



NEPC

Produce, Floral & Food Service Expo

August 18-19, 2025

Encore Boston Harbor

1 Broadway, Everett, MA



NEPC Expo Schedule

Location: Encore Boston Harbor – Picasso Ballroom & South Lawn Tent

Monday, August 18, 2025

- **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
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Tuesday, August 19, 2025

- **7:30 AM – 9:00 AM**
Expo Breakfast & Game Show – Picasso Ballroom
 - **9:10 AM – 4:00 PM**
Expo Open – Picasso Ballroom
Featuring over 160 suppliers showcasing products and services in produce and floral
 - **11:30 AM – 1:00 PM**
Boxed Lunch – Picasso Ballroom
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Please Note:

All remaining product at the close of the expo will be **donated to the Greater Boston Food Bank.**



NEPC Expo – Exhibitor Reminders

Logistics & Setup

- **No large 18-wheeler trucks** are permitted at the loading dock. **Box trucks only.**
- Please **limit the amount of product** brought to the show.
- **Exhibitor Move-In:**
 - **Monday, August 18th:** 8:00 AM – 5:00 PM
 - **Tuesday, August 19th:** 6:00 AM – 8:00 AMAll booths must be fully set up **before the Expo opens promptly after breakfast on Tuesday.**
- **Refrigerated Truck Available:**
A refrigerated truck will be located at the loading dock and available **Monday 8:00 AM – Tuesday 4:00 PM** for product storage.
- **Booth Breakdown:**
Early breakdown is not permitted. The expo concludes at **4:00 PM** on Tuesday.

Booth Guidelines

- **One Booth per Company:**
Booth splitting is **not allowed.**
- **Display Rules:**
Exhibitors are encouraged to decorate within their assigned booth space only.
Displays must:
 - Not extend into or across aisles
 - Remain within the vertical airspace of the booth footprint
- **CorpEvents New England** is the official contractor for exhibitor booth needs.

Sampling & Product Guidelines

- If sampling product, please **refer to the Sampling Form** included in this exhibitor kit.
- **Mass giveaways** are discouraged to help maintain a **professional environment.**
- All exhibitor product must be **removed from the exhibit hall by 7:00 PM** Tuesday.
Any remaining product will be **consigned by CorpEvents at the exhibitor's expense.**

Parking Information

- **FREE Parking** is available.
Please park on the **hotel side of the garage** for easiest access to the **ballroom and South Lawn area**.
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Thank you for your cooperation and support in making this a successful and professional event!

NEPC Expo 2025 – Exhibitor Information

Product Delivery Instructions

For POVs (Privately Owned Vehicles):

- Use the **hotel side of the Encore parking garage**.
 - Bring all products **from the garage directly to the Picasso Ballroom** or to the refrigerated truck by the loading dock.
 - **Large trucks are not permitted** at the Encore Loading Dock.
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For Non-POV Vehicles (Box Trucks, Delivery Services):

- Report to the **Marshalling Yard** at the New England Produce Center.
- Check in with **CorpEvents at the S. Strock & Co. dock**.
- Upon arrival, **drivers must stop at the security booth** and reference both **Strock** and **NEPC Expo**.

Marshalling Yard Address:

New England Produce Center

300 Beacham Street

Chelsea, MA

Building C, Door 63 (*S. Strock & Co., Inc.*)

Refrigerated Product Shipments

CorpEvents will receive **refrigerated product shipments** at the S. Strock & Co. dock on the following dates:

- **Friday, August 15** – 5:00 AM to 11:00 AM
- **Saturday, August 16** – 5:00 AM to 9:00 AM
- **Monday, August 18** – 5:00 AM to 11:00 AM

Note: A **CorpEvents teamster** will be on-site to assist.

Direct shipment handling will incur charges based on scheduled **move-in and move-out logistics**.

Food Sampling Requirements

If you are planning to **sample food or beverages**:

1. Submit a Catering Permit application to the City of Everett:

- Use the “**Other**” permit category.
- Limit samples to **2 oz.** portions.
- Follow all standard **food safety** protocols.

