



39th National
**CHILD NUTRITION
CONFERENCE**

April 14-18, 2025
Dallas, TX

Partner Information



We are excited to welcome you to the 2025 National Child Nutrition Conference in Dallas. 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

January 10, 2025	Exhibitor Orientation - How to Navigate the Conference at 2 pm Eastern (Invitation to Follow)
February 1, 2025	Deadline for Inclusion in the Printed and Digital Conference Program including: Conference Program Ads, Conference Program Exhibitor Directory Information, and Booth Activity Information
February 24, 2025	Catering Forms Due to Hilton Anatole
March 1, 2025	<ul style="list-style-type: none"> • Tote Bag Item Description Due for Approval • Late Rates Begin for Exhibitor Registration • Late Rate Begins for Tote Bag Advertising • Exhibit Hall Pass Rate Increases • Food Sample Approval Deadline • Hilton Anatole Food Waiver Deadline
March 14-April 8, 2025	Shipping Arrival Window for Booth Items Sent Through AEX Convention Services
March 28, 2025	Last Day to Transfer or Submit Names for Conference Attendees or Exhibit Hall Passes Without Fees
April 1, 2025	Discount Deadline for All Orders Through AEX Convention Services
April 3, 2025	Tracking Numbers Submitted to NCA for Tote Bag Items
April 7-11, 2025	Tote Bag Promotional Item Arrival Window
April 7-14, 2025	Arrival Window for Shipments Being Sent Directly to FedEx Hilton Anatole
April 13, 2025	Final Day for All Online Encore Orders (Internet, Electrical and other AV Needs)

Exhibitor Hours

Monday, April 14	1:00 pm - 5:00 pm	Exhibitor Move-In
Tuesday, April 15	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 16	9:00 am - 12:30 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, you have 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 Hilton Anatole will sell out. Reservations can be made by following the link you received in your attendee confirmation and Exhibitor Welcome and Onboarding Email.

If you need the link resent, please contact partnerships@cacfp.org. Room rates are guaranteed until March 20, 2025 or until sold out. For more information on the Hilton Anatole 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, 2025.

Catering

If you need catering, please complete the Catering Form. Forms must be returned no later than February 24, 2025. Onsite orders and orders made after the deadline will be assessed a \$150 pop-up fee, per delivery.

Internet Services

The Hilton Anatole has a preferred agreement for full service, onsite audio-video visual production and meeting space internet with Encore. Exhibitors can [order here](#). This link will close the day the show starts.

Electrical Services

Encore Power Distribution is the Hilton Anatole's exclusive electrical contractor. Encore Power Distribution manages all connections to the hotel infrastructure and under no circumstance will power hook-ups be allowed by any party other than Encore. Encore Power Distribution will provide all electrical needs including, but not limited to, production, audio-visual, computer sets, tradeshow, utility services and special events. All power cords (including extension cords) must be provided by Encore Power Distribution. Exhibitors can [order here](#). This link will close the day the show starts.

Tradeshow Services Company

AEX Convention Services is our exclusive tradeshow services company. Please see the exhibitor kit for a list of comprehensive services such as shipping freight, ordering furniture and booth labor assistance.

Tradeshow Services Contact:

Philip Ricciardi

M: 609-204-2055 O: 609-272-1600

philip@aexservices.com

Food Samples

Exhibitors may provide food samples at their booth at no extra charge. All food samples must be approved. Exhibitors must submit all food sample description with crediting information to partnerships@cacfp.org by March 1, 2025. All food samples must be creditable in the CACFP and/or SFSP or must be allowable as a food that increases the palatability of a food in the CACFP and/or SFSP. Exhibitors must also complete the Hilton Anatole Food Waiver form by March 1, 2025.

Attendee List

All exhibitors will receive an opt-in attendee list as part of their booth package. Exhibitors are welcome to collect additional contact information at their booths.



