

**All vendors that are Serving Food in their booth MUST complete and return the Food Waiver & Indemnification Agreement. Any Vendor Cooking / Warming Food in their booth is required to have a Fire Extinguisher. Failure to complete either of these items will prevent you from serving food in the booth.**

## GENERAL INFORMATION

The booth rental charge includes rental of the 10 x 10 space, an 8' high draped backdrop, 8' high draped side walls, Two Tables, (6) Chairs, Booth Sign (indicating company name and booth #), and one Trash Can. **Additional Tables and chairs are not included in the exhibit space rental fee.** You can rent them or bring your own. We will be using the drayage and material handling services of Premier Exhibit & Event Services. Please read their information carefully and take special note of the requirements for advance ordering of certain services. **Electricity is NOT included** with the booth rental fee.

**DRAYAGE SERVICE/MATERIAL HANDLING/LABOR:** Premier Exhibit is the official show drayage and material handling contractor. See forms in this Exhibitor Kit regarding advance shipping. For outbound FedEx / UPS – Bring or arrange to have pre-printed labels to place on each package.

**ELECTRICITY:** The Marriott Marquis is the official Electrical Provider. Only the official electrician is authorized to provide electrical service. If you pre-paid for electrical service, it will be distributed to your exhibit during set-up. On-site orders must be done through the Marriott. On-site orders will incur a surcharge to cover extra costs. On-site orders will be honored only after all pre-ordered electrical service has been distributed.

**FURNITURE RENTAL:** The official show decorator/furniture rental supplier is Premier Exhibit. All pre-ordered booth furnishings will be delivered to your exhibit space during set-up. For on-site order availability, changes, or questions visit the Premier Exhibit Services Booth in the Exhibit Hall.

**SAFETY:** Show Management reserves the right to prohibit, restrict, or require the alteration or removal of any exhibit which is deemed unsafe, dangerous, or detracts from the general character of the Show. Take the necessary precautions to demonstrate equipment safely. All exhibits must conform to local fire codes and other restrictions.

**WIRELESS INTERNET:** Wireless internet is provided in the Ballroom exhibit space.

**THANK YOU FOR YOUR COOPERATION. OUR BEST WISHES FOR A SUCCESSFUL Buying Summit 2025.**

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## BUYING SUMMIT 2025

July 14 - 16, 2025 | Atlanta Marriott Marquis |

## EXHIBITOR CHECK LIST

The forms in this packet enable you to order various services that will be helpful and important to the success of your exhibit. For your convenience, the following check list is provided to help ensure you return all the proper forms to the proper location to order the supplies and services you require.

**For your convenience we also offer online ordering: [CLICK HERE FOR ONLINE ORDERING](#)**

The following information sheets/ order forms in this packet are listed in alphabetical order for easy reference.

[illegible]

## SCHEDULE

**EXHIBITOR  
MOVE-IN**                      **Monday July 14<sup>th</sup>**  
   **2:00pm – 6:00pm**

**Tuesday July 15<sup>th</sup>**  
**6:00am – 8:00am**

**EXHIBIT  
HOURS**                        **Tuesday July 15<sup>th</sup>**  
   **8:00am – 5:45pm**

**Wednesday July 16<sup>th</sup>**  
**8:00am – 5:45pm**

**EXHIBITOR  
MOVE-OUT**                    **Wednesday, July 16<sup>th</sup>**  
   **5:45pm – 7:45pm**

## GENERAL INFORMATION

### CUSTOMER SERVICE

- Richard Cunningham Email: [rich@premiereeservices.com](mailto:rich@premiereeservices.com)
- Lisa Straffon Email: [lisa.straffon@pfgc.com](mailto: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.

### EACH BOOTH INCLUDES

- 1– 8' x 2' skirted table
- 1– 6' x 2' skirted table
- 1 – 12" x 18" booth sign
- 1 - Waste Basket
- WiFi - Wireless internet is included  
You will be given the login info onsite

Note the Show floor is fully carpeted

### SHIPPING

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



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



premierEEServices.com

P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458  
info@premierEEServices.com

# RENTAL ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER !!

Orders must be received by **JULY 3, 2025** in  
order to receive the advance price.



