

HOTEL KITCHEN PREP FORM – DUE BY 9/10/13

Exhibiting Company		Booth Number	
On-Site Contact		Work Phone	
Street Address		Cell Phone	
City, State, Zip		Email Address	

****PLEASE USE THIS FORM FOR EACH DAY. COPY THIS FORM FOR MULTIPLE DELIVERY DAYS****

All orders received after 9/10, 5pm are subject to a 35% increase, NO EXCEPTIONS

<u>DESCRIPTION</u>	<u>COST</u>
Storage – Freezer or Refrigerator	\$10.00 per box
Kitchen Prep Person	\$150.00 per person (2) hour period, with a (2) hour minimum
Delivery	\$25.00 delivery fee – for each scheduled and any unscheduled deliveries to your booth
Please see Equipment Rental Form for utensils, sternos, pans, etc.	

OVERVIEW -

1. What is the “final product” the hotel is producing? Please include color photo and written description, and recipe.

2. How are the items being sent?

3. Will the Kitchen need to provide any other ingredients for the recipe?

4. If Frozen, how long prior to serving, will the items need to be thawed / prepared?