



The Hyatt Regency
Orlando, FL
April 25th - 26th, 2025

Dear Exhibitor:

Premier Exhibit & Event Services is pleased to present this exhibitor kit for the upcoming Performance Foodservice Roll Off. We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this exhibitor service kit are the forms for ordering various services and equipment. The Premier Exhibit & Event Services forms are to be returned to our office. For Electrical, Internet, and Food Prep please order through the hotel website. Please analyze and submit your order forms by **March 24th**.

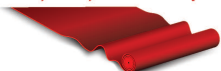
ALL VENDORS MUST COMPLETE A SHOW GUIDELINES ACKNOWLEDGEMENT, NOTICE OF F&B SAMPLING/PREPARATION, INDEMNITY & HOLD HARMLESS AGREEMENT, AND CERTIFICATE OF INSURANCE BY MARCH 24TH. IF THIS IS NOT COMPLETED YOU WILL NOT BE ALLOWED TO SERVE YOUR PRODUCT AT THE SHOW DUE TO LOCAL REQUIREMENTS.

ALL VENDORS WARMING OR COOKING FOOD IN THEIR BOOTH MUST ALSO SEND THE ABOVE INFORMATION TO rich@premierEeservices.com and Lisa.Straffon@pfgc.com THIS INFORMATION IS REQUIRED FOR THE FIRE MARSHAL. YOU ARE ALSO REQUIRED TO HAVE A FIRE EXTINGUISHER IN YOUR BOOTH.

Please refer to the enclosed "GENERAL INFORMATION" sheet for vital facts and information about this event. If you have any additional questions about Premier Exhibit & Event Services, please do not hesitate to email rich@premiereeservices.com or fax (804) 237-0458. We look forward to working with you and your company towards a successful show.

Thank You.

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time



SHOW SCHEDULE

EXHIBITOR MOVE-IN	Friday April 25th 2:00pm – 6:00pm
	Saturday April 26th 7:30am – 9:00am
EXHIBIT HOURS	Saturday April 26th 9:00am – 1:00pm
EXHIBITOR MOVE-OUT	Saturday April 26th 1:00pm – 2:30pm

GENERAL INFORMATION

CUSTOMER SERVICE

- Richard Cunningham Email: rich@premiereeservices.com
- Lisa Straffon Email: Lisa.Straffon@pfgc.com
Fax: (804) 237-0458
- Questions regarding rental items & material handling.
- Please fax your order and credit card information to the above fax number or use our website
- <https://premierEEservices.boomerecommerce.com>

EACH BOOTH INCLUDES

- 1– 6' x 2' skirted table
- 1 - 8' x 2' skirted table
- 1 – wastebasket
- 1 – 12" x 18" booth sign
- Note the Show floor is fully carpeted

SHIPPING

- **DRY, REFRIGERATED, AND FROZEN FREIGHT IS BEING CONSOLIDATED IN ORLANDO, FL. THE HOTEL DOES NOT HAVE STORAGE FOR VENDOR PACKAGES. WE STRONGLY SUGGEST SHIPPING EARLY TO THE ADVANCE WAREHOUSE.**

Material Handling

- A credit card is required for Material Handling Services. Please complete the “Recap of Services” form.
- Please refer to the enclosed “Shipping Instructions, Material Handling, and Shipment Advisement” forms for important information. **Please use the appropriate color coded labels for proper receipt and containment of goods. This is VERY important in the sorting process, and making sure each box is appropriately placed.**

DRY GOODS (Green)	ADVANCE SHIPMENTS TO ARRIVE AT THE WAREHOUSE Monday, April 14 th through Tuesday, April 22 nd	DIRECT SHIPMENTS TO ARRIVE AT THE HOTEL NOT ACCEPTED THE HYATT HOTEL DOES NOT HAVE STORAGE SPACE FOR VENDOR PACKAGES
REFRIGERATED (Yellow) & FROZEN FOODS (Blue)	Monday, April 14th through Tuesday, April 22nd	NOT ACCEPTED THE HYATT HOTEL DOES NOT HAVE STORAGE SPACE FOR VENDOR PACKAGES
ADDRESS LABEL	Please attach enclosed labels Extreme Family Expo 9402 American Eagle Way Suite 200 Orlando, FL 32837 (804) 519-3309	HOTEL WILL NOT TAKE RESPONSIBILITY TO PROPERLY HANDLE OR GET PRODUCT TO BOOTH.

BOOTH FURNISHINGS ORDER FORM

Quantity		Early Discount Price	Show Standard Price
	<u>ADDITIONAL TABLES – DRAPED</u>		
_____	4' x 2' Draped Table w/ Skirt	146.00	178.50 _____
_____	6' x 2' Draped Table w/ Skirt	173.00	211.00 _____
_____	8' x 2' Draped Table w/ Skirt	200.00	238.00 _____
	<u>RAISED TABLES – DRAPED</u>		
_____	6' x 2' Draped Table w/ Skirt	189.25	221.71 _____
_____	8' x 2' Draped Table w/ Skirt	216.30	243.34 _____
	<u>TABLE RISERS - DRAPED</u>		
_____	4' x 12" Draped Riser	81.11	102.75 _____
_____	6' x 12" Draped Riser	102.75	124.37 _____
	<u>BOOTH FURNISHINGS</u>		
_____	Chairs	86.52	102.75 _____
_____	Cocktail Height Pedestal Table 30" Round	211.00	254.00 _____
_____	Highboy Height Pedestal Table 30" Round	211.00	254.00 _____
_____	Floor Easel	45.50	53.00 _____
_____	Bag Rack	81.00	102.75 _____
_____	Literature Rack Floor Model (6 Places)	102.75	146.00 _____