**Rental of booth furnishings listed below are for use during the show and include delivery and removal from the booth.**

## SEATING

Qty.		Advance Price	Show Price	Amount
	Upholstered Chair	\$99.00	\$135.00	
	Molded Plastic Folding Chair	\$35.00	\$49.00	
	Bar Stool	\$35.00	\$49.00	
	Upholstered High Back Stool	\$125.00	\$160.00	
	Office Chair	\$199.00	\$225.00	

## ACCESSORIES

	Waste Basket with Liner	\$28.00	\$31.00	
	Floor Easel	\$50.00	\$75.00	
	Bag Rack	\$99.00	\$135.00	
	Literature Rack	\$89.00	\$125.00	
	22"x 28" Chrome Sign Holder	\$119.00	\$139.00	

## TABLE TOP RISERS & DRAPING

	6'x 1'x 12" Riser / Draped	\$90.00	\$102.00	
	8'x 1'x 12" Riser / Draped	\$99.00	\$120.00	

## TABLE WITH SKIRT

Qty.		Advance Price	Show Price	Amount
	4'x 2' Standard 30" High	\$160.00	\$200.00	
	6'x 2' Standard 30" High	\$180.00	\$208.00	
	8'x 2' Standard 30" High	\$190.00	\$240.00	
	4'x 2' Raised 42" High	\$162.00	\$190.00	
	6'x 2' Raised 42" High	\$195.00	\$225.00	
	8'x 2' Raised 42" High	\$205.00	\$250.00	

Skirted tables include vinyl top & pleated skirt on three sides.

### Drape Colors

☐ White ☐ Blue ☐ Black ☐ Red

## FOURTH SIDE TABLE SKIRT

	30" High Table	\$25.00	\$35.00	
	42" High Table	\$35.00	\$45.00	

## ROUND TABLES & LINENS

	3' Round Table (30" High)	\$170.00	\$204.00	
	5' Round Table	\$225.00	\$249.00	
	36"R Pedestal Table (42" H)	\$195.00	\$240.00	

**PLEASE RETURN ONE COPY TO PREMIER EXHIBIT & EVENT SERVICES AND RETAIN A COPY FOR YOUR FILES.**

### CANCELLATION POLICY:

Items cancelled after move-in begins  
will be charged at 50% of original price.

### TOTAL YOUR ORDER HERE

Sub-Total ..... \$ .....  
..... \$ .....  
TOTAL DUE ..... \$ .....

Please print or type below:

Your Company .....

Address .....

Authorized By (Print Name) .....

Signature .....

Name of Event **PERFORMANCE FOODSERVICE BUYING SUMMIT**

Telephone No. ....

Email .....

Title .....

ATLANTA MARRIOTT MARQUIS

JULY 14 - 16, 2025



Please order for each day needed.

Atlanta Marriott Marquis

Order Electricity / Internet / AV:

<https://atlantamarriottmarquis.ipoolside.com/?servicename=Event%20Services>



## FOOD WAIVER AND INDEMNIFICATION AGREEMENT

### **HOTEL POLICY**

It is the policy of the Atlanta Marriott Marquis (\*\*Hotel\*\*) to prohibit Hotel patrons to self-serve food provided by the Hotel or serve food to other Hotel patrons. Improper handling of food may lead to food poisoning and other health hazards. However, the Hotel recognizes that for religious, health or other special reasons it may be necessary to permit \_\_\_\_\_ (“Group”) and the attendees and guests of the \_\_\_\_\_ (“Group”) meal functions hosted by the Group on \_\_\_\_\_ (the “Event” dates) to self-serve food provided by the Hotel, or serve food to other Hotel patrons. The Hotel may allow such activity or activities only if such Group acknowledges, by its signature below, its agreement to accept responsibility and abide by the terms set forth in this Agreement.

### **WAIVER**

The undersigned Group agrees to waive any claim for damages of any nature whatsoever and to release the Hotel, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from any liability or responsibility whatsoever for any ill effect, injury or loss incurred by a Hotel patron or any third party, including, but not limited to, all manner of actions, causes of action, suits, debts, damages, claims, demands, costs, losses and expenses of any type or kind whatsoever, arising from, connected with or related to the self-service of food at the Event, or the service of food to Hotel patrons by persons other than Hotel employees.

### **INDEMNIFICATION**

Group agrees to indemnify, defend and hold harmless the Hotel, Marriott International, Inc. and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demand, damages, judgements, costs, losses and expenses, including reasonable attorney’s fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the self-service of food by Hotel patrons or service of food to Hotel patrons by persons other than Hotel employees.

### **INSURANCE**

Group shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than five million (\$5,000,000) each occurrence. Such insurance shall name Marriott International, Inc. as additional insureds and shall provide the Hotel with a certificate of insurance evidencing such coverage prior to providing the catering services.

### **ACKNOWLEDGEMENT**

Group signature below indicates that Group has read and understood this Agreement and agrees to its contents. Group also acknowledges that the person signing on behalf of Group is authorized to bind Group to the terms of this Agreement.