Shipping Instructions

Preparing Your Shipment

FedEx Office is committed to providing you with an outstanding experience during your stay. All guest and event packages being shipped to the property must follow the address label standards (illustrated below) to prevent package routing delays. Please schedule your shipment(s) to arrive four days prior to the event start date to avoid additional storage fees. Use the name of the recipient who will be on-site to receive and sign for the package(s). Please do not address shipments using property employee names unless the items are specifically for their use (e.g., hotel specifications, rooming lists or signed documents); this includes arranging for deliveries to all areas on the property.

If a package has not been picked up by the recipient and no contact information is provided, the package will be returned to the sender, who will be responsible for all additional shipping fees. For more information on package retention, the Return to Sender process, or to schedule package deliveries, please contact the FedEx Office business center at [redacted]. Package deliveries should only be scheduled after the recipient has completed the check-in process.

Package Labeling Standards and FedEx Office Contact

(Guest Name) (Guest Cell Number)
c/o FedEx Office at

(Convention / Conference / Group / Event Name)

Box ____ of ____

FedEx Office Business Center

Phone:
Fax:
Email:

Operating Hours

Mon.–Fri.:
Saturday:
Sunday:

Shipments With Special Requirements

Meeting and event planners, exhibitors and attendees are encouraged to contact FedEx Office with any specific questions in advance of shipping their items. If you have any special needs (e.g., refrigeration requirements, after-hours delivery requests or changes to your meeting dates or rooms), please work directly with your Event Manager, who will communicate these needs to FedEx Office in advance of your event.

On-Site Package Delivery

In most cases, FedEx Office will complete delivery or pickup of packages within the conference and meeting rooms, lobby area and guest suites, but please consult with a FedEx Office team member for specific delivery limitations that may exist. In cases where a drayage company or a meeting decorator is used, FedEx Office team members will work closely with those vendors for proper package routing and release items directly to those vendors if they are on the property when the shipments arrive. Any decorator or drayage packages requiring overnight storage by FedEx Office will be assessed a handling fee. If your meeting/event is being handled by a drayage company or decorator, please ensure your shipments are being sent directly to the drayage company's or decorator's specified address. Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting or disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies and flatbed carts.

Package Delivery to Guest Suites/Meeting Rooms

In most cases, FedEx Office will complete delivery or pickup of packages to guest suites, but please consult with a FedEx Office team member for any specific delivery limitations that may exist. FedEx Office is not authorized to leave packages unattended in guest suites and/or meeting rooms. A guest with authorization to sign for the delivery and approve any charges for handling and delivery fees must be present in guest rooms and/or meeting rooms.



Shipping Instructions

Upon Your Arrival

Packages will be available for pickup at the FedEx Office business center; a handling fee will apply. Packages, pallets, crates, display cases and other heavier items may be scheduled for delivery by contacting our staff at [redacted]; a delivery fee will apply. Package deliveries should only be scheduled after the recipient has completed the check-in process. In order to maintain the proper chain of custody, FedEx Office requires the package recipient's signature before a package can be released from FedEx Office. Release signatures are captured at the time of package pickup or package delivery to the recipient.

Upon Your Departure

FedEx Office offers pack and ship services and packaging supplies, such as boxes, tape, etc., which are also available for purchase at the FedEx Office business center. All outbound packages must have a completed carrier airbill affixed to each package. FedEx Express® shipping boxes and airbill forms are available and are complimentary. Outbound packages and freight to be picked up by a third-party courier should be coordinated directly with those vendors, and communication should be sent to FedEx Office indicating when those items will be picked up. FedEx Office will not make arrangements for freight or third-party courier transportation and/or pickup. Outbound handling fees will be applied to all packages and freight, regardless of carrier, in addition to shipping/transportation fees.

Package Handling And Storage Fees

Package weight	Package pickup or dropoff by guest	Package pickup or delivery by FedEx Office
Envelopes up to 1.0 lb.	\$4.00	\$7.00
0.0–1.0 lb.	\$4.00	\$7.00
1.1–10.0 lbs.	\$10.00	\$15.00
10.1–20.0 lbs.	\$15.00	\$20.00
20.1–30.0 lbs.	\$25.00	\$30.00
30.1–40.0 lbs.	\$30.00	\$36.00
40.1–50.0 lbs.	\$35.00	\$42.00
50.1–60.0 lbs.	\$40.00	\$48.00
60.1–150.0 lbs.	\$55.00	\$66.00
Pallets & crates*	–	\$150.00 or \$0.80/lb. > 187 lbs.