TOTAL _____

PLEASE FILL OUT THE INFORMATION BELOW

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

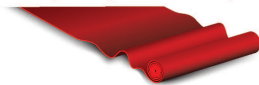
Phone _____ Fax _____

Email address _____

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: rich@premierEEservices.com or Lisa.Straffon@pfgc.com

**Premier Exhibit
& Event Services**
A Red Carpet Experience Every Time



Recap of Services Ordered / Billing Authorization

MATERIAL HANDLING FEE (\$141/100 lbs – 200 lbs MIN - \$282).....\$ _____
BOOTH FURNISHINGS ORDER.....\$ _____
AUDIO VISUAL ORDER.....\$ _____
BOOTH CLEANING FORM\$ _____

**Credit Card Charge will be listed on
your statement as: Premier Exhibit**

TOTAL ESTIMATED CHARGES \$ _____

PAYMENT METHOD

A CREDIT CARD IS REQUIRED FOR SERVICES RENDERED

I authorize Premier Exhibit & Event Services to charge any additional amounts incurred by me or my show representative, including material handling and labor charges for any goods received. If credit card is declined or a check is returned for insufficient funds, then Standard – Floor pricing prevails and a \$35.00 service charge will be added. VISA - Mastercard – American Express

PRINT Cardholder's Name _____

Cardholder's Signature _____ Phone _____

Cardholder's Address _____

Cardholder's City _____ State _____ Zip _____

Card Number _____ Exp. Date _____

CVV # _____ Visa/MC Last 3 digits on back of card on signature strip
Amex 4 digits printed on front of card above account number

ENCLOSED CHECK OR MONEY ORDER PAYABLE TO Premier Exhibit & Event Services & NOTE: PF Roll Off

Check Number _____ Name on Check _____

Dated _____ In the Amount of \$ _____

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email address _____

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: rich@premierEEServices.com or Lisa.Straffon@pfgc.com

Material Handling Rate Schedule

- A credit card is required for Material Handling Services.
- See General Information – Material Handling for dates of dry, refrigerated and frozen goods.
- Uncrated van line, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Shipments must be sent prepaid. Collect shipments will be refused.

ADVANCE SHIPMENTS TO WAREHOUSE

141.00 per Hundred lbs
Min. 200 lbs (\$282.00)

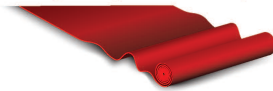
**Refrigerated & Frozen Shipments
Will incur a 25% surcharge in
addition to the above & below rates.**

Small Package Rate (All Boxes must be less than 30lbs.)

Each Box \$70.00

Receive shipments at warehouse, store shipment prior to show, deliver to meeting room, remove and store crates labeled EMPTY, return crates to meeting room at the close of the show, remove freight from meeting room, load on outbound carrier from the loading dock.

- Separate shipments received will not be combined. **200 lbs Minimum charge applies to each shipment received.** Example 1: You shipped two boxes together from one origin via UPS weighing 75 lbs each. The package arrives as one shipment, this entire shipment will result in the minimum 200 lb. charge. Example 2: You shipped the same two boxes via UPS weighing 75 lbs each. The packages arrive separately, at two separate times, this will result in TWO 200 lb. Minimum charges. Shipments delivered at the same time from different locations are considered separate shipments.
- Billed weight is based on incoming weight, whether the above services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the INBOUND BILL OF LADING and/or Certified Weight Ticket. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Premier Exhibit & Event Services. This weight will prevail.
- Inbound Bill of Lading: All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's meeting room without guarantee of piece count or condition. No liability will be assumed by Premier Exhibit & Event Services for such shipments (i.e. FedEx, UPS, etc.)
- Empty Container Labels: Empty labels will be available at the Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Premier Exhibit & Event Services assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers with empty labels. Once in storage, if the exhibitor needs to retrieve them again, appropriate labor charges will be incurred.
- Please refer to the enclosed "Shipment Advisement" forms for important Information.
- All outbound shipments must be pre-arranged with your carrier or Premier Exhibit & Event Services.



Estimated Material Handling Order Form
INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS:

(Please use provided freight labels)

Extreme Family Expo
9402 American Eagle Way
Suite 200
Orlando, FL 32837
(804) 519-3309

DIRECT SHIPMENTS:

NO DIRECT SHIPMENTS TO THE HOTEL

**THE HYATT HOTEL DOES NOT HAVE
STORAGE SPACE FOR VENDOR PACKAGES**

**HOTEL WILL NOT TAKE RESPONSIBILITY
TO PROPERLY HANDLE OR GET PRODUCT
TO BOOTH.**

COMPLETE AND RETURN TO PREMIER EXHIBIT & EVENT SERVICES

	Number of pieces	Est. Weight	Carrier(s)	Tracking # (Please provide number)	Estimated Cost* (of Material Handling) (200 lbs min per shipment)
ADVANCE SHIPMENTS (warehouse)					
ADVANCE SHIPMENTS (warehouse)					

