



NEPC

Produce, Floral & Food Service Expo

August 21-22, 2023

Encore Boston Harbor

1 Broadway, Everett, MA 02149

EXHIBITOR INFORMATION

NEPC EXPO SCHEDULE

Monday August 21, 2023

- 8:00 am – 5:00 pm **Exhibitor Setup - *Picasso Ballroom***
- 5:00 pm – 6:00 pm **VIP Reception (*Invitation Only*)**
- 6:00 pm – 8:00 pm **Cocktail Reception - (*South Lawn Tent*) Entertainment by AK Cody**

Tuesday August 22, 2023

- 7:30 am – 9:00 am **Keynote Breakfast - (*South Lawn Tent*)**
- 9:10 am – 4:00 pm **Exhibition Open** – Highlighting products and services of over 140 exhibiting suppliers of produce and floral - (*Picasso Ballroom*)
- 11:30 am – 1:00 pm **Buffet Lunch - (*South Lawn Tent*)**
- 1:30 pm – 3:30 pm **Sports Celebrity Meet & Greet, Charlie Coyle, Boston Bruins**

Please note all product left at the end of the expo will be donated to the Greater Boston Food Bank

EXHIBITOR KITS



Freeman kit and forms available on our website at newenglandproducecouncil.com or you may order Freeman Services online at www.freeman.com - Order by July 24th to receive a discount.

EXHIBITOR REMINDERS:

- No large 18 wheeler trucks allowed at the loading dock, box trucks are permitted.
Please reduce the amount of product you bring to the show.
- Sampling product - Please see Sampling Form in this exhibitor kit.
- Cold Storage - there will be cold storage units available (Monday 8 a.m. - Tuesday 4 p.m.) to store your product. The units will be located on the South Lawn (under tent) and no need to sign up for storage space.
- **FREE PARKING** - You will want to park on the hotel side of the garage to access the ballroom and south lawn area.
- **No early booth breakdown will be allowed. Expo closes at 4:00 p.m.**
- ONE BOOTH PER COMPANY - No booth splitting is allowed.
- We encourage all exhibitors to dress up their booth areas only. Displays may not extend into or across aisles. All displays must be contained to air space above booths. Thank you.
- Exhibitor Move-In Monday, August 21st from 8:00 a.m. - 5:00 p.m.
Exhibitor Move-In Tuesday, August 22nd from 6:00 a.m. - 9:00 a.m.
- Exhibit Hall will open Tuesday, August 22nd **PROMPTLY** at 9:10 a.m.
All exhibitors must be set up by this time.
- Freeman Decorating has been contracted to handle exhibitors' booth needs.
Please be aware of Freeman Costs!
- Exhibitors are asked to refrain from mass booth giveaways. Please help us maintain a professional atmosphere.
- Exhibitors' product must be moved out of the exhibit hall by 7:00 p.m. Product remaining in the hall, will be consigned by Freeman at exhibitor expense.
- An Attendee Registration form is enclosed for you to copy and send to your customers.

Thank you for your cooperation!

ENTERTAINMENT PRODUCTION SERVICES EXHIBITOR ORDER FORM

Questions, Please Call: (857) 770-4281

Email Completed Forms to:

Charisse.DeLosSantos@encorebostonharbor.com

****Please turn in this form 7 business days before event start by 12PM EST. Any forms submitted after that time will be subjected to a 25% price increase (before taxes)****

****Equipment ordered after your due date is subject to availability****

Instructions:

- This is a fillable PDF form, please only fill in the blue boxes. Note your totals will generate automatically.
- Fill in the quantity of each item you would like.
- Fill in the number of days you will need to rent.
- Appropriate labor will be applied and confirmed before payment.
- **Please fill out the order information in full.** You do not need to provide a CC number until you are in contact with our accounting team.
- Once pricing is confirmed we will connect you with our accounting team for payment.