Package weights will be rounded up to the nearest pound.

*For inbound/outbound pallets or crates, the receiving and delivery charges are consolidated into a single fee of \$150.00 or \$0.80/lb. > 187 lbs., which is applied to each pallet/crate handled.

Package weight	Storage fee after 5 days
Envelopes up to 1.0 lb.	No charge
0.0–10.0 lbs.	\$5.00
10.1–30.0 lbs.	\$10.00
30.1–60.0 lbs.	\$15.00
60.1–150.0 lbs.	\$25.00
Pallets & crates	\$50.00
Over 6.5' in size	\$25.00

A one-time package storage fee will apply to each package received and stored for more than five (5) calendar days. Items measuring over 6.5 feet in size are considered oversize and will be assessed an additional oversize fee if stored for more than five (5) calendar days.

Additional Services

Items that require extra handling, such as pallet/crate breakdown or build up, multiple pickup or delivery points, or collecting and disposing of packaging materials, will be assessed an additional fee of \$70.00 per hour with a minimum of \$35.00 for 30 minutes. This fee will be assessed for each FedEx Office team member dedicated to perform these additional services. Please note that FedEx Office team members cannot lend out any moving equipment, which includes pallet jacks, dollies, and flatbed carts.

Terms and Conditions

Receiving, delivery and storage charges are payable at the time of delivery. Recipient may be required to present government-issued photo identification and sign for delivery. Shipper must comply with all applicable local, state and federal laws, including those governing packing, marking, labeling and shipping. OBTAIN FIRE, CASUALTY AND ALL OTHER INSURANCE ON PACKAGE CONTENTS PRIOR TO SHIPPING. Neither the Property nor FedEx Office and Print Services, Inc. provide such insurance. Neither the Property nor FedEx Office and Print Services, Inc. nor the employees, agents or contractors of either firm will be liable for any damages, whether direct or indirect damages, relating to or arising out of any loss or damage to any package or its contents, unless a package is lost after receipt on the Property, in which case such liability shall be limited to the lesser of \$100 or the liability of the carrier indicated above. By sending your package to the Property, you agree to be bound by any additional terms and conditions that the Property or FedEx Office and Print Services, Inc. may establish from time to time for receiving and delivering of packages.

AFFILIATE FUNCTION FORM

— HILTON ANATOLE

PLEASE FILL OUT THE
FORM TO RESERVE
MEETING SPACE
AND/OR FOOD &
BEVERAGE FUNCTIONS

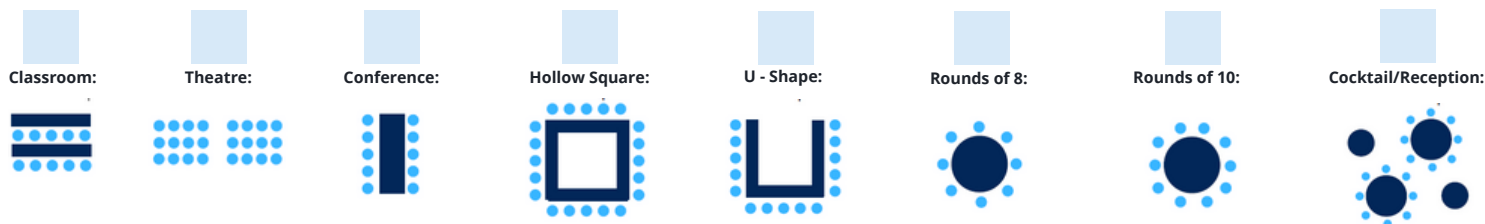
Company Name:		Main Group/ Convention Name:	
Company Address:			
Onsite Contact:		Phone Number:	
E-Mail Address:		Event Name:	
Check which option applies:		Meeting Function Date(s) :	

Meeting Room Only:		Meeting Room & Food and Beverage:		Number of People:		Start Time:		End Time:	
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Hotel to Complete

Meeting Room Rental :		Meeting Room Name (Client Approved) :	
Food & Beverage Minimum :		Client Approved Room Access Time:	
Master Account For Affiliate:		Client Approval Date(s):	DAY 1: DAY 2: DAY 3:
Billing Setup for Affiliate:			

SELECT A DESIRED SET:



ADDITIONAL EQUIPMENT NEEDS:

Items subject to availability. Your Event Manager will confirm.