Group:

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

Dated: \_\_\_\_\_, 20\_\_\_\_



Performance Foodservice  
2025 Buying Summit  
VENDOR PACKET

REQUIRED VENDOR FORMS

Food Preparation Service Rules & Regulations (Required for all vendors participating in vendor show)	Page   2-3
Cooking In Booth Notification Form (Required by Fire Marshal for all vendors cooking in booth)	Page   4
Food Preparation Waiver and Indemnification Agreement (Required for all vendors serving items to be consumed by attendees)	Page   5
Booth Food Preparation Order Form (Required for all vendors needing items prepped by hotel)	Page   6
Booth Food Equipment Order Form (Required for all vendors needing booth supplies provided by hotel)	Page   7-8

Form Submission Deadline: June 17, 2025



## Food Preparation Service Rules & Regulations

All food samples prepped and cooked by the Atlanta Marriott Marquis Culinary Team must be confirmed to Hotel Event Manager no later than **June 17, 2025**.

The Fire Marshal **REQUIRES** all companies using a cooking device in their booth to submit a Cooking in Booth Notification Form, and relevant spec sheets, by **June 17, 2025**. The form can be found on page 4 of this document.

### **Food and Beverage Sampling Regulations**

- **Sample Size Limits:** Below are maximum sample size portions.
  - Non-Alcoholic Beverages are limited to maximum of 3 oz samples.
  - Alcoholic Beverages are limited to a maximum of 1 oz samples. Exhibitors cannot bring in alcohol products on their own to sample per Georgia State Law.
  - Food Items limited to “bite size” (3 oz. or less).
- **Alcoholic Beverage Dispensing:**
  - Alcohol can only be dispensed by an Atlanta Marriott Marquis TABC-certified bartender hired from the hotel.
  - Each bartender is \$250.00+ for 3 hours of service. A Bartender Request Form must be completed to request service.
- **Sales Restrictions:** Food and beverages MAY NOT BE SOLD on the premises.
- **Utensils and Disposables:** All utensils, plates, cups and napkins for attendee use must be disposable.
- **Food Prep by Hotel Staff:**
  - If food preparation is required by hotel, all items must be cooked and prepped by Atlanta Marriott Marquis Chefs/Staff.
  - Additional fees may apply for services beyond standard levels. Details and costs on the different Levels of Service are listed on pages 5-6 in this packet.
  - All services are subject to a 26% Service Charge and 8.9% State Sales Tax.

### **General In-booth Cooking Requirements**

1. If using a cooking device in your booth, you are **REQUIRED** to submit the Cooking In Booth Notification Form and supply manufacturer spec sheets for all cooking devices.
2. All cooking devices shall:
  - Be listed by an organization concerned with product evaluation (e.g., UL, EL).
  - Maintain horizontal distance of at least **24 inches** from any combustible material.
  - Be isolated from the public by at least **48 inches** or separated by a barrier.
3. A **Certified 2A:10BC** (or greater) fire extinguisher must be present in the booth for each device.
4. Booths using combustible oils or solids must have a **Certified Class K** extinguisher.

### **Cooking and Equipment Regulations**

#### **Permitted Equipment for Food Preparation**

- Microwave Oven
- Crock Pots
- Air Fryer
- Hot Dog Roller
- Toaster Oven
- Electric Convection Oven, Electric Range, Skillet and Griddle

**Prohibited Equipment for Food Preparation**

- Gas or Propane devices
- Deep Fryers
- Pressure Cookers
- Open Flame
- Coleman Stoves
- Grill with open flame

**Portable/Food Warming Equipment (no Hood System Required)**

Portable cooking equipment, used only for food warming, and that is not flue-connected, shall be permitted ONLY as follows:

- Provided proper precautions are taken to prevent ignition of any combustible materials. For example:
  - Heat Lamps
  - Chafing Dishes – Sterno is acceptable when used properly. Proper use is one or two small cans per chafing dish. Three or more cans under a pot, pan, wok, etc. is no longer warming and is now considered cooking, which is NOT permitted.
- Cooking equipment listed in accordance with UL 197 or an equivalent standard for reduced emissions provided the appliance is listed for type of food being cooked (ex. raw proteins). Prior approval from the authority having jurisdiction is required.

**Cooking Equipment that Requires a Hood System**

1. Equipment producing smoke or grease-laden vapors.

**AGREEMENT**

**In signing below, I understand and agree to the rules and regulations above.**

**RETURN this form to Jeffrey Lewis by June 17, 2025, at [jeffrey.l.lewis@marriott.com](mailto:jeffrey.l.lewis@marriott.com)**

Applicant Signature

Date

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## COOKING IN BOOTH NOTIFICATION FORM

The Fire Marshal **REQUIRES** all companies cooking in their booth to submit information about the cooking devices being used and relevant spec sheets. The Fire Marshal and Fire Watch representatives will be onsite at the show verifying that all companies are in compliance with cooking requirements and regulations. Bring copies of any literature about your cooking devices, specs, and/or your booth layout (if applicable) to Atlanta so that you are prepared should you receive any questions from the Fire Marshal onsite.

Submit the [Cooking In-Booth Notification Form](#) by **June 17, 2025**.

