, NEGLIGENCE, STRICT TORT OR ANY OTHER LEGAL THEORY WHETHER OR NOT MTG OR ITS SUPPLIERS OR ITS SUBCONTRACTORS HAVE BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGE OR LOSS. IN NO EVENT SHALL LIABILITY EXCEED A REFUND OF AMOUNTS ACTUALLY PAID TO MTG BY COMPANY FOR THEIR NETWORK ATTACHMENT. SERVICES ARE PROVIDED BY MTG ON AN 'AS IS' AND 'AS AVAILABLE' BASIS. MTG MAKES NO REPRESENTATIONS OR WARRANTIES OF ANY KIND, EXPRESS OR IMPLIED, AS TO THE OPERATION OF MTG SERVICE OR THE INFORMATION, CONTENT, MATERIALS, OR PRODUCTS INCLUDED IN MTG SERVICE.

NO WARRANTIES ARE MADE OTHER THAN PROVIDING YOU WITH OUR EQUIPMENT IN GOOD WORKING ORDER. YOU ACKNOWLEDGE THAT BOTH THE EQUIPMENT AND THE MANUFACTURERS OF SAID EQUIPMENT ARE ACCEPTABLE TO YOU. YOU FURTHER ACKNOWLEDGE THAT WE HAVE NOT MADE AND DO NOT MAKE ANY WARRANTY EITHER EXPRESSED OR IMPLIED INCLUDING BUT NOT LIMITED TO: A) THE FITNESS OR DESIGN OF THE EQUIPMENT; B) THE MERCHANTABILITY OF THE EQUIPMENT OR ITS FITNESS FOR ANY PARTICULAR PURPOSE; C) ANY PATENT, COPYRIGHTS OR TRADE SECRET INFRINGEMENTS AND D) THE COMPLIANCE OF THE EQUIPMENT WITH ANY REQUIREMENTS OF LAW, RULES, SPECIFICATIONS OR CONTRACT.

1. **CONDITION FOR PROCESSING SERVICE CONTRACT/ON-TIME INSTALLATION:** (a) Payment for service must accompany contract. (b) Incomplete contract forms will delay processing, please provide all information requested. (c) Booth number(s) must be identified on face of form. (d) Complete Floor Plan itemizing location of connections in booth must be designated on form or customer provided diagram(s) 3 days before move-in date (g) Orders /changes received on day of show move-in will be worked after other orders are complete.

2. **TERM:** The rental shall commence on the day the equipment/services are delivered to you and shall continue until the equipment/services are returned, complete and in good working order.

3. **TITLE:** Only MTG personnel are authorized to modify system wiring or cabling. Material and equipment furnished by MTG for this service order shall remain the property of MTG. You acknowledge that the equipment/services rented by you belongs to us and that you cannot sell, pledge, mortgage or otherwise dispose of the equipment.

4. **LOCATION:** The equipment shall be kept at the location you have provided us and may not be moved or relocated without our prior written permission. In the event of loss, you agree to promptly reimburse us for the replacement cost of such equipment and claims for all losses and injuries caused by such equipment.

5. **MODIFICATION AND ADDITIONAL WORK:** If, at the request of or with prior consent from the Customer, MTG has performed work or rendered other performances which goes beyond the substance or scope of the agreed services, the Customer shall pay for that work or performance according to our usual rates. Expanding or modifying a system analysis, a design or specifications shall also constitute additional work.

6. **REPAIRS:** During the term of rental, we are responsible for the maintenance of our equipment resulting from every day wear and tear. If the equipment malfunctions, you must notify us immediately and we will, at our discretion, repair or replace the defective equipment in a timely manner. If the equipment is damaged in any manner you will be responsible for all costs, including but not limited to service fees, repair fees, or full replacement costs.

7. **CREDIT APPROVAL:** We are not obliged to deliver the equipment unless and until your credit is approved by us.

8. **LATE CHARGES:** If any payments have not been made by the conclusion of the event, we may impose a late charge of 1.5% per month.

