

### Shipping Product to Centerplate

The Centerplate catering services warehouse hours are 6:00 a.m. – 3:00 p.m., Monday – Friday. Please use the [Catering Direct Shipment label](#) for all items to be prepared by Centerplate. Be sure to have a tracking number or identification number that will link you to your boxes if they are missing.

- Exhibiting companies must make storage arrangements with Centerplate for product to be used by Centerplate for samples no later than October 4 in order to ensure space availability. Centerplate cannot guarantee space for arrangements made after October 4.
- There is a delivery fee of US\$30.00++ per delivery to your booth. Storage fees are \$250++ per pallet per day for dry, \$350++ per pallet per day for refrigerated and \$450++ per day for freezer. A service charge of 21% and Sales Tax of 10.2% will be assessed to all orders.
- Prior to shipping your product, please inform your sales manager of the following: What date you expect your shipment to arrive at the Ernest N. Morial Convention Center, how many total boxes you are shipping and what size they are, how many total pallets, and what type of storage is necessary (refrigerated, frozen, dry). Submit the [catering storage form](#).
- Do not send product to be used by the caterer with other fresh product intended for your booth. Failure to separate the product will result in misdirected, misplaced, or lost product. Neither PMA Show Management nor GES nor Centerplate will be responsible for improperly labeled, shipped, or misdirected food preparation product(s). Appropriate labor fees will be assessed if Centerplate has to break down the delivery.
- Review the [Perishable Product](#) section of the service kit to find out how and where to send the product for your booth. Samples are limited to 4 oz.
- All product contracted to be stored by Centerplate must be received no earlier than Monday, October 25, and no later than Wednesday, October 28, 2021.

### Kitchen Preparation Guidelines

Centerplate can provide kitchen preparation services to assist exhibiting firms' food and beverage sampling needs. The [Sample Recipe Card](#) must be submitted in writing to the Centerplate Sales Office before October 4 – form provided below. All kitchen preparation requests received after October 4 will incur a 20% late processing fee.

The following guidelines must be followed when submitting kitchen preparation recipes for food and beverage sampling:

1. Complete recipe and preparation instructions, calculated into institutional sizes
2. Quantity of product to be prepared by Centerplate
3. List/quantity of all products from recipe that your exhibiting firm will be providing (*Centerplate must provide all food and beverage items within recipe or used for sampling that are not manufactured, processed, or distributed by exhibiting firm*).
4. List/quantity of all Centerplate provided items.
5. Time(s) and quantities you would like the kitchen-prepared product sent to your booth (*a \$30.00+ delivery fee will apply for each delivery*)
6. Description of any special instructions that may be needed (i.e., how should your product be served/displayed, portioned, etc.)

7. List of all miscellaneous serving supplies you will need Centerplate to provide (utensils, chafers, bowls, plates, etc.; see below for pricing) — ***please note that Centerplate does not supply complimentary utensils, etc. needed for booth sampling***

**If you need assistance with catering, food preparation, misc. supplies, paper products, or ice, please contact:**

Linsey Marriott  
Centerplate-New Orleans Convention Center  
Email: [linsey.marriott@centerplate.com](mailto:linsey.marriott@centerplate.com)  
Direct: +1 (504) 670-7254

### **Food and Beverage Sampling/Kitchen Prep Fees**

*All culinary requests will be provided an estimate of labor and product charges and must be confirmed with contract before services are rendered.*

#### Storage/Handling Fees

- *US\$30.00++ per delivery to booth*
- *US\$250.00++ per pallet per day for dry storage*
- *US\$350.00++ per pallet per day for refrigerated storage*
- *US\$450.00++ per pallet per day for freezer storage*

Labor Fees (20% service charge and 10.2% sales tax not included):

- Dedicated Attendant/Catering Server fee: US\$225.00++ (5 hour minimum)/ US\$45.00++ each additional hour
- Bartender fee: US\$225++ (5 hour minimum)/\$45.00++ each additional hour. Required for all alcohol