Be prepared to answer questions about the following on the form:

- Onsite contact information.
- If you will be cooking with raw meat.
- If you will be using a Sterno, Range, Cook Top, Griddle or Chain Broiler.
- Cooking area dimensions, if applicable.
- Manufacturer specs if greater than 200 sq. inches cooking surface or Chain Broiler
- Other Heat Producing Devices will need to be described and/or literature attached, including UL listing information.
- If cooking in a booth that is 400 square feet or larger, a detailed layout of the location of cooking devices within your booth space must be attached.

Questions? Contact Jeffrey Lewis at [jeffrey.l.lewis@marriott.com](mailto:jeffrey.l.lewis@marriott.com)

## FOOD PREPARATION WAIVER AND INDEMNIFICATION AGREEMENT

### HOTEL POLICY

It is the Hotel's policy to allow food tradeshow to take place on the Hotel's premises. The Hotel recognizes that, in connection with food tradeshow, food tradeshow vendors will purchase food from sources other than the Hotel. Food tradeshow vendors may also want to use the Hotel's kitchen facilities to prepare and serve food during the tradeshow to the tradeshow guests. Improper handling of food may lead to food poisoning or other health hazards. Therefore, the Hotel may only allow a food tradeshow vendor to participate in a food tradeshow at the Hotel, if such food tradeshow vendor acknowledges by its signature below, its agreement to accept responsibility and abide by the terms set forth in this Agreement.

### INDEMNIFICATION

Vendor agrees to indemnify, defend and hold harmless the Hotel, the Hotel owner, the Hotel Manager, Marriott International, Inc., and each of their respective subsidiaries, affiliates, officers, directors, employees and agents from and against all liability, claims, actions, causes of action, suits, demands, damages, judgments, costs, losses and expenses, including reasonable attorney's fees, to which any of the above-named parties may be subject, including, but not limited to, any claim for any injury to or the sickness or death of any person or persons, or for damages to property or otherwise, arising from, connected with or related to the purchase of food from sources other than the Hotel, the preparation of food by persons other than Hotel employees, or the service of food to Hotel patrons by persons other than Hotel employees.

### INSURANCE

Vendor shall carry comprehensive general liability insurance including products liability and contractual liability for bodily injury or property damage with a combined single limit of not less than **\$1,000,000.00 (\$1 Million)** each occurrence. Vendor shall provide the Hotel with a certificate of insurance evidencing such coverage and naming the Hotel Manager and the Hotel owner as additional insured prior to the food tradeshow.

When attaining the COI from a carrier please note the following verbiage requests:

1. Additional Insured: Atlanta Marriott Marquis, Marriott International, Inc., Marriott Hotel Services, Inc. and CCHM, Atlanta Marquis LLC, Black Diamond BGWB14 Inc.
2. Waiver of subrogation in favor of Atlanta Marriott Marquis, Marriott International, Inc., Marriott Hotel Services, Inc. and CCHM, Atlanta Marquis LLC, Black Diamond BGWB14 Inc. and any other parties at interest.

Please make the certificate holder:

Atlanta Marriott Marquis  
 265 Peachtree Center Avenue NE  
 Atlanta, GA 30303  
 CCHM, Atlanta Marriott LLC  
 Black Diamond BGWB14, Inc.  
[Jeffrey.I.lewis@marriott.com](mailto:Jeffrey.I.lewis@marriott.com)

### OPERATION OF KITCHEN FACILITIES

Vendor agrees that it, its employees and agents will follow the rules, directions and instructions of the Hotel staff. If the Hotel determines that Vendor or its employees or agents are using the facilities in a dangerous manner, Hotel may immediately revoke Vendor's privileges to use the kitchen facilities. In the event Vendor or its employees or agents damage any of the kitchen equipment, Vendor agrees to promptly pay for all costs and expenses associated with the repair or replacement of the damaged kitchen equipment.

### VENDOR'S ACKNOWLEDGMENT

Vendor's signature below indicates that Vendor has read and understood this Agreement and agrees to its contents. Vendor also acknowledges that the person signing on behalf of Vendor is authorized to bind Vendor to the terms of this Agreement.

### VENDOR:

Company/Organization: \_\_\_\_\_

Booth Number: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

**RETURN this form to Jeffrey Lewis by June 17, 2025, at [jeffrey.I.lewis@marriott.com](mailto:jeffrey.I.lewis@marriott.com)**

## Booth Food Preparation Order Form

### Exhibitor Contact Information

Ordering Contact Name	Title	Phone Number	Email Address
Company Name		Company Mailing Address	
On-Site Contact Name	On-Site Phone Number	On-Site Email Address	

### Order Information

Exhibit Hall	Booth Number	Date	Time

### Product Information \*Use Product # That Will Appear On Box\*

List the product(s) and quantities being shipped for hotel to prepare.