9. **PAYMENT:** Payment & Order forms must be received no later than 14 days prior to the first day of the event to avoid Pre-Order Penalty Fee of \$100. If ordering on site or after event move-in has started there is a \$150 On Site Order Fee that will be applied. Pricing listed on this contract does not include Federal, State, Local or other Taxes. Taxes/Tax surcharges will be included in your final bill. Checks must be received a minimum of ten days prior to the first day of service. **The Customer shall pay invoices in accordance with the payment conditions stated on the invoice. The Customer shall not be entitled to set off or to suspend a payment.**

10. **INTERNET SECURITY DISCLAIMER:** MTG does not provide security, such as but not limited to firewalls etc. for any data connection(s) we provide. It is the sole responsibility of the exhibitor or customer to provide any necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold MTG; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

11. **SHARED INTERNET SERVICES SPECIFIC:** Proxy Servers are not allowed with any of MTG's shared Internet/Network Services. This includes, but is not limited to, Premium Internet & Basic Internet. MTG can engineer a custom dedicated network(s) to accommodate such special requests.

12. **ORDER FORM:** Rates listed include a single IP address with standard installation to the booth in the most convenient manner. To connect additional devices to the bandwidth product a MTG assigned IP address or additional device charge must be purchased.

13. **INTERNET PERFORMANCE DISCLAIMER:** MTG does not guarantee the performance, routing, or throughput, either expressed or implied, of any data connectivity with regards to the Internet and/or Internet backbones beyond any facility we service.

14. **GENERAL PROVISIONS:** a) The laws of the State of Florida shall govern this Agreement between you and MTG. b) Although you do not have the right to assign this Agreement, we do. If we exercise this right, we may direct you to make all future payments to another party at their address. c) You hereby waive trial by jury in any action or proceeding pertaining to this Rental Agreement. d) Paragraph headings are for convenience only.

15. **PUBLICITY:** Notwithstanding anything to the contrary in the Agreement or applicable Statements of Work, MTG shall be permitted to disclose in summary form the nature of work performed for clients under the applicable Statement of Work; however, MTG shall not disclose the proprietary business processes of Client or otherwise result in any breach of any other term of this Agreement.

16. **WIRELESS SPECIFIC:** The use of any wireless device that interferes with the facility wireless data frequency is prohibited.

17. **RENEWALS AND RATE CHANGES:** The rental will automatically be renewed for successive rental periods following the initial rental term.

18. **PERFORMANCE:** MTG shall, to the best of its ability, do its utmost to perform the services with due care and, where appropriate, in accordance with the agreements and procedures recorded in writing with the customer. All of MTG's services shall be performed on the basis of a best efforts obligation, unless and insofar as the MTG has expressly promised a result in the written Agreement and the result concerned has also been described with sufficient definiteness. Any agreements concerning a service level must always be expressly agreed in writing.

19. **USAGE:** You may use our equipment, but you may not abuse it. In particular, you must provide a suitable location, including appropriate electrical power, for our equipment and comply with the manufacturer's operating instructions. If any software is supplied with the property, you agree to be bound by all applicable licenses and copyright laws and, with regard to Microsoft products, you further acknowledge that use of the Microsoft software accompanying our equipment is governed by Microsoft's End User License Agreement attached hereto.

20. **VIRUS PROTECTION REQUIREMENT – WARNING –** MTG requires that all devices directly or indirectly accessing MTG's Network have the latest virus scan software, windows security updates, system patches, and any other technological precautions necessary to protect yourself and others from viruses, malicious programs and other disruptive applications. Any device, which adversely impacts MTG's Network, will be disconnected from the network with or without prior notice at MTG's discretion. The device(s) in question will remain disconnected from the network until all issues are adequately resolved. Additional charges may apply for trouble diagnosis and/or problem resolution.