Frequently Answered Questions:

- If you need any assistance day of the event, please call our manager on duty at: **857-703-7985**
- Power is a one-time charge for the duration of the event so please only put the quantity of drops you will need.
- Our monitors do come with a complimentary HDMI cable.
- We cannot guarantee that our monitors will have Airplay capabilities or the ability to play directly from a USB so we strongly suggest bringing a laptop.
- Please double check with your event planner what they will cover in terms of your AV so we do not double charge for the event.
- For anything non-AV related please contact your event planner.

Questions, Please Call: (857) 770-4281
 Email Completed Forms to:
 Charisse.DeLosSantos@encorebostonharbor.com

Flat Panel Displays	Qty.	Daily Rate	# of Days	Total
43" Monitor with Floor Stand		\$450		\$ 0.00
65" Monitor with Floor Stand		\$750		\$ 0.00
Audio	Qty.	Daily Rate	# of Days	Total
Sound System (Includes 1 Speaker on Stand, Mixer, Wired Mic, DI)		\$500		\$ 0.00
Device/Computer Connection		\$50		\$ 0.00
A/V Support	Qty.	Daily Rate	# of Days	Total
Laptop Computer		\$350		\$ 0.00
Slide Advancer w/Green Pointer*		\$75		\$ 0.00
24" or 42" Skirted Cart - Or Similar size.		\$40		\$ 0.00
Flip Chart w/ Adhesive Flip Chart Pads & Markers		\$75		\$ 0.00
If items are not returned or damaged, the appropriate fee will be applied to the final bill				
Hardwire Internet	Qty.	Daily Rate	# of Days	Total
7Mbs Hard Wired Internet Daily Access		\$200		\$ 0.00
Encore Power	Qty.	Daily Rate	# of Days	Total
15 Amp Power Drop w/Cable and 6 Way Power Strip (Includes Set/Strike Labor)		\$95	N/A	\$ 0.00
30 Amp Power Drop w/Cable and (1) Dog House (Includes Set/Strike Labor)		\$250	N/A	\$ 0.00
Additional AV Equipment Not Listed	Qty.	Daily Rate	# of Days	Total
25% Past Due Date increase	N/A		N/A	
				\$ 0.00
Labor	Qty.	Hourly Rate	# of Hours	Total
AV Technician/s to Set (TBD) Filled in by EPS PM		\$75		\$ 0.00
AV Technician/s to Strike (TBD) Filled in by EPS PM		\$75		\$ 0.00
Dock Supervisor (TBD) Filled in by EPS PM		\$85		\$ 0.00
		EQUIPMENT SUBTOTAL:		\$ 0.00
		LABOR SUBTOTAL:		\$ 0.00
		SALES TAX 6.25%:		\$ 0.00
GRAND TOTAL:				\$ 0.00
ORDER INFORMATION			Booth #	
Event Name:		Event Date(s):		
Company Name:				
On Site Contact:		Phone Number:		
Email Address:				
A representative will contact you via email with credit card portal				
Cardholder's Name:				
Cardholder's Address:				
Cardholder's Email:				
Phone Number:				

Exhibitor Information

Product Delivery Information

All POV's (privately owned vehicles) must use the hotel side of the parking garage and bring product up from garage to the Picasso ballroom and/or cold storage unit located under the tent on the South Lawn.

Large trucks cannot be accommodated at the Encore Loading Dock.

Marshalling Yard information:

All non POV vehicles must report to the marshalling yard located at the New England Produce Center and check-in with Freeman at the S. Strock & Co., dock. Each driver must check in at the security booth upon entering the Produce Center and mention Strock and NEPC Expo.

New England Produce Center

300 Beacham Street

Chelsea, MA

Building C, Door 62 (S. Strock & Co., Inc.)

Food Sampling Information:

- 1 All vendors serving food and/or beverages will need to apply for a catering permit with the City of Everett and adhere to the sampling guidelines of 2oz sample size and proper food safety practices. Please select "Catering" permit as the type of permit when completing the enclosed application, scan and email to nepc2@rcn.com.