1.	Quantity (lbs):
2.	Quantity (lbs):
3.	Quantity (lbs):
4.	Quantity (lbs):
5.	Quantity (lbs):
6.	Quantity (lbs):
7.	Quantity (lbs):
8.	Quantity (lbs):
9.	Quantity (lbs):
10.	Quantity (lbs):

## Cooking / Preparation Instructions

All orders that require Culinary Preparation MUST include cooking / preparation instructions. These should include specific cooking and serving instructions (chafing dish, carving board, etc.). Instructions MUST be submitted with the order forms. Instructions sent in with your product shipment will not be accepted.

**\*Please note orders WILL NOT be processed without this information.**

## Explanation of Preparation and Onsite Delivery Fees

Upon review of Recipe and Prep instructions, Chef reserves right to increase quote based on level of culinary involvement and the volume of product being prepared.

### Basic Preparation - \$500.00++/Booth/Per Day

- This is the minimum level of service required of the Hotel.
- This level of service will be for those vendors prepping and cooking in their own booth.
- Hotel will provide cocktail plates, napkins, utensils, frill picks and choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical – 1,000 watts/20 amps included with Basic Preparation.
- K-Class Fire Extinguisher

Your Anticipated Basic Products:

### Level 1 Preparation - \$1,500.00++ per 3 Products/Per Booth/Per Day

- Hotel will provide food prep not to exceed more than 50lbs total of product.
- Hotel will provide minimum (heat and serve) food handling during the day of PFS.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.
- K-Class Fire Extinguisher

Your Anticipated Level 1 Items:

### Level 2 Preparation - \$2,200.00++ per 3 Products/Per Booth/Per Day

- Hotel will provide food prep not to exceed more than 75lbs total of product.
- The Chef and Kitchen Staff will prepare and present the Product to Exhibitor Specifications.
- Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).
- Carving Utensils and Carver are not included with the Carving Board.
- Electrical: 1,000 watts/20 amps included with Level 1 Preparation.
- Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.
- K-Class Fire Extinguisher

Your Anticipated Level 2 Items:

Level 3 Preparation - \$2,550.00++ per 3 Products/Per Booth/Per Day	
<ul style="list-style-type: none"> <li>Hotel will provide food prep not to exceed more than 150lbs total of product.</li> <li>The Chef and Kitchen Staff will prepare and present the Product to Exhibitor Specifications.</li> <li>Hotel will provide service during set-up, clean-up, and actual reception to include cocktail plates, utensils, napkins, frill picks, simple condiments/garnishes, and Choice of Carving Board, Heat Lamp and Chafer (up to 3 total service gear items).</li> <li>Carving Utensils and Carver are not included with the Carving Board.</li> <li>Electrical: 1,000 watts/20 amps included with Level 1 Preparation.</li> <li>Service (1) Dedicated Banquet Host from 11:30AM-5:00PM/each additional hour of service will be \$200.00+/hour. Please note that the dedicated banquet host is to act as a runner for the 3 product food delivery times as well as set-up/tear-down of banquet equipment and the serving of the product. If there is a need for a Chef or Carver, please select from the above priced options.</li> <li>K-Class Fire Extinguisher</li> </ul>	<u>Your Anticipated Level 3 Items:</u>          

Food Show Delivery Schedule			
Please submit a separate schedule if more detailed.			
Date	Delivery Time to Booth	Amount of Product	Pick Up Time from Booth
1.		50% of Product	
2.		25% of Product	
3.		25% of Product	

Fees	
<u>Delivery Fees</u>	<ul style="list-style-type: none"> <li>\$50.00 plus tax per delivery</li> </ul>
<u>Late Fees</u>	<ul style="list-style-type: none"> <li>Orders received after the form submission deadline will be subject to a late processing fee of <b>\$250.00</b>.</li> <li>Orders received less than 3 business days prior will be considered on- site orders and subject to a processing fee of <b>\$500.00</b>.</li> </ul>
<u>Service Charge &amp; Tax</u>	<ul style="list-style-type: none"> <li>Taxable service charge is currently 26%; state sales tax is currently 8.9%.</li> </ul>



P.O. Box 9986  
Richmond, Virginia 23228  
Phone (804) 519-3309  
Fax (804) 237-0458

[info@premierEEvents.com](mailto:info@premierEEvents.com)



# DRAYAGE SERVICE ORDER FORM



If you are shipping in freight for the event, this form must be completed and mailed or faxed to the address above.

## SHIPMENTS MUST BE PREPAID - COLLECT SHIPMENTS WILL NOT BE ACCEPTED

### (DRY) ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of common freight and crated materials received at the warehouse, stored up to 30 days prior to the show. Delivered to your booth at show site, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)**

**RATES: \$168.00 PER CWT (100 lbs.) per shipment. (minimum 200 lbs)**  
**Small Box Rate \$60.00 per box (Must be less than 30 lbs)**

**Advance Shipments will be received**

**between JUNE 23 - JULY 9, 2025**

**Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm**

### (REFRIGERATED OR FROZEN) ADVANCE SHIPMENT TO WAREHOUSE:

Shipments of Refrigerated or Frozen product received at the warehouse, stored at the proper temperature prior to the show. Delivered to your booth, removal and return of empty crates/cartons. This also includes removal of material from the booth and loading on outbound carrier at the facility loading dock.