21. **CUSTOMER EQUIPMENT:** Customers wishing to place their equipment within the IDFs must obtain authorization to do so through MTG. MTG nor Rosen Hotel & Resorts will be held responsible for the loss or damage of customer provided equipment. This includes but not limited to damage due to power, liquids, leaks, or other naturally occurring events. Plugging in to any outlet or circuit currently utilized by MTG equipment or Rackspace is strictly prohibited. Power must be ordered from the hotel's convention power provider. All access to IDF's require a representative from MTG to be present at all times. No keys will be issued to a customer or group and the door must remain securely locked at all times. All patching and un-patching of ports and or fiber can only be performed by a MTG representative.

22. **USE OF NETWORK CONNECTIONS:** a) The network attachment to be provided by MTG may be used only by the employees of the company, its agents and consultants while performing service for the company and will not be resold or distributed to other companies. The services being provided by MTG will facilitate communications between the Company's authorized users and the entities reachable through the national Internet. Users of MTG services shall use reasonable efforts to promote efficient use of the networks to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks. b) Users of MTG services shall not disrupt any of the MTG or other associated networks in part or as a whole. MTG services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof. c) All devices for which MTG directly or indirectly provides Internet/Network connectivity must pay a connection charge or purchase a MTG assigned IP address. d) The choice of Internet Service Provider (ISP) is at the sole discretion of MTG e) MTG is the exclusive provider of all wired and wireless data services. f) Wired/Wireless Devices not authorized by MTG are strictly prohibited. Anyone wishing to showcase wireless products must contact MTG three weeks in advance of their show to investigate the potential of MTG engineering a customized cohesive network operating without interference g) Rates listed include a single IP address via DHCP, bringing the service to the booth in the most convenient manner and does not include computer equipment, NIC card, TCP/IP software or power to the booth.

23. **CANCELLATIONS & ADJUSTMENTS:** No adjustments to invoices will be made after the close of the Event. Claims will not be considered unless filed in writing by Exhibitor/Client prior to close of Show/Event. All orders cancelled within 72 hours of the first day to the Event whether it be by the Exhibitor, due to the cancellation of an Event or their non-participation, will be charged a cancellation fees equal to 50% - 100% of the total order, based on the status of move-in, work performed and/or MTG set-up costs or expenses. Some broadband services and special circuits cannot be cancelled once ordered and will incur full charges listed /quoted. Credit will not be given for service installed and not used.

24. **INDEMNIFICATION:** a. You shall defend, indemnify and hold MTG harmless against all costs and expenses, including reasonable attorney's fees, associated with the defense or settlement of any claim that: i. MTG's use, access or modifications of any software that you have requested that we use, access or modify as part of the Services infringes any patent, copyright, trademark, trade secret or other intellectual property right, or ii. Your use of any Services in violation of any requirements or representations in this agreement violates any law or infringes any patent, copyright, trademark, trade secret or other intellectual property right.b. You further shall pay any judgments or settlements based on any such claims.

25. **ENTIRE AGREEMENT:** These terms and conditions together with any documents expressly referred to in them, contain the entire agreement between us relating to the subject matter covered and supersede any previous agreements, arrangements, undertakings or proposals, written or verbal: between us in relation to such matters. No verbal explanation or verbal information given by any party shall alter the interpretation of these terms and conditions. In agreeing to these terms and conditions, you have not relied on any representation other than those expressly stated in these Terms and Conditions and you agree that you shall have no remedy in respect of any misrepresentation, which has not been made expressly in these Terms and Conditions.