- 2 Please send the following information to melissa.massua@encorebostonharbor.com by August 1, 2023
 - a. Current vendor food permit and business license
 - b. COI from the vendor
 - c. Food Safety Manager Certificate and Allergen Awareness Certificate for the person in charge at the event for each vendor serving food/beverage

*The health inspector will be on property for the event to inspect each vendor.



CITY OF EVERETT

INSPECTIONAL SERVICES DEPARTMENT

484 BROADWAY, ROOM 26
EVERETT, MASSACHUSETTS 02149-3694
OFFICE: 617-394-2220 FAX: 617-394-2433

JAMES SOPER, CBO
DIRECTOR INSPECTIONAL SERVICES
BUILDING COMMISSIONER
617-394-2224

FRANK NUZZO
DIRECTOR CODE ENFORCEMENT
617-394-2227

Food Establishment Permit Application

Date: _____

Name of Establishment: _____

Business Address: _____

Business # _____ Fax # _____ Cell # _____

E-mail (required): _____

Mailing Address (if different): _____

Mailing Address is at (check one) Business or Company/Corporate Office

Name & Title of Applicant: _____

Address of Applicant: _____

Name if Owner, President or CEO: _____

Business # _____ Fax # _____ Cell # _____

<u>Type of Permit</u>	<u>Fee</u>	<u>Amount Due</u>
Retail Food	\$150.00	_____
Food Service (<50 seats)	\$200.00	_____
Food Service (>50 seats)	\$300.00	_____
Food Service (Open Air)	\$200.00	_____
Food Service (Temporary – up to 10 days)	\$200.00	_____
Milk & Cream	\$75.00	_____
Frozen Dessert Machine	\$75.00	_____
Catering	\$100.00	_____
Mobile Food Vendor	\$250.00	_____
Residential Kitchen (Cottage Food Operation)	\$100.00	_____
Sushi	\$150.00	_____
Other/Misc (As assessed)	\$.00	_____

TOTAL DUE: (Check or Money Order Payable to "City of Everett") _____

Dates of Operation (if not annual): _____

Days & Hours of Operation: _____ Number of Seats: _____

If Retail Establishment, square-footage of establishment: _____

Persons trained in Anti-Choking Procedures? Yes No
(required if 25 seats or more per M.G.L. c. 94 § 305D)

Attach a copy of each certificate to this application

Describe your insect/rodent control program, including the name and address of exterminator and frequency of service:

Method and frequency of rubbish storage/removal: _____

Type of Food Sold:

Bulk Food	<input type="checkbox"/>	Consumed on Premises	<input type="checkbox"/>	Shellfish	<input type="checkbox"/>
Salad Bar	<input type="checkbox"/>	Prepackaged Foods	<input type="checkbox"/>	Take Out	<input type="checkbox"/>
Baked Goods	<input type="checkbox"/>	Milk & Cream	<input type="checkbox"/>		

Pursuant to M.G.L. Ch. 62C, § 49 A, I certify under the penalties of perjury that to the best of my knowledge and belief all State tax returns have been filed and all State taxes have been paid.

Social Security # or Federal ID #

Signature of Applicant or Corporate Name

Signature of Corporate Officer (if applicable)

Inspectional Services Department

In order to complete out records it is essential that you provide the following contact information. We MUST be able to contact you in case of an emergency. We DO NOT WANT a corporate address.

PERSON DIRECTLY RESPONSIBLE FOR DAILY OPERATION
(Owner, Person in Charge, Supervisor, Manager, etc.)