SHIPPED FROM CITY _____ STATE _____

DATE SHIPPED _____ ESTIMATED DATE OF ARRIVAL _____

PLEASE FILL OUT THE INFO BELOW ON EACH ORDER SHEET

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

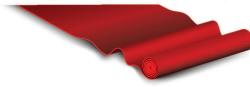
Phone _____ Fax _____

Email address _____

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: rich@premierEEServices.com or Lisa.Straffon@pfgc.com

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ADVANCE SHIPPING ADVISEMENT

_____ Exhibitor Name
_____ Meeting Room
_____ Emergency Exhibit Contact Name
_____ Emergency Telephone Number

On _____ (date), Our Company Shipped:

to _____ Warehouse _____ Show Site
_____ Number or Parcels
_____ # Weight
_____ Mode of Transportation
_____ DRY _____ REFRIGERATED _____ FROZEN

On _____ (date), Our Company Shipped:

to _____ Warehouse _____ Show Site
_____ Number or Parcels
_____ # Weight
_____ Mode of Transportation
_____ DRY _____ REFRIGERATED _____ FROZEN

NOTE: Please use the correct color coded labels for each of our shipments for appropriate containment:

Green – Dry Goods
Yellow - Refrigerated Foods
Blue – Frozen Foods

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email address _____

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228

FAX: (804) 237-0458 EMAIL: rich@premierEEServices.com or Lisa.Straffon@pfgc.com

ADVANCE DRY

GREEN

**SHIP TO: Extreme Family Expo
9402 American Eagle Way
Suite 200
Orlando, FL 32837**

MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

ADVANCE DRY

GREEN

**SHIP TO: Extreme Family Expo
9402 American Eagle Way
Suite 200
Orlando, FL 32837**

MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

ATTENTION! HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

ADVANCE REFRIGERATED

YELLOW

**SHIP TO: Extreme Family Expo
 9402 American Eagle Way
 Suite 200
 Orlando, FL 32837**

MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

ADVANCE REFRIGERATED

YELLOW

**SHIP TO: Extreme Family Expo
 9402 American Eagle Way
 Suite 200
 Orlando, FL 32837**

MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

HAZARDOUS MATERIALS **WILL NOT** BE ACCEPTED AT WAREHOUSE.

ADVANCE FROZEN

BLUE

**SHIP TO: Extreme Family Expo
9402 American Eagle Way
Suite 200
Orlando, FL 32837**

MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

ADVANCE FROZEN

BLUE

**SHIP TO: Extreme Family Expo
9402 American Eagle Way
Suite 200
Orlando, FL 32837**

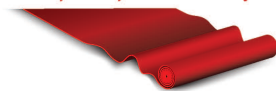
MUST BE RECEIVED BETWEEN 4/14 - 4/22

EXHIBITOR NAME: _____

The above labels are provided for your convenience.
Place one on each piece shipped to ensure proper delivery to WAREHOUSE.
PLEASE USE APPROPRIATE COLORS FOR ALL LABELS!

ATTENTION! HAZARDOUS MATERIALS WILL NOT BE ACCEPTED AT WAREHOUSE.

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CLEANING ORDER FORM

Quantity		Early Discount Price	Show Standard Price
Blocks of 100 sq. ft.	<u>BOOTH VACUUMING (per 100 sq ft)</u>		
_____	Booth Vacuuming	55.00	65.00 _____
	<u>PORTER SERVICE</u> (During Show)	Price	Price
_____	Empty Trash every hour	195.00	235.00 _____
			TOTAL _____

PLEASE FILL OUT THE INFORMATION BELOW

Company Name _____ Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Email address _____

MAIL OR FAX TO: Premier Exhibit & Event Services P.O. Box 9986, Henrico, VA 23228
FAX: (804) 237-0458 EMAIL: rich@premierEEServices.com or Lisa.Straffon@pfgc.com

ELECTRICAL ORDER FORM

EDLEN

The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC
OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 4/10/25

E ☐ M ☐

COMPANY:

BTH #

EVENT: Performance Foodservice KORO 2025

FACILITY: HYATT REGENCY ORLANDO

DATES: April 24-27

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

120 VOLT POWER DELIVERY

The cost of 120-Volt outlets includes delivery to one location at the rear of inline or peninsula booths. If you require the outlets to be distributed to any other location, material and labor charges apply. There is a minimum charge of 1 hour for installation & 1/2 hour for removal. Complete a floor plan layout of your booth space indicating outlet locations.

CALCULATING LABOR

If labor applies to your order, the following is a guide to calculate the quantity:
1-3 outlets = 1hr in/.5 hr out
4-6 outlets = 2hrs in/1hr out
7-9 outlets = 3hrs in/1.5hrs out
10-12 outlets = 4hrs in/2hrs out
13+ outlets = contact for pricing

208/480V POWER DELIVERY AND CONNECTIONS

All 208/480V Single & Three Phase must accompany a connection type—NEMA plug variable, large cam hookup, or hardwired. Edlen Electricians must make all high voltage connections and disconnects. Please complete a floor plan layout of your booth space indicating outlet locations.

There is a minimum of 1.5 hour for installation & 1 hour for removal.

ISLAND BOOTHS

There is a minimum labor charge of 1 hour for installation & 1/2 hour for removal. A scaled booth plan must accompany orders showing locations of electrical outlets and lighting equipment.