26. **PERSONAL DATA PROTECTION** a. "Personal Data" means any information regarding any identified or identifiable person associated with the meeting, that may be provided or discovered during the course of performing under the meeting Agreement. Hotel may process and use the Personal Data only to the extent necessary to perform its obligations under the meeting Agreement. Hotel may disclose the Personal Data only to Hotel's agents, employees and subcontractors as necessary to perform the Hotel's obligations under the meeting Agreement, who have received training on the handling of Personal Data from Hotel, and who are bound by confidentiality obligations. Hotel may disclose Personal Data as required to fulfill regulatory or legal requirements within the travel industry. Hotel may not sell, rent or lease Personal Data to any other party. Hotel may not use any Personal Data to send direct marketing materials to Client, its members or employees, unless they have provided their explicit written consent or have otherwise provided personal data for such purpose, i.e. have opted in to receive such materials from Hotel.b. Hotel will use the same reasonable degree of care to prevent the unauthorized use, dissemination or publication of the Personal Data, as it uses to protect its own information of similar nature, and will implement any technical and organizational measures to protect personal data which are required by the applicable law. Hotel will adhere to all applicable export, personal data protection and security laws, regulations and rules when collecting, using, storing, transferring and otherwise processing Personal Data. Hotel agrees to notify Client if it becomes aware of any actual, suspected or alleged unauthorized use of, disclosure of, or access to Personal Data by itself or others that also creates a notification obligation to affected individuals under state or federal law. In the event of such a security incident, Hotel will cooperate with Client in accordance with the applicable laws, including: conducting the investigation; cooperating with authorities; and notifying affected persons, credit bureaus, other persons or entities deemed appropriate by the Client.

KITCHEN/PRODUCT PREPARATION REQUEST FORM
Rosen Shingle Creek
National Child Nutrition Conference
April 2024

Please be advised that onsite orders will be assessed a \$150.00 pop-up fee, per delivery.

BOOTH DELIVERY INFORMATION FOR HOTEL CULINARY PREP ITEMS

For the hotel to control inventory, please complete this form and return it no later than **April 12, 2024**, or services cannot be guaranteed. Please send the completed form to **JHard@RosenShingleCreek.com**

Ordering Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

On-site Contact and Cell Phone: _____

Booth Number: _____

Delivery Dates/Times to Booth: _____

CHEF/BANQUET LABOR

* Hotel Service Charge is currently 26% and Florida State Sales Tax is currently 6.5%

DEDICATED LABOR (IN BOOTH) AVAILABLE FOR PURCHASE				
Item	Quantity	Price	Date/Time Period	Comments/Notes
Chef Labor		\$300 + tax for 3 hours \$100 + tax each additional hour		
Banquet Labor		\$225 + tax for 3 hours \$75 + tax each additional hour		

****IMPORTANT**** The Rosen Shingle Creek liquor license requires that all alcoholic beverages be dispensed by Rosen Hotels and Resort’s associates. If you will be serving alcoholic beverages in your exhibit booth, you are required by the Hotel to hire a Banquet bartender at \$225.00, plus tax (for 3 hours – each additional hour is \$40 per bartender).

PURCHASE / RENTAL EQUIPMENT

List below the items you will need to display your food. Labor Fee of \$50.00 + tax per delivery of non-food items.

ITEMS AVAILABLE FOR PURCHASE					
Item	Quantity	Price	Total Cost	Delivery Time	Comments
4 oz. Plastic Soufflé Cups		\$35 per 100			
Frill Picks		\$20 per 100			
Cocktail Napkins		\$25 per 100			
Small Plastic Plates		\$80 per 80			
12 oz. Plastic Tumblers		\$25 per 50			
Jumbo Straws, Unwrapped		\$10 per 250			
7 ¾" Plastic Stir Sticks		\$20 per 1,000			
Plastic Spoons		\$100 per 1,000			
Plastic Forks		\$100 per 1,000			
Plastic Knives		\$100 per 1,000			
Vinyl Gloves		\$15 per 100			
Paper Hand Towels		\$50 per 40			
7 oz. Sterno		\$7.50 each			
20 lbs. of ice		\$50 each			
LABOR CHARGES		\$50/Delivery			