**ALL WEIGHTS WILL BE ROUNDED TO THE NEXT HIGHER HUNDRED WEIGHT (CWT)**

**RATES: \$210.00 PER CWT (100 lbs.) per shipment.**  
**Small Box Rate \$75.00 per box (Must be less than 30 lbs)**

**Advance Shipments will be received**

**between JUNE 23 - JULY 9, 2025**

**Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm**

**NOTE: Billed weight is based on incoming weight only.** The weight is taken from the INBOUND "bill of lading" and/or the "certified weight ticket". Shipments arriving without a specified weight on the "bill of lading" will be assigned an approximate weight by **Premier Exhibit**. This weight estimate will prevail. There will be a handling charge of 25% for uncrated displays, machinery.

## EXHIBITOR MUST MARK AND CONSIGN ALL SHIPMENTS AS FOLLOWS:

### ADVANCE SHIPMENTS

Your Company Name  
PREMIER EXHIBIT & EVENT  
8411 SANFORD DRIVE  
RICHMOND, VA 23228

### DIRECT SHIPMENTS

NO DIRECT SHIPMENTS

WE HAVE BEEN NOTIFIED THAT  
THE MARRIOTT MARQUIS DOES  
NOT HAVE SPACE TO STORE  
SHIPMENTS PRIOR TO THE SHOW

### SPECIAL SERVICES: (CIRCLE NUMBER TO ORDER THAT SERVICE)

- Return to warehouse for storage, shipment by designated carrier, customer pickup, or Pilot outbound  
Rate \$50.00 per CWT - Minimum charge \$125.00 → Please list carrier that will be picking up: \_\_\_\_\_
- Truck and driver rates for special pickup and deliver/late warehouse deliveries  
Parcel Van \$65.00 per hour S.T., \$80.00 per hour O.T. plus .90 per mile.  
22' straight truck with lift gate \$85.00 per hour S.T., \$102.00 per hour O.T. plus \$1.35 per mile.  
Tractor & Trailer \$110.00 per hour S.T., \$120.00 per hour O.T. plus \$1.75 per mile.  
(\*PLEASE NOTE: Standard Time rates apply - M-F(8:30a.m-4:30p.m.); Overtime rates apply - M-F(before 8:30a.m. or after 4:30p.m. and Holidays)
- Banding is charged as labor (1 hour minimum) See Labor Order Form for rates.
- Shrinkwrap is \$55.00 per pallet.

Your Company \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Authorized By (Print name) \_\_\_\_\_

Weight \_\_\_\_\_ No. of pieces \_\_\_\_\_

(# of CWT's) x \$ \_\_\_\_\_ (Rate)

**ALL ORDERS MUST BE PAID FOR IN ADVANCE PLEASE COMPLETE  
THE PAYMENT POLICY FORM AND RETURN WITH YOUR ORDER**

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Zip \_\_\_\_\_

Signature \_\_\_\_\_

Estimated Arrival \_\_\_\_\_

**TOTAL AMOUNT DUE FOR DRAYAGE: \$ \_\_\_\_\_**

**TOTAL AMOUNT SPECIAL SERVICES: \$ \_\_\_\_\_**

**GRAND TOTAL DUE THIS ORDER: \$ \_\_\_\_\_**

**Name of Event** PERFORMANCE FOODSERVICE BUYING SUMMIT  
ATLANTA MARRIOTT MARQUIS  
JULY 14 - 16, 2025



## LIMITATIONS OF PREMIER EXHIBIT LIABILITY & RESPONSIBILITY

- A. Premier shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
- B. Premier shall not be responsible for loss, theft, or disappearance of materials after delivery to exhibitors booth.
- C. Premier shall not be responsible for loss, theft, or disappearance before materials are picked up from the exhibitors booth for reloading after the show. Bills of lading covering outgoing shipments which are furnished to Premier by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
- D. Premier shall not be responsible for any loss, damage, or delay due to fire, Acts of God, strikes, lockouts or work stoppages of any kind, or to any causes beyond its control.
- E. Premier liability shall be limited to the physical loss or damage to the specific article which is lost or damaged, and in any event Premier maximum liability shall be limited to \$0.30 per pound per article, with a maximum liability of \$50.00 per item and \$1,000.00 per shipment.
- F. Premier shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profit or revenues, or for any collateral cost, which may result from any loss or damage to an exhibitors material which may make it impossible or impractical to exhibit same.
- G. **COLLECT SHIPMENTS WILL NOT BE ACCEPTED.**  
All outbound shipping charges are guaranteed by the Exhibitor.
- H. **All shipping charges are the responsibility of the exhibitor.**
- I. **NOTE:** Shipments left in booth for which no disposition is provided, or if requested carrier fails to pick up shipment by move out time or refuses to accept shipment, Premier reserves the right to re-route such shipments or return materials to our warehouse. Exhibitor will be charged accordingly for this service. Premier will not be responsible for any additional charges caused by this re-routing. There are no facilities at the Convention Center to facilitate the storage of exhibitor materials.
- J. Labor and service ordered on behalf of exhibitors by display builders or other parties should be so authorized in a letter from exhibitors. Payment for all labor and service will be the responsibility of the exhibitor.

