



Exhibitor Food Product Preparation & Sampling Order Form

Show/Conference Name: _____

Booth Name: _____

Booth Number: _____

Client Name: _____

Company (if different than booth): _____

Address: _____

State: _____

Zip Code: _____

Email: _____

Cell Number: _____

Onsite Contact: _____

Cell Number: _____

Exhibitor Product Preparation, Recipes and Service Instructions:

Complete one form per day

Date & Time of Service	Preparation/Recipe/Serving Instructions
<i>eg-Tuesday, 3/5 10am-5pm</i>	<i>Eg-Bake 5lbs. chicken tenders for 10 minutes @ 375 degrees deliver in 2" hotel pan, exhibitor to provide chafer</i>

Additional Information: _____

Fees: Receiving Clerk, per half hour increments \$55.00+ an hour

(for client product requiring receiving, inventory & signature)

Kitchen Labor \$55.00+ an hour (4 hour minimum)

Delivery Charge \$50.00++ Minimum per order is \$125.00++ or a \$50.00 delivery charge will apply per delivery

Email completed forms to Exhibitor@kelber.com or fax 612-335-6516. Questions call 612.335.6045.



Shipping and Delivery Instructions for Kelber Catering to the Minneapolis Convention Center

Shipping Address:

Kelber Catering at the Minneapolis Convention Center

Attention: (your catering contact)

1301 2nd Ave So., Minneapolis, MN 55403

Receiving hours Monday-Friday 5:30AM-2PM/ Saturdays by appointment only

ALL BOXES DELIVERED MUST HAVE COMPLETED INFORMATION BELOW ON EACH BOX.

Unlabeled products will not be accepted.

Client Name:

Company Name:

Address:

Event Name:

Shipment Date:

Kelber Contact:

Product Name:

Packaging Information: Unlabeled products will not be accepted.

Show Dates:

Booth #:

Refrigerated product must arrive at 42° or below or product will be refused.

Prior arrangements must be made for freezer/refrigeration storage or delivery will be refused.

Current storage rates to apply.

Directions to Kelber Caterings' Receiving Dock:

Enter via the "South Security Gate" located off 16th Street, at the rear of the Minneapolis Convention Center. "South Gate" is centrally located at the rear of the building, just east of the Fire Station. Drivers are to check in at the South Gate, inform guard you have a delivery for Kelber Catering. The guard will direct driver down the underground ramp to Exhibit Hall A dock. Security Guards will notify our receiving staff that a delivery is on its way down. If no receiving personnel appears, please instructions by the house phone located just off the receiving dock. (612-335-6536 or 612-335-6216)

(for deliveries arriving outside the specified times prior arrangements must be made, otherwise order will be refused.)