1. Name & Title: _____
2. Address: _____
3. Phone # _____ Fax # _____ Cell # _____
4. Emergency Telephone # _____
5. E-mail: _____

District or Regional Supervisor (if applicable)

1. Name & Title: _____
2. Address: _____

3. Phone # _____ Fax # _____ Cell # _____
4. E-mail: _____

CERTIFICATES REQUIRED

FOOD SERVICE:

Food Managers Certificate
Allergen Awareness Certificate
Anti Choke (CPR) 25 seats or above
food permit
Dumpster permit

Mobile Food Vendor:

Food Managers Certificate
Allergen Awareness Certificate
Base of operation (commissary)
& commissary rental agreement
Hawk & Peddlers
Truck registration
Menu
Fire Inspection Certificate

Temporary & Open Air permits:

Food Managers Certificate
Allergen Awareness Certificate
Anti Choke (CPR) 25 seats or above
Dumpster permit
Base of operations (commissary) food permit &
Commissary rental agreement

Ice cream truck:

Hawk & Peddlers
Truck Registration
Ice cream vendor permit

Retail Food:

Dumpster Permit.

Catering:

Base of operation food permit.



August 21-22nd, 2023
Encore Boston Harbor
Everett, MA

Exhibitor Registration Response Form

If you didn't submit names during the exhibitor online registration then, please complete this form. Also, please indicate if you plan on attending the keynote breakfast. Please designate a key contact person and then any additional representatives. Feel free to make additional copies of this form, if necessary. Please scan this form and email to nepc2@rcn.com by July 28, 2023. Your booth price includes 5 representative badges and any additional badges will cost \$25.00. Please print clearly.

Contact Person: _____

Company: _____

Street/P.O. Box: _____

City, State, Zip: _____

Phone: _____ Fax: _____

Company Name (as it should appear on all badges):

Representatives: Print all name(s) as it should appear on badge:

1. _____ 6. _____

2. _____ 7. _____

3. _____ 8. _____

4. _____ 9. _____

5. _____ 10. _____

How many will be attending the Educational Breakfast Session? _____



You are cordially invited to
The NEPC Produce & Floral Expo Cocktail Reception
Sponsored By: **4M Fruit Distributors**



Come enjoy cocktails and great food
Monday, August 21, 2023
6:00 pm – 8:00 pm
South Lawn Encore Boston Harbor
1 Broadway
Everett, MA 02149

RSVP by July 21st - to the NEPC office
nepc2@rcn.com or fax (781) 273-4154
Casual Attire

Questions or Comments - Please contact Laura Sullivan
(781) 273-0444

Booths include 2 tickets

You may order extra tickets to this event.

Yes, we will be attending the cocktail reception
 # Attending

Each Additional Ticket: \$100

Name: _____

Company: _____

(To order additional tickets): CC# _____

(Amex, MC, Visa) Exp: _____ Sec. Code: _____ ZIP: _____



August 21st – 22nd 2023
Encore Boston Harbor, Everett MA
Attendee Registration Form

Name: _____

Title: _____

Company: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

Attendee Free Admission Registration

- Retail/Wholesale Store/Terminal Market - Personnel Only
- Foodservice Operator - Personnel Only

Non-Retail/Non-Foodservice Operator Registration

Premium Admission

- Expo Reception (Monday, 8/21/23), and Expo Keynote Breakfast
- Exhibit Floor

Basic Admission

- Exhibit Floor only

Premium Admission Registration

Basic Admission Registration

- Premium Admission - NEPC Member - \$500.00
- Premium Admission - Non-Member - \$600.00
- Basic Admission - NEPC Member - \$400.00
- Basic Admission - Non-Member - \$500.00

Additional Expo reception tickets are available at \$100 each

- 1 additional ticket (\$100)
- 2 additional tickets (\$200)
- 3 additional tickets (\$300)
- 4 additional tickets (\$400)
- 5 additional tickets (\$500)
- 6 additional tickets (\$600)

Payment: MasterCard VISA American Express

Credit card payment: cc# _____ exp. date: _____ total: _____

Security code: _____ **Zip Code for credit card:** _____

Please respond by August 14, 2023

Register by Fax, Online or Mail: Scan registration form to nepc2@rcn.com; register online at www.newenglandproducecouncil.com or mail to New England Produce Council, Inc., 7 Gloria Circle, Burlington, MA 01803. Confirmations will not be mailed. **Questions?** If you have any questions, please call the NEPC Office at (781) 273-0444. * Please note attire for the day will be business casual.