## SHIPPING INSTRUCTIONS AND DRAYAGE INFORMATION

### **SERVICE A - ADVANCE SHIPMENT TO WAREHOUSE**

Common carrier shipment consigned to advance warehouse should arrive between JUNE 23 - JULY 9. Shipments will be charged an additional delivery fee if after JULY 9 and may miss the show. The exhibit materials are delivered to your booth prior to installation time or during installation time upon show schedule. Empty crates and cartons are removed and stored for the duration of the event and returned at the show closing. Exhibit materials are then picked up at your booth and shipped directly from the show loading dock.

**NOTE:** Plan A does not apply to un-containerized exhibit materials such as, but not limited to, displays, models, machinery, etc...

***ALL SHIPMENTS MUST BE PREPAID!!! COLLECT SHIPMENTS WILL NOT BE ACCEPTED!!  
UNSKIDDED OR UNCRATED MATERIALS WILL NOT BE ACCEPTED AT THE WAREHOUSE!***

***THE CONVENTION CENTER, IN MOST INSTANCES, HAS NO FACILITIES  
FOR RECEIVING OR STORING MATERIALS.***

Materials to arrive prior to set-up days must be shipped to Premier (Service A). Failure to do so may result in the return of goods to the shipper or the payment of re-consignment charges.

### **SERVICE B - EXHIBIT SITE MATERIAL HANDLING**

Shipments to exhibit site will only be accepted during the designated show set-up hours. Materials are received and placed in booth, not positioned in any certain order. (*Please see Labor Form*). Empty crates and cartons are removed, placed in storage and returned at the close of the event. Materials are picked up and shipped directly from the loading dock, VIA our common carrier. Other arrangements may be made to ship VIA any other freight carrier.

### **WHEN USING SERVICE A and/or SERVICE B:**

Any shipment returned to the Premier warehouse at the close of the show for re-shipping, storage or for designated carrier pick-up will be at an additional charge. See Drayage Service and Material Handling Order Form for return to warehouse rates.

***CORRECT WEIGHTS SHOULD BE PROVIDED OTHERWISE RECEIVERS ESTIMATED  
WEIGHTS MUST PREVAIL.***

Certified weights may be requested on shipments containing pieces, weighing over 1000 lbs., received at warehouse or show site, and on shipments of machinery or uncrated materials received at show site. Weights of crated and uncrated materials or machinery should be listed separately on freight bills, otherwise the uncrated materials rate will apply to entire shipment.

### **ALL SHIPMENTS SHOULD BE INSURED BY THE EXHIBITOR,**

from the time it leaves his firm until its return from the show. Shipments received without receipts or freight bill will be delivered to the booth without guarantee of piece count or condition. No liability will be assumed for such shipments.

### **AT THE CLOSE OF THE EVENT EACH EXHIBITOR WILL BE EXPECTED TO LABEL THEIR OWN FREIGHT.**

Completed bill of lading must be made for each shipment, signed, and returned to the Premier service desk. Shipments being handled by UPS, Federal Express, and air freight companies, inbound and outbound, must have shipping arrangements made in advance. Premier can not make these arrangements.

The consignment or delivery of a shipment to PREMIER by an exhibitor, or by any shipper to, or on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or shipper) of the terms and conditions set forth in this bulletin.

**AIR FREIGHT SHIPMENT** arrangements should be made for the shipments to be picked up at the event site. If Premier is requested to return freight to our facility for pick-up by an air freight carrier, that carrier must have proper documents to prove that carrier is acting as an agent for designated company and is authorized to pick-up the shipment. If in the event the designated air freight carrier walks off for any reason and leaves any freight, Premier reserves the right to reassign shipments to another air freight company.

**PREMIER RESERVES THE RIGHT TO ROUTE ALL LTL. COMMON CARRIER SHIPMENTS FROM SHOW SITE.** If special carriers are desired the material will be returned to our warehouse for shipment, extra charges will be made for this service (Please see Rate Sheet).

**EQUIPMENT OF THE SIZE OR NATURE MAKING IT IMPOSSIBLE TO EFFECT DELIVERY TO BOOTH** location will be moved as far as practical thereafter becoming the exhibitors responsibility.

