



# 2024 - Exhibitor Food Product Preparation & Sampling Order Form

Form must be filled in completely

Show / Conference Name: \_\_\_\_\_

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

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

Company (if different than booth): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Onsite Contact: \_\_\_\_\_ Cell Number \_\_\_\_\_

## Exhibitor Product Preparation, Recipes and Service Instructions:

ORDER: Complete one form per day. Forms must be received 30 days prior to first event date.

Date & Time of Service	Preparation/Recipe/Serving Instructions	What is the yield of the recipe?
eg-Tuesday, 3/5 10am-5pm	Eg-Bake 5lbs. chicken tenders for 10 minutes @ 375 degrees deliver in 2" hotel pan, exhibitor to provide chafer, please include yield of recipe	

Fees: Receiving Clerk, per half hour increments \$65.00+ an hour (for client product requiring receiving, inventory & signature)

Kitchen Labor \$65.00+ an hour (4 hour minimum)

Delivery Charge \$100.00++ Minimum per order is \$125.00++ for delivery fee to be waived

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



# Shipping and Delivery Instructions for Kelber Catering at 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.)**