24 HOUR SERVICES

Electricity will be turned on within 30 minutes of show opening and off within 30 minutes of show closing, show days only. If you require power at any other time order 24 hour power at double the outlet rate.

DEDICATED OUTLETS

For a dedicated outlet order a 20 amp outlet and please indicate on the floor plan.

MATERIAL DELIVERY

Material requested on this order form will be dropped in booth by an electrician. If not there, please visit Edlen Service Desk.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

ELECTRICAL OUTLETS Approximately 120V/208V A.C. 60 Cycle - Prices are for entire event

	QTY Show Hours Only	QTY 24hrs/day Double rate	ADVANCE PAYMENT PRICE	REGULAR PAYMENT PRICE	TOTAL COST
120 VOLT					
500 WATTS (5 AMPS)			131.00	185.00	
1000 WATTS (10 AMPS)			203.00	292.00	
2000 WATTS (20 AMPS)			274.00	399.00	
For outdoor events 20 AMP Minimum Required					
208 VOLT SINGLE PHASE					
20 AMPS			411.00	607.00	
30 AMPS			495.00	732.00	
60 AMPS			678.00	1,006.00	
100 AMPS			880.00	1,340.00	
208 VOLT THREE PHASE					
20 AMPS			560.00	827.00	
30 AMPS			665.00	987.00	
60 AMPS			928.00	1,380.00	
100 AMPS			1,214.00	1,808.00	
200 AMPS			1,808.00	2,701.00	
400 AMPS			3,355.00	5,020.00	
LIGHTING					
150 WATT FLOOD LIGHT			96.00	143.00	
300 WATT FLOOD LIGHT			119.00	179.00	

MATERIAL RENTAL (Exhibitor must pick up items at electrical service center on show site)

15' EXTENSION CORD		38.00
POWER STRIP		38.00

ELECTRICAL LABOR

ST (Mon-Fri, 8am-4:30pm; Excluding Holidays)		137.00
OT (Mon-Fri, 4:30pm-8am; Sat, Sun & Holidays)		205.00

SUB TOTAL

26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR

SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER:
(FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)

6.5% SALES TAX

PLACE TOTAL HERE

PRINT NAME:

AUTHORIZED SIGNATURE:

DATE:

EMAIL:

PHONE:

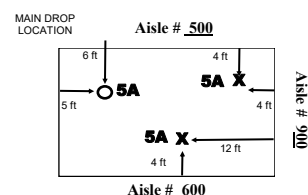
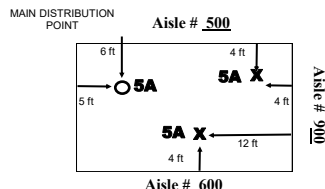
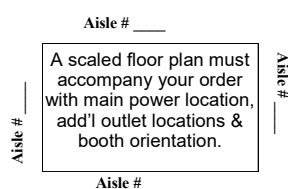
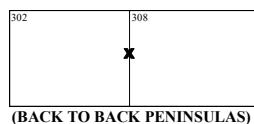
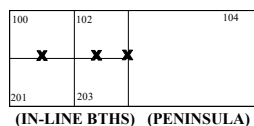
The "Method of Payment Form" must be completed and returned with this order form.

TERMS & CONDITIONS

1. Order with payment & floor plan (for island booths or any booth requiring distribution of electrical services) must be received no later than the deadline date on the order form for advance payment rates to apply. Orders received without payment and required floor plan will not be guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled electrical layout must be received before the advance payment deadline date. The scaled layout must match the order and include power locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event order totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections and charge the corrected amount. Exhibitors will be notified by email or fax of any such corrections.
4. Outlet rates listed include bringing the services to one location at the rear of in-line and peninsula booths.
5. Outlet rates listed **do not** include the connection of any equipment, special wiring, or distribution of the outlets to other location's within the booth space. Distribution to all other locations **regardless of booth type** require labor and is performed on a time and material basis. Exhibitors are invited to contact the local Edlen office to discuss any additional costs that may be incurred.
6. A separate outlet must be ordered for each location where an electrical service is required. 5 amps or 500 watts is the minimum amount of power that can be ordered for any one location. Power must be ordered according to peak amperage ratings.
7. Island booths - If a floor plan showing main power location is not submitted to Edlen prior to our first move-in date, Edlen will deliver the power to the most convenient location.
8. Labor rates are based on current wage scales and are subject to change in the event of a wage increase after rates have been published. A minimum charge of (1) hour labor will apply for all installation work. The removal of this work will be charged a minimum of .5 hour.
9. Edlen employees are authorized to cut floor coverings when essential for installation of services unless otherwise directed.
10. Edlen is the exclusive provider of all material and equipment used in the distribution of temporary electrical services throughout the exhibit hall including the exhibitors booth space. This material is provided on a rental basis ONLY and remains the property of Edlen. It shall be removed only by Edlen employees.
11. Any extension cords or power strips ordered on the front of this form should be picked up at the service desk. Credit will not be not issued for unused items.
12. Standard wall and other permanent building utility outlets or sockets are not part of a booth space and may not be used by exhibitors unless electrical services have been ordered through Edlen.
13. All equipment regardless of source of power, must comply with federal, state and local codes. Edlen reserves the right to inspect all electrical devices and connections to ensure compliance with all codes, for which labor charges can be incurred. Edlen is required to refuse connections where the Exhibitor wiring or equipment is not in accordance with electrical codes.
14. All electrical equipment must be properly tagged and wired with complete information as to the type of current, voltage, phase, cycle, horsepower, etc., required for operation.
15. All Exhibitors' cords must be a minimum of 14 gauge, 3 wire and grounded. Two (2) wire extension cords are not allowed. All exposed, non-current carrying metal parts of fixed equipment which are liable to be energized, shall be grounded.
16. Payment in full must be rendered during the event. Exhibitors ARE NOT billed for services provided. Services may be interrupted if payment is not received.
17. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing & received by Edlen within 21 calendar days prior to show opening. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
18. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
19. Claims will not be considered or adjustments made unless filed in writing by Exhibitor prior to the close of the event.
20. Exhibitor holds Edlen harmless for any and all losses of power beyond Edlen's control, including, but not limited to, losses due to utility company failure, permanent power distribution failure, power failure caused by vandalism, faulty Exhibitor equipment or overloads caused by Exhibitor.
21. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, Exhibitor will pay Edlen its attorney fees or applicable agency fees.
22. A service charge of 1.5% per month on any unpaid balances will be assessed starting 10 days after date of invoice. A \$25.00 service charge will be assessed for all returned checks and credit cards. Exhibitor agrees to reimburse Edlen for all applicable rental taxes.
23. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

