



## Information for Foodservice Exhibitors

You have just received the Exhibitor Service Manual (ESM) in an electronic format. This manual contains information and order forms for the services provided by:

- GES Exhibitor Services
- AV/Rigging (Encore)
- Electrical
- IT
- Plumbing
- Labor

Refer to these forms for pricing on all these services.

Also included in this manual are the forms to order foodservice related items such as food preparation, delivery services and serving equipment from The Gaylord Opryland Resort & Convention Center, the exclusive food service provider.

All advance shipments for frozen and refrigerated food must be delivered direct to GES c/o the Gaylord National Resort & Convention Center. The delivery window is **Monday, June 19 - Tuesday, June 20**. Please use the shipping labels provided within the ESM. This will ensure your products get to where they need to go.

Please review carefully as there are some fees covered by Premier and others that will be your responsibility:

- Premier will pay the initial fee for basic food prep services ordered from Gaylord. All supplemental orders are the responsibility of the exhibitor.
- Premier will not pay the fee for recipe specific food preparation or preparation that requires expert knowledge.
- Premier will not pay the delivery (kitchen to booth) fees for food prepared by Gaylord.
- Premier will not pay for the receiving and storage fees for items shipped to GES.
- No fees will be assessed to any exhibitor offering individual sample sizes in 3 oz. portions or less. If the sample you plan to distribute is greater than a 3 oz. individual size the exhibitor will be responsible for any charges associated with a larger sample serving.
- All utensils, plates, cups, etc. must be disposable.
- All non-perishable products should be delivered to GES, using shipping labels in the ESM.
- All remaining and unused food samples will be donated to a local food bank.

If you have questions, please contact John Merendino at [John\\_Merendino@PremierInc.com](mailto:John_Merendino@PremierInc.com)  
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