Quantity:	Equipment:	Quantity:	Equipment:
	Easel(s) for client supplied signage - \$25 each		Dance Floor
	Water bubbler - \$225 Per Day Charge Per Bubbler (5 gal)		Head Table _____ for People
	Stage Riser (6x8 piece)- \$25 Per Piece, Per Day		Registration Desk with _____ Chair(s)
	Standing Podium (6' x 8')		6' Skirted Display Table

Audiovisual, Lighting, IT and Electric:

For your convenience, Encore, is our in-house audiovisual company. We offer state of the art equipment available on a rental basis as well as a business center with private work stations. Your Catering or Event Manager can assist you with these audiovisual needs. Encore is our exclusive electrical and internet provider. Additional electrical distribution is available in all function rooms. Charges will be based on labor and the actual specifications.

Taxes and Service Charge:

All food and beverage are subject to a 26% taxable service charge and 8.25% sales tax, which is subject to change. The remainder of the service charge is retained by hotel to cover nonitemized costs of the event. No other fee or charge, including administrative fees, setup fees, labor fees, or bartender or food station fees, is a tip, gratuity or service charge for any employee. All room rental charges are subject to 26% service charge and 8.25% sales tax.

SIGNATURE : _____

DATE : _____

PLEASE FILL OUT THE
FORM TO RESERVE
FOOD & BEVERAGE FOR
YOUR UPCOMING
FUNCTIONS

Affiliate Name:		Main Group/ Convention Name:	
Event Date:		Contact Name, Ph. Number & E-Mail:	

Please note that all event details will need to be submitted and confirmed to the event manager 7 business days prior to the event

Passed/Displayed Hors D'oeuvres must have a minimum of 25 pieces each.

Reception desserts must be ordered by the dozen.

	Anatole Breakfast Meats Selections:
Selection #1	
Selection #2	

	Boxed Lunch Selections:
Salad Selection	
Selection #1	
Selection #2	
Selection #3	
Dessert Selection	

	Friday DotW Selections:
Selection #1	
Selection #2	
Selection #3	

	Chilled Plated Lunch:
Selection #1	
Dessert Choice	

	Reception Slider Selections:
Selection #1	
Selection #2	
Selection #3	

	Reception Pizza Selections:
Selection #1	
Selection #2	

	Reception Pasta Selections:
Selection #1	
Selection #2	

	Additional Needs:
# of Bartenders (1 per 100)	
# of Attendants	

	Additional Details:
F&B Start Time	
Bar Start Time	
Guarantee	
Post As	

Consumption Bar
The following items are also included with the on consumption bar:
California Premium Varietal Wines, California Varietal Wines, Local Craft Beer, Imported Beer, American Beer, Fruit Juices, Soft Drinks, Bottled Waters & Sparkling Waters

All food and beverage are subject to a 26% taxable service charge and 8.25% sales tax, which is subject to change. The remainder of the service charge is retained by hotel to cover nonitemized costs of the event. No other fee or charge, including administrative fees, setup fees, labor fees, or bartender or food station fees, is a tip, gratuity or service charge for any employee. All room rental charges are subject to 26% service charge and 8.25% sales tax.

DATE: _____

CERTIFICATE OF INSURANCE – REQUIRED FOR ALL BOOTHS SERVING FOOD

- ALL OUTSIDE VENDORS MUST SUPPLY A "CERTIFICATE OF INSURANCE".

Must have on file in the Hilton Anatole Security office a current copy of the following:

Commercial General Liability: Not less than \$2,000,000.00 combined single limit for bodily injury and property damage.

Automotive Liability: Not less than \$1,000,000.00 combined single limit for bodily injury and property damage.