COMMONLY ASKED QUESTION - WHERE WILL MY OUTLET BE LOCATED?

Outlets are located as depicted below for inline & peninsula booths. All other locations require labor on a time & material basis. Exhibitors with hard wall booths must make arrangements with Edlen to bring power inside the booth on a time and material basis.



FOR OTHER COMMONLY ASKED QUESTIONS VISIT OUR WEB SITE @ WWW.EDLEN.COM
OR CALL THE NUMBER ON THE FRONT OF THIS FORM.

METHOD OF PAYMENT FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Payment Deadline Date: 4/10/25

COMPANY:		BTH #	
EVENT:	Performance Foodservice KORO 2025		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	April 24-27		

EXHIBITOR INFORMATION			
COMPANY NAME:		PHONE:	
ADDRESS:		FAX:	
CITY:	ST:	ZIP:	
COUNTRY:		CELL:	
EMAIL:			

METHOD OF PAYMENT

All transactions require a credit card on file with proper authorization. In addition to checks, Edlen also accepts American Express, Master Card and Visa. Please indicate form of payment below.

☐ CREDIT CARD

For your convenience, we will use this authorization to charge any remaining balances on your account prior to event closing. A copy of final charges will be sent to the email address provided in the payment information section.

☐ COMPANY CHECK

Please make check payable to: Edlen Electrical. All foreign checks must be drawn on U.S. Banks only. Please reference the Event listed above on your remittance.

☐ VISA ☐ MASTER CARD ☐ AMX

☐ MANUAL PROCESSING FEE

Orders submitted for manual processing **MUST** include a \$25 processing fee. Submit orders online instead @ www.edlen.com

CHECK AND CREDIT CARD INFORMATION									
CHECK #									
CREDIT CARD NUMBER:								EXP DATE:	
CARD HOLDER SIGN:					PRINT NAME:				
EMAIL ADDRESS:								THIRD PARTY: YES or NO	
CREDIT CARD ADDRESS INFORMATION IF DIFFERENT THAN INFORMATION ABOVE									
ADDRESS:					CITY:		ST:		ZIP:

SERVICE TOTALS	
MANUAL PROCESSING FEE	\$25.00
ELECTRICAL/MATERIAL ORDER	
ESTIMATED LABOR	
PLUMBING ORDER	
SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
6.5% SALES TAX. SALES TAX IS DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES THIS ORDER.	
TOTAL DUE	

By signing and placing this order, I accept all payment policies and the terms and conditions outlined on all service order forms completed.

PLEASE SIGN	
	AUTHORIZED SIGNATURE
	PRINT NAME DATE

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

DATES: April 24-27

Adjacent Booth or Aisle #

PLUMBING ORDER FORM



The Power People

EDLEN ELECTRICAL EXHIBITION SERVICES INC OF ORLANDO

5858 Lakehurst Drive, Orlando, FL 32819
Phone: (407) 854-9991 Fax: (407) 854-9992
Orlando@edlen.com

Advance Order Deadline Date: 4/10/25

E ☐ M ☐

COMPANY:		BTH #	
EVENT:	Performance Foodservice KORO 2025		
FACILITY:	HYATT REGENCY ORLANDO		
DATES:	April 24-27		

FOR YOUR CONVENIENCE PLACE YOUR ORDER ONLINE AT WWW.EDLEN.COM

ORDER INSTRUCTIONS

LABOR REQUIREMENTS

There is a minimum labor charge of 1 hour for delivery and 1/2 hour for removal of each air, water and drain outlet depending on booth location.

ADDITIONAL CONNECTIONS

If you have more than one machine or multiple connections on a machine order an additional connection for each machine or connection within 20 feet of the outlet ordered. Otherwise you must order another outlet.

OUTLET DISTRIBUTION

Outlets are delivered to the rear of inline and peninsula booths and to one location in island booths. Ramping or laying of lines on floor in booth or spotting from the ceiling will be done on a time and material basis. Lift charges will apply for overhead drops or distribution.