**AFTER MATERIALS ARE PLACED AT THE EXHIBIT SPACE, PREMIER WILL NOT BE RESPONSIBLE** for the condition, count or contents until such time as the actual pick-up of the materials at the exhibit space after the close of the event. This applies even though the exhibitor is not present when the goods are delivered or picked up. All orders received by Premier prior to the removal of materials are subject to final count and correction made at the time of actual removal.

**THE HANDLING OF LOOSE EXHIBIT MATERIAL, INADEQUATELY PACKED, OR UNSKIDDED MATERIALS** will be done at the exhibitors risk. Premier is not responsible for damages to such materials or for concealed damages of materials arriving or departing in crates, cases, cartons or packages.

**ALL SERVICES CONTINGENT ON STRIKES OR ANY CONDITIONS BEYOND OUR CONTROL.**  
All rates as quoted are based upon prevailing rates and are subject to change without notice.

**MATERIALS NOT REMOVED FROM THE EXHIBIT AREA UPON CLOSE OF THE SHOW** will be removed to a warehouse by the contractor. Items placed in warehouse will be at an additional charge to the exhibitor. After 30 days, items may be discarded.

**ALL PAYMENTS FOR DRAYAGE AND MATERIAL HANDLING SERVICES MUST BE MADE IN ADVANCE.**  
If the exhibitor is uncertain of how to figure charges, please call. If weights are unknown a completed credit card form must be forwarded for drayage and material handling services.

**PREMIER RESERVES THE RIGHT TO WITHHOLD THE PERFORMANCE OF ANY PART OF THIS SERVICE OR OTHER SERVICES IF PROPER ARRANGEMENTS FOR PAYMENT ARE NOT MADE PRIOR TO SHOW OPENING.**

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

RICHMOND, VA 23228

**DRY SHIPMENT**

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

RICHMOND, VA 23228

**DRY SHIPMENT**

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

**REFRIGERATED SHIPMENT**

RICHMOND, VA 23228

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

**REFRIGERATED SHIPMENT**

RICHMOND, VA 23228

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

RICHMOND, VA 23228

**FROZEN SHIPMENT**

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**

Please make sure that each piece shipped contains a label for proper receiving & placement within your booth  
Duplicates are acceptable, if needed

# ADVANCE WAREHOUSE

SHIP TO: PREMIER EXHIBIT & EVENT SERVICES

8411 SANFORD DRIVE

RICHMOND, VA 23228

**FROZEN SHIPMENT**

## 2025 PERFORMANCE FOODSERVICE BUYING SUMMIT

Advance Warehouse Receiving Hours: Monday - Friday, 7:00am - 3:00pm

EXHIBITING COMPANY NAME: \_\_\_\_\_

BOOTH #: \_\_\_\_\_

MUST BE RECEIVED BETWEEN:

**MONDAY, JUNE 23, 2025 - WEDNESDAY, JULY 9, 2025**



P.O. Box 9986  
Richmond, VA 23228  
Phone (804) 519-3309  
Fax (804) 237-0458

[info@premierEservices.com](mailto:info@premierEservices.com)

## BOOTH CLEANING ORDER FORM



ALL ORDERS MUST BE PAID FOR IN ADVANCE  
PLEASE COMPLETE THE ENCLOSED PAYMENT POLICY  
FORM AND RETURN WITH YOUR ORDER



**CLEANING OF YOUR BOOTH SPACE IS NOT INCLUDED, IF YOU REQUIRE CLEANING, THIS FORM MUST BE COMPLETED !!**

Booth cleaning service will consist of vacuuming/sweeping of booths and the emptying of waste baskets (Only those furnished by Premier Exhibit) before the initial opening of the event and/or daily there after.

- ☐ DAILY - Before initial opening of event and daily there after
- ☐ ONCE - Before initial opening of event ONLY

**Please compute cost below:**

ADVANCE PRICE \$ .56 PER SQUARE FOOT

SHOW PRICE \$ .69 PER SQUARE FOOT

**NOTE: MINIMUM 100 SQUARE FEET PER DAY**

\_\_\_\_\_ SQ.FT. x \$ \_\_\_\_\_ PER SQ.FT. DAILY = \_\_\_\_\_ /COST PER DAY x \_\_\_\_\_ # OF DAYS = \$ \_\_\_\_\_  
**TOTAL AMOUNT DUE**

*Please return one copy to Premier Exhibit & Event Services and retain a copy for your files*

**Please print or type below:**

Your Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Authorized By (Print Name ) \_\_\_\_\_

Signature \_\_\_\_\_

Telephone # \_\_\_\_\_

Fax # \_\_\_\_\_

Title \_\_\_\_\_

Name of Event **PERFORMANCE FOODSERVICE BUYER SUMMIT 2025**

**ATLANTA MARRIOTT MARQUIS**

**JULY 14 - 16, 2025**