Employers Liability: Not less than \$500,000.00 combined single limit.

Workers Comp: In the minimum amount required by the applicable Workers' Compensation statute. In the absence of Workers Compensation insurance, evidence of an alternative employee benefit program must be provided, as well as proof that the company has legally non-subscribed to the applicable Workers Compensation Act.

Umbrella Liability: Not less than \$2,000,000.00.

Each of the above policies must have the following information written into the coverage policy:

Such insurance must name "**Hilton Management LLC as agent for Anatole Partners III, LLC d/b/a Hilton Anatole**" and their respective Officers, Owners, Members, Parents, Directors, Employees, Agents, Subsidiaries, and Affiliates additional insured with respect to your operations on the premises of the Hotel."

An additional requirement, stipulates the 'Certificate Holder' block of the Insurance form **MUST READ:**

"**Hilton Management LLC as agent for Anatole Partners III, LLC d/b/a Hilton Anatole** and their respective Officers, Owners, Members, Parents, Directors, Employees, Agents, Subsidiaries, and Affiliates additional insured with respect to your operations on the premises of the Hotel." In the event any of the Certificates of Insurance are canceled before their expiration, the Hotel Parties must be provided thirty (30) days written notice of said cancellation.

FOOD WAIVER & INDEMNIFICATION – REQUIRED FOR ALL BOOTHS SERVING FOOD

Food Waiver and Indemnification Agreement

(To be signed by Vendors Providing ANY food whether prepared or packaged)

The Undersigned hereby requests that (1) ("Hotel") prepare the following food items provided by the Undersigned; or (2) serve the following food items prepared by the Undersigned or the Undersigned's outside vendor:

(ENTER FOOD ITEMS IN SPACES ABOVE – Attach additional page if necessary)

The Undersigned understands that food items (such as but not limited to seafood obtained from open waters) may contain bacteria or other harmful substances that cannot be detected by Hotel.

Accordingly, the Undersigned agrees that in consideration of Hotel's preparation and/or service of food items provided by the Undersigned that:

- (1) The Undersigned assumes all risk of personal injury, illness or death arising out of or resulting from Hotel's preparation and/or service of and the Undersigned's consumption of food items provided by the Undersigned;
- (2) The Undersigned releases, waives and discharges Hotel and its owners, subsidiaries and affiliated entities (including Hilton Worldwide, Inc.) and their respective owners, directors, officers, partners, and employees, and agents (hereafter referred to collectively as the "Releasees") from any and all claims, liabilities, damages, losses, or other expenses of any nature whatsoever for any personal injury, illness, or death (collectively, "claims") arising out of or resulting from the preparation, service, or consumption of the food items provided by the Undersigned. This indemnity obligation shall also include reasonable attorneys' fees, investigation costs, and other costs and expenses incurred by Releasees with respect to any claims made against Releasees;
- (3) The Undersigned agrees to indemnify and hold the Releasees harmless from any claims released under Paragraph (2) above or incurred by the Releasees in defending against any claims or liabilities released under Paragraph (2) above; and,
- (4) The Undersigned agrees that this Release Agreement will be binding on the Undersigned and the Undersigned's executors, administrators, personal representatives, heirs and minor children.

It is understood and agreed that this Hold Harmless Agreement/Release shall not be construed as an admission of liability, and that any such admission is hereby expressly denied.

The Undersigned further states that the Undersigned has carefully read the foregoing Hold Harmless Agreement/Release, understands the contents thereof, and voluntarily signs the same.

PLEASE READ CAREFULLY BEFORE SIGNING. THIS DOCUMENT IS A BINDING CONTRACT TO RELEASE AND WAIVE LEGAL CLAIMS.