SERVICE CONNECTIONS

All service connections are to be made by Edlen plumbers. Material charges may apply.

AIR LINE RESPONSIBILITIES

Edlen is not responsible for moisture, oil or water in air lines, or loss of flow or drop or increase in pressure in line to equipment. Exhibitor should supply their own filters, driers or other equipment as needed. No compressors are allowed other than those supplied by Edlen unless they are a fixed part of your machine. If 24 hour air is needed please call for a quote.

WATER PRESSURE

Pressure may vary. No guarantee can be made to minimum or maximum pressures. If pressure is critical the exhibitor should arrange to have a pressure regulator valve or pump installed. Edlen is not responsible for sediment, color or taste of water.

WASTE WATER

If waste water from your drain contains hazardous materials, chemicals or metals, Edlen cannot drain it.

TERMS & CONDITIONS

I agree in placing this order that I have accepted Edlen's payment policy and the terms and conditions of contract.

UTILITY SERVICES

Advance Regular Total

COMPRESSED AIR: 90-100 LBS. Psi

Air Outlet	357.00	464.00	
Additional Connections within 20' of Outlet	71.00	93.00	
CFM requirements (There is a 5 CFM min. charge per outlet)	6.50/cfm	7.50/cfm	

Remember to order CFM with air services. Connection size see # 9 on back of form.

WATER LINES (Edlen is not responsible for sediment or the color or taste of the water.)

Water Outlet	357.00	464.00	
Additional Connections within 20' of Outlet	71.00	96.00	
Water Filter (Recommended for potable requirements)	96.00	119.00	
# of connections required: _____ Size of connection: _____			
PSI required: _____ GPM Required: _____			

DRAIN LINES

Drain Outlet	119.00	179.00	
Additional Connections within 20' of Outlet	60.00	89.00	
Number of connections required: _____ Size of connection required: _____			

FILL & DRAIN LABOR (Edlen is not responsible for sediment or the color of water)

1 – 100 Gallons	149.00	209.00	
100—500 Gallons	209.00	268.00	
Each additional 100 Gallons up to 1,000 Gallons	24.00	30.00	
Over 1,000 Gallons	CALL FOR	ESTIMATE	

LABOR (Labor is required for delivery and removal of air, water & drain outlets)

ST (Monday—Friday 8:00 AM – 4:30 PM (Except Holidays)	137.00	
OT (Monday—Friday 4:30 PM – 8:00 AM (All day Sat, Sun, & Holidays)	205.00	

When do you move in? When do you move out? Take this into consideration when pre-paying estimated labor cost for the delivery and removal of air, water and drain outlets.

GAS & MISC. REQUIREMENTS (Call for a estimate)

SUB TOTAL	
26% SERVICE CHARGE ON OUTLETS, MATERIAL & LABOR	
SALES TAX DUE UNLESS EXEMPTION CERTIFICATE ACCOMPANIES ORDER: (FLORIDA AND FEDERAL GOVERNMENT ACCEPTED)	
6.5% SALES TAX	
PLACE TOTAL HERE	
PRINT NAME:	
AUTHORIZED SIGNATURE:	DATE:
EMAIL:	PHONE:

