



FOOD SHOW SAMPLE REQUEST FORM

FOODCENTRIC EXPERIENCE CHICAGO

INSTRUCTIONS: Vendor or Broker to complete form then click SUBMIT button for processing. ^

- ★ **Submission Deadline: Mon, Feb 24, 2025** FRFSampleRequest@pfgc.com / [Questions: Hilary Vaughan \(331\) 684-1758](#)
- You must submit all information requested. Missing information will result in a processing delay.
- Select items are available by the Child or Each; however, these items will not be listed in the Allowance Negotiation Show System. If you need an item number for a child/each unit, please inquire using sample request email address.

PFS-Chicago cannot guarantee fulfillment of all sample orders. If there are any issues with your order, the Sample Request Desk will notify you a minimum of one week before the show so you can make other arrangements.

- **No samples may be shipped into our warehouse.**

Only stocked items may be featured at the booth. See Allowance Worksheet for approved show items.

REQUESTED BY (Name):		Date:	
Cell #:		Broker (if applicable):	

BILL SAMPLES TO (Company Name):

PROCESSING INSTRUCTIONS (check all that apply): *See Exhibitor General Info Packet for Sample Restrictions & Guidelines.

DELIVERY Only temperature-sensitive products (frozen or refrigerated) will be delivered.

to venue on set-up day (3-18-25) Company will be billed back landed cost of product along with a \$4.00/cs warehouse handling fee and \$2.00/cs delivery fee.

PICK-UP Company will be billed back landed cost of product along with a \$4.00/cs warehouse handling fee.

By (list name): *Pick-Up Date:

*Schedule sample pick-up 3-10-25 to 3-18-25. Pick-up window: 8 a.m. - 3:30 p.m. / closed 11:30 - noon

SPECIAL Instructions:

Perf Item #	CASE Qty DELIVERY	CASE Qty PICK-UP	U/M	Item Description All applicable fields must be completed!

When completed, click on SUBMIT button to send form for processing. FRFSampleRequest@pfgc.com
(Pop-Up: Desktop or Default Application - select OK - then hit send)

INTERNAL USE ONLY		Code: S Vendor	Code: X Internal	TOTAL CASES:		DELIVERY	PICK-UP
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^If submitting form directly as a saved attachment, Subject line must contain **SpringShow2025-Sample Request Form**