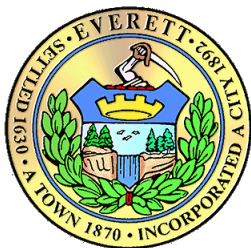
2. Email completed documents by August 1, 2025 to:

➤ melissa.massua@encorebostonharbor.com

Include the following:

- Completed catering permit (select “Other”)
- Workers compensation affidavit
- Food safety manager certificate
- Allergen awareness certificate
- Current vendor food permit & business license
- Certificate of Insurance (COI)

 **Note:** A **health inspector will be on-site during the event** to inspect all vendors serving food or beverages.



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 CODE ENFORCEMENT FRANK NUZZO

DIRECTOR INSPECTIONAL SERVICES
BUILDING COMMISSIONER
617-394-2224

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.

Security # or Federal ID # Signature of Applicant or Corporate Name Social

Signature of Corporate Officer (if applicable)

Inspectional Services Department

In order to complete our 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
Choke (CPR) 25 seats or above
permit
Dumpster permit

Mobile Food Vendor:

Food Managers Certificate
Allergen Awareness Certificate Anti
Base of operation (commissary) food

& 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.



You're Cordially Invited **The NEPC Produce & Floral Expo Cocktail Reception**

Sponsored By: 4M Fruit Distributors



Date & Time

Monday, August 18, 2025

6:00 PM – 8:00 PM



Location

Encore Boston Harbor – South Lawn
1 Broadway, Everett, MA 02149



Details

Join us for an evening of delicious food, craft cocktails, and great company to celebrate the NEPC Produce & Floral Expo.



Tickets & RSVP

- Booths include 2 tickets
- Additional tickets are available for \$100 each
- RSVP by July 20th, 2025

RSVP to: nepc2@rcn.com

Questions? Contact Laura Sullivan at (781) 273-0444



Attire

Casual



To Purchase Extra Tickets

Please include the following in your RSVP:

- Name
- Company
- Credit Card #: (Amex, MC, Visa)
- Expiration Date

NEPC PRODUCE & FLORAL & FOOD SERVICE EXPO

AUGUST 18 & 19, 2025

Encore Boston Harbor

EXPO PODCAST SPONSORSHIPS

Does your company want to amplify their exposure at the well-attended NEPC Produce, Floral & Food Service Expo? If the answer is **YES** then, you will want to take advantage of this special opportunity. NEPC is thrilled to announce a special partnership with The Produce Industry Podcast and the dynamic Patrick Kelly at the NEPC Expo. Patrick and his team will be located at the entrance of the show and as an exhibitor or attendee you may seize the opportunity to participate in exclusive interview packages, extending the reach of your products, services and narratives far beyond the Expo.

Available Sponsorships:

_____ Backdrop Sponsor (x4)- \$2,500

This will include your logo along with NEPC and PIN logo to be displayed in all interviews conducted at the show giving maximum exposure to your brand.

_____ New Product or Company Interview (x4) - \$2,500

6-10 min. product or company interview with Patrick Kelly from The Produce Industry Show. Either **pre-recorded** Monday on-site at the event or Tuesday at our podcast booth. Includes: edited interview in Monday show, social media mentions, email mentions from Produce Industry Podcast and recognition on the show app. Anticipated 21,000 viewers or more, plus social presence.

_____ Booth Video (x4) \$1500 – 2-3 Minutes introduction of key members and their products to be promoted on LinkedIn and show recap episode releasing August 25, 2025.

_____ Wellness Break \$1500 – Massage chair available at the Podcast Booth for all podcast guests to enjoy.

_____ Podcast Set Sponsorship \$1,000

Studio **POWERED** by your company name to be mentioned in the intro of the show, breaks and outro of the show.

Contact Name: _____ Company: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ Email: _____

_____ enclosed is my check # _____ (US DOLLARS) _____ please invoice my company

Credit Card # _____ Exp. _____ Code _____ Zip Code _____

Signature _____

Please return this form to: New England Produce Council, Inc.

Laura Sullivan

27 Richardson Street

Wakefield, MA 01880 Phone: (781) 273-0444 Email: nepc2@rcn.com