The "Method of Payment" form must be completed and returned with this order form

TERMS, CONDITIONS & REGULATIONS

1. A complete order with payment and floor plan inclusive of a scaled layout (for island booths or any booth requiring distribution of plumbing services) must be received no later than the deadline date for advance payment rates to apply. Orders received without payment and required floor plan are not guaranteed advance rates. Orders received after the deadline date will be charged at the regular rate. A purchase order or photocopy of a check are not considered valid forms of payment for securing advanced rate.
2. To receive advance rates a complete order inclusive of a scaled plumbing layout must be received before the advance payment deadline date. The scaled layout must match the order and include plumbing locations and orientation. Any changes or additional services received after the deadline date will be charged the regular payment price.
3. In the event that totals are calculated incorrectly, Edlen reserves the right to make the necessary corrections. Exhibitors will be notified by email of any corrections made. This includes adding the required minimum CFM charges when applicable and labor charges.
4. All outlets will be installed on the floor at the back wall of inline and peninsula booths. All services ordered for island booths will be dropped to one location in the booth. Edlen will make every attempt to deliver these services to a location convenient to the exhibitor.
5. Distribution of services throughout the booth space, whether under the carpet, above the carpet or overhead is done on a time and material basis. Lift charges may also apply for overhead distribution.
6. Additional footage charges apply when an Exhibitor requires services that are further than 90 feet away from closest outlet and when dropped from overhead when services originate on the floor or columns.
7. Labor charges apply when an exhibitor requires services to be dropped from overhead when services originate on the floor or columns.
8. The CFM requirements (Cubic Feet per Minute) determine the volume of air required to properly operate exhibitors equipment. CFM is a labor charge for sizing and installation of the service infrastructure.
9. In some instances a pump is required to drain services out of an exhibitor's booth. When this occurs, time & material charges apply. Exhibitors are encouraged to contact Edlen to discuss any potential additional costs.
10. Connection to exhibitor equipment is included in the cost of the service. Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without Edlen plumbers.
11. Service outlet size is determined by the volume required. Air line size is dictated by the CFM requirements and air line terminations vary.
12. Compressed Air is supplied during show hours only. If compressed air is required for non-show hours call for a quote.
13. Wall, column and permanent building utility outlets are not part of booth space and are not to be used by exhibitors.
14. Unless otherwise directed, Edlen personnel are authorized to cut floor coverings to permit installing service(s) ordered.
15. Pressure for Water Services may vary. No guarantee can be made of minimum or maximum pressure. If pressure is critical, the exhibitor should arrange to have a pressure regulator valve installed.
16. Natural Gas "when available" is not regulated by Edlen and is at the facility pressure. Call for price quote when available.
17. Gas & Cylinders "when available" 1025 - 1030 BTU per cubic foot at 7' water column pressure. Credit will not be provided on unused cylinders.
18. All equipment using water must have inlet and outlet properly tagged.
19. All equipment must comply with state and local codes.
20. Edlen will not be responsible for moisture or water in air lines. Exhibitors should supply their own filter or other equipment to handle moisture or water.
21. For gas cylinders or any other special requirements call for a quote. Delivery charges will apply to any specialty equipment delivered and removed from the exhibitor booths.
22. Edlen must have 30 days notice in order to supply special regulators, strainers, traps, etc.
23. Claims will not be considered or adjustments made unless filed in writing prior to close of the event; no exceptions.
24. Credit will not be given for services installed and not used. All orders are subject to a 25% cancellation fee if cancelled in writing and received by Edlen (21) calendar days or less prior to the first contracted event move in date. Except sales tax, Edlen will not refund overpayment in amounts less than \$50.00 unless specifically requested in writing.
25. If the event is cancelled within 90 days prior to the first contracted event move-in day all orders are subject to a 25% cancellation fee. No refunds will be issued for events cancelled on or after the first contracted event move-in day.
26. Credit will not be given for outlets installed or connections made and not used.
27. Payment in full for all plumbing services provided must be made in full prior to close of the event.
28. It is agreed that in the event it becomes necessary to turn this matter over to an attorney for collection, or to file a lien, or foreclosure, or otherwise, exhibitor will pay Edlen its attorney fees or applicable agency fees.
29. A service charge of \$25.00 will be assessed for all returned checks or declined credit cards.
30. A service charge of 1.5% per month on any unpaid balances will be made starting 10 days after date of invoice.
31. Exhibitor hereby agrees to all terms and conditions outlined on all order forms and the Edlen General Data Protection Regulation (GDPR) privacy policy which can be reviewed by visiting: <https://ordering.edlen.com/LegalNotices/Terms-Edlen-GDPR.pdf>

POWER TO OPERATE ANY PLUMBING APPARATUS IS NOT INCLUDED.
ALL ELECTRICAL REQUIREMENTS MUST BE ORDERED ON THE ELECTRICAL FORM
For Further Information please visit our web site at www.edlen.com
Or call the number on the front of this form.

EXHIBITOR REPLY FORM

To: Trude Robida
Event Sales Manager
Hyatt Regency Orlando
Direct: (407) 345-4405
Trude.robida@hyatt.com

From:

Exhibitor Name: _____

Company: _____

Cell Number: _____

E-mail Address: _____

Attachments (check all that apply):

- | | |
|--------------------------|--|
| <input type="checkbox"/> | Show Guidelines Acknowledgement* |
| <input type="checkbox"/> | Notice of F&B Sampling/Preparation* |
| <input type="checkbox"/> | Indemnity & Hold Harmless Agreement* |
| <input type="checkbox"/> | Equipment Rental and Hotel Services Order Form |
| <input type="checkbox"/> | |

*Required for all exhibitors to sign and return acknowledgement form

ALL FORMS MUST BE COMPLETED AND SUBMITTED BY

March 24, 2025

Food Sampling and Display:

- All sampling sizes must not exceed 2 oz for both solid and liquid items. Any sample sizes exceeding 2 oz must have written approval from the hotel and may be subject to corkage fees.
- No alcoholic beverage samples are permitted.

Equipment Rental and Services:

- All orders must be paid in full prior to the show. Upon receipt of your order, you will receive an electronic credit card authorization via email.
- Complete the enclosed order form for any equipment that you will need for the show, rental charges will apply. On-site orders will be accommodated based on availability.
- All equipment must be returned at the end of the show in the condition received. Otherwise, the replacement value of the item(s) will be charged to your credit card on file.

Exhibitor Acknowledgement: _____
Printed Name Signature Date

Exhibitor Company: _____

FOOD AND BEVERAGE SAMPLING, FOOD PREPARATION, AND HEAT-PRODUCING DEVICE NOTICE

Open flame cooking and/or preparation are strictly not allowed on the show floor.

Food safety and handling must be observed at all times.

A fire extinguisher must be located no more than thirty feet (30') from any cooking or heat producing appliance.

Provide a four foot (4') space or barrier to separate the attendees or general public from a cooking, or heat producing appliance

Introduction of a hazard deemed unsafe, or out of the ordinary, by the Orange County Fire Rescue Department (i.e. grease-laden vapors, flammable liquids, etc.) is strictly prohibited.

Complete and sign this form if you intend to conduct **ANY** of the following activities within your exhibit space.