SIGNATURE _____

Client Initials _____

Name/Group Representative (Print)	
Title	
Company	
Date	
Signature	

EQUIPMENT/LABOR/OTHER ORDER FORM

Item	Cost	Quantity Requested
Hotel Provided Ingredients	At \$Cost – Send list of items required to your event planning contact	
5 Gallon Water Bubbler	\$300++	
Ice	\$48.00++ per 10 Lbs	
Disposable 2oz. Solo sample cups	\$36.00++ per 50	
Disposable 6 inch plates	\$36.00++ per 50	
Disposable 8 oz. bowls	\$36.00++ per 50	
Plastic Forks	\$90.00++ per 1000	
Plastic Spoons	\$90.00++ per 1000	
Plastic Knives	\$90.00++ per 1000	
Cocktail Napkins	\$60.00++ per 250	
Styrofoam Cups 12 oz.	\$36.00++ per 100	
Coffee Stirrers	\$24.00++ per 1000	
Frill Toothpicks	\$12.00++ per 250	
Pc. Creamers	\$120.00++ per 500, 500 minimum order	
Heat Lamp	\$120.00++ per heat lamp per day (power ordered through exhibitor kit)	
Cutting Board	\$60.00++ per board	
Chaffer	\$120.00++ per chaffer (Comes with Chaffer insert)	
Sterno	\$20.00++ Each (1 Sterno burns for 1 Hour, Chaffers require 2 sternos)	
Serving Utensils - (1) Tong & (1) Serving Spoon	\$12.00++ each per day	
Booth Delivery	\$30.00++ fee for each delivery	
Attendant (Hours in addition to level of service package or ordered a la carte)	\$200++ up to 2 hours	
Attendant/Bartender	\$200.00++ up to 2 hours, \$75 Per Each Additional Hour	
Dishwashing Needs (Dishwashing stations are not provided)	\$300++ per instance	
Hotel does not provide service/carving knives or carvers		

HOTEL RULES & REGULATIONS

- Outside food and beverage is not permitted without prior approval from The Hilton Anatole Hotel
- Food and beverage provided by exhibitors are not to be more than 2oz sample sizes
 - Items provided more than a 2oz sample size are subject to a 26% service charge; plus, additional fees
- All items listed on the order form are subject to, currently a 26% taxable service charge and 8.25% sales tax on food.
- Each exhibitor is responsible for storage of their food and beverage items through their drayage company
 - The Hotel does not provide standard storage of product to be re-used/re-displayed on the following day
- The hotel reserves the right to ask vendors to remove products from their booth without the above information completed
- All alcohol must be purchased through Hilton Anatole and serviced by a TABC trained Anatole bartender

Client Initials _____

DALLAS COUNTY RULES & REGULATIONS

- By order of the Dallas County Fire Department, equipment used for the cooking and warming of food product(s), which employs one or more of the following heating methods, has been strictly prohibited on the show floor:
 - Any Hood Ventilation Required Equipment is prohibited
 - Grill, Oil, Gas, Fat Frying, or Open Flame is prohibited
 - Propane prohibited
- Electric supported equipment must be fire rated in accordance with Dallas County Fire Department & Hilton Anatole Team
- Crock Pots, electric ovens, and electric hot plate are allowed.
- Each group cooking in their booth is required to have at minimum a "C" fire Extinguisher. Please work with your designated event manager if you need to rent one.

HOTEL PLANNING INFORMATION

PAYMENT POLICY

100% PRE-PAY REQUIRED

One-Hundred Percent (100%) of the events estimated charges are due 14 business days prior to the first scheduled event and is payable by credit card, **or wire transfer** only. Pre-Payment will be based on Encore submissions and any other food, beverage, audio visual, IT, electrical and/or other services requested. Please work with your event manager to fill out the credit card authorization form.

CANCELLATION OF SERVICES

10 days prior to event date, a full refund will be given. After 10 days, the following scale applies

50% of the food and beverage to be charged 7-9 Days prior to event date

75% of the food and beverage to be charged 4-6 Days prior to vent date

100% of the food and beverage to be charged day of event-3 Days prior to event date

BELLSTAND

No bellman will be available for exhibitor load in/load out. All exhibitors must load in through designated load in/out locations and not through the front areas of the hotel.

FEDEX

Storage & handling fees apply for boxes shipped through FedEx.

ELECTRICAL

Any electrical needs required should be pre-arranged through your Exhibitor Kit/Encore.

Signature: _____

Printed Name _____

Company: _____

Date: _____

Client Initials _____