



FOOD SAMPLING, SHIPPING, STORAGE AND DELIVERY

- 1. If you are serving food samples in your booth, review all [rules and regulations](#) regarding food preparation and service. This includes the type of equipment and appliances permitted in your booth, food prep and equipment that can be ordered, and more.**
 - Gaylord Opryland is the official and exclusive caterer of the AMC. **Review and submit [all required forms](#) no later than February 19, 2024.** This includes:
 - Food Preparation Service Rules & Regulations
 - Food Preparation Waiver and Indemnification Agreement
 - Booth Food Preparation Order Form
 - Booth Food Equipment Order Form
 - Chef meeting
- 2. Identify when/how your product needs to be sent and use appropriate shipping labels.**
 - All perishable product must be sent directly to show site and will be accepted beginning on March 13 at 8:00 a.m.
 - [Separate shipping labels](#) are required for both the type of product you are sending, frozen or refrigerated, as well as how it will be used.
 - Use “For the Booth” labels for product being displayed in your booth. Product shipments will be accepted through March 16 at 5:00 p.m. If a portion of your product is going to the hotel to be prepared, be sure to pack the product that needs to go directly to the hotel **separately** from product for display in the booth.
 - Use “For the Hotel” labels for product being cooked/prepared by the hotel for food sampling in your booth. Product shipments will be accepted through March 15 at 5:00 p.m.
- 3. Review Storage Information**
 - GES will put all refrigerated and frozen product received directly into storage, based on the shipping label placed on your product. Storage fees apply and you may review [storage rates and information here](#).
 - Refrigerated cases may be rented from Lowe Refrigeration for your booth. [Review options](#) and place your order by March 4.
- 4. Schedule Delivery to Booth**
 - You must submit a [delivery form](#) indicating what day(s)/time(s) you need your product delivered to your booth and remaining product picked up and returned to storage. Review applicable [labor charges here](#).
 - If you have questions or changes to delivery requests already submitted, stop into the service desk for the quickest service, or use the GES mobile app to text your updates.
 - If the hotel is preparing food samples for your booth, be sure you have filled out all [required forms](#), which include specifying when you need samples delivered to your booth.
- 5. Determine what you would like to do with extra/remaining product.**
 - If you have additional product that you will not need in your booth and would like to donate it to the food bank, please indicate that when you schedule your product pickup.
 - At the close of the show, tag product you'd like to donate to the Food Bank with the labels provided at the Exhibitor Service Desk and dispose of all product not being donated.