ITEMS AVAILABLE FOR LEASE (During Show Hours Only)					
Item	Quantity	Price	Total Cost	Delivery Time	Comments
Spatula		\$25 each			
Serving Spoon		\$25 each			
Tongs		\$25 each			
Serving Tray		\$55 each			
Large Serving Bowl		\$55 each			
Chafing Dish w/2 Sterno		\$150 each			
Coffee Urn		\$80 each			
Hot Box		\$325 each			
Refrigerated Storage (Pallet)		\$250 each			
Ice Scoop		\$25 each			
Ice Cream Scoop		\$25 each			
Heat Lamp		\$125 each			
Cutting Board		\$30 each			
Small Bread Basket		\$15 each			
Large Punch Bowl		\$55 each			
Small Basic Garnish (Parsley, Lemon Slices)		\$45 each			
Large Basic Garnish (Parsley, Lemon Slices)		\$85 each			
LABOR CHARGES		\$50/Delivery			

* Lease items not returned will be charged to your account at replacement cost

* A \$50 delivery fee will be added to each delivery

PAYMENT METHOD & SPECIAL REQUESTS

Method of Payment:	Payment to Rosen Shingle Creek can be made via Credit Card on our payment link sent by your Catering Manager. Your order will <u>not</u> be placed until your master account has received a deposit of 100% of the estimated charges.
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Special Requests:

FOOD PREPARATION SERVICE RULES & REGULATIONS

Exhibitors are permitted to use the following appliances at their exhibit booth for food preparation:

- Microwave Oven
- Crock Pots

Exhibitors may use the following equipment to hold food:

- Heat Lamps
- Chafing Dishes

NO FOOD PREPARATION OF ANY KIND IS ALLOWED WITH THE FOLLOWING EQUIPMENT:

- Gas or Propane
- Deep Fryers
- Roasting
- Pressure Cookers
- Open Flame
- Electric Ovens

Exhibitor is responsible for obtaining electrical needs in their booth from Encore Power to operate any approved equipment.

See Exhibitor Packet for Electrical Order Form.

NAME OF CONFERENCE	START DATE	END DATE
National Child Nutrition Conference	04/19	04/26

LEVEL OF SERVICE	TYPICAL USAGE
5 AMP	<ul style="list-style-type: none"> Charge phones or laptops Small monitors (up to 32")
10 AMP	<ul style="list-style-type: none"> Larger monitors (32" and above) Up to three LED overhead lights or a large LED light strip
20 AMP	<ul style="list-style-type: none"> Two or more large monitors Three or more LED lights Small appliances like a K-Cup coffee maker

IF YOU NEED HELP LOCATING YOUR SHOW, PLEASE FOLLOW THE STEPS BELOW:

1. ENTER SHOW DATE(S) YOU WERE PROVIDED WITH
2. SELECT "FLORIDA" IN THE "STATE" DROPDOWN
3. SELECT "ORLANDO" IN THE "CITY" DROPDOWN
4. SELECT "ROSEN SHINGLE CREEK" IN THE "VENUE" DROPDOWN
5. HIT SEARCH
6. SELECT YOUR SHOW FROM THE SEARCH LIST

<https://eventnow.encoreglobal.com/>

CLICK HERE TO ORDER UP TO TWO ELECTRICAL DROPS

CLICK HERE TO CONFIGURE YOUR MONITOR OPTIONS

SPECIALTY SERVICES

MORE THAN 2 ELECTRICAL SERVICES

208V ELECTRICAL SERVICES

WATER LINES

AIR LINES

IF SPECIALTY SERVICES ARE REQUIRED, CLICK HERE TO SUBMIT A REQUEST FOR A QUOTE

VIDEO EQUIPMENT

23-24" HD MONITOR (TABLETOP ONLY)

32" MONITOR (TABLETOP OPTIONAL)

48" MONITOR

55" MONITOR & FLOOR STAND PACKAGE

70" MONITOR & FLOOR STAND PACKAGE

PC BASED LAPTOP

WIRELESS REMOTE PRESENTER

LED UPLIGHTING

RIGGING REQUESTS

If rigging is required, please use the following link to request approval.

<https://www.encoreglobal.com/rigging-portal/>

If you are experiencing technical difficulties on-site, please contact Encore at 407-616-4556 or 407-996-4473