PLEASE CHECK ALL THAT APPLY:

- ☐ **Food & Beverage Sampling:**
- ☐ **Range or Cook Top:** (Specify range cooking area dimensions):
Electric: _____ Dimensions: _____
- ☐ **Grill or Griddle:** (Specify grill or griddle cooking area dimensions):
Electric: _____ Dimensions: _____
- ☐ **Other heat producing device(s):** (Please describe or attach appliance literature, including Underwriter's Laboratories listing information) _____

Mark this box if you are not offering any food and/or beverage samples in your booth → ☐

Mark this box if you are not using any heat-producing device in your booth → ☐

Exhibitor Acknowledgement:

Printed Name

Signature

Date

Exhibitor's Company



INDEMNITY AND HOLD HARMLESS AGREEMENT

Name: _____ Company: _____

Address: _____

This Indemnity and Hold Harmless Agreement is entered into between (company name) _____ herein referred to as "the exhibitor" and Hyatt Hotels of Florida, Inc., as agent of RIDA, HYCC, LLC, a Delaware limited liability company, dba Hyatt Regency Orlando. herein referred to as "the Hotel".

Any representative of the exhibitor in any area in the meeting facilities of the Hotel in preparation or in the act of serving is assuming full responsibility for the safety of their associates, themselves, and other agents who represent the exhibitor. This hold harmless agreement applies to materials and/or equipment owned by the exhibitor, its vendors or sponsors, and its staff member or guests.

The undersigned agrees that the Hotel shall not be liable in case of damage or injury to said persons or their property and that negligence shall not be presumed or inferred from any damage or injury to persons or property. The exhibitor will indemnify and hold harmless the Hotel, its employees, agents, representatives and affiliates from all claims and other liabilities, including reasonable attorney's fees, which may result from any illness described herein.

The undersigned hereby acknowledges to having read and understood the statement printed above.

The Agreement will remain in effect between the exhibitor and the Hotel, until cancelled by both parties.

Exhibitor

Hyatt Regency Orlando

Printed Name & Title _____

Trude Robida
Event Planning Manager

Signature

Signature

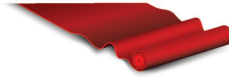


EQUIPMENT RENTAL AND HOTEL SERVICES ORDER FORM

Company Name: _____ Booth # _____
 Contact Name: _____ Cell Phone: _____
 Address: _____
 City, State, ZIP, Country: _____ Email: _____
 On-Site contact: _____ Cell Phone # _____

EQUIPMENT RENTAL			
DESCRIPTION <i>Applicable sales tax and taxable service charge shall be added to your total order</i>	RATES		QTY NEEDED
	Order(s) Received by 4/17/25	Order(s) Received after 4/17/25 and On-site orders	
Serving Bowls: Large	\$ 15.00 per day	\$ 30.00 per day	
Small	\$ 10.00 per day	\$ 20.00 per day	
Plates (circle): 10" Dinner	\$ 5.00 each	\$ 10.00 each	
6" Salad			
4" Dessert			
Utensils (circle): Fork / Spoon / Knife	\$ 2.00 each	\$ 4.00 each	
Serving (circle): Fork / Spoon / Tongs	\$ 20.00 each	\$ 35.00 each	
Glassware (circle): White Wine	\$ 75.00 per rack	\$ 125.00 per rack	
Red Wine			
Water Goblet			
Other:			
Ice (includes vessel): Bucket (5 lbs*)	\$ 50.00 each	\$ 100.00 each	
Tub (40 lbs*)	\$ 100.00 each	\$ 150.00 each	
Cambro (200 lbs*)	\$ 200.00 each	\$ 250.00 each	
<i>*Gross weight of ice not including container</i>			
Heat Lamp	\$ 150.00 per day	\$ 250.00 per day	
Other:			

Mark this box if no hotel equipment or services will be required → ☐



LIMITS OF LIABILITY

1. Premier Exhibit & Event Services shall not be responsible for damage to uncrated materials, improperly packed, or concealed damage.
2. Premier will not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's space.
3. Premier shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's space for re-loading after the show.
4. Premier will be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs which may result from any loss or damage to an exhibitor's material which make it impossible to exhibit same.
5. The consignment of delivery of a shipment to Premier by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor of the terms and conditions set forth in this bulletin.
6. Premier shall exercise ordinary diligence and care in the receiving, handling, and storage of all shipments. Premier Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Premier Services' liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged. In any case, the liability of Premier Services is limited to \$.30 per pound per article, with a maximum of \$50.00 per item, and maximum of \$1000.00 per shipment. This applies while these goods are in Premier's custodial care.
7. Claims for loss or damage which are not submitted to Premier within 30 days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Premier or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu.ft., etc), such as UPS or van lines will be delivered to the exhibitor's space without guarantee of piece count or condition. No liability will be assumed by Premier Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Premier Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Premier Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Premier Services will assist in the preparation of bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
12. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose space shipments are made. Exhibitors may not assign this responsibility to suppliers or customers. The exhibitor agrees, in the event of a dispute with relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Premier for Drayage or any other services provided by Premier as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Premier at the close of the show for all such charges, and they further agree that any claim they may have against Premier shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
13. A Service Charge of 1 ½% per month on any unpaid balance will be made starting 30 days after the date of the invoice.
14. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pickup within the time limited for the removal of exhibitor's materials at the Hotel, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
15. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
16. **Exhibitors are urged to carry ALL-RISK INSURANCE** to protect against damage, loss, and all other hazards, from the time materials leave the place of origin until they are returned after the show. This can usually be done by riders to existing policies.