



PRFSD
Pittsburgh Regional Food Service Directors

Pittsburgh Regional Food Service Directors 2023 - 2024 EXHIBIT TABLE REQUEST

Make checks payable to: PRFSD
Mail to:
PRFSD c/o Allison Kimmel
Marion Center School District
PO Box 156
Marion Center, PA 15759

Phone: (724) 397-5551
email: akimmel@mcascd.net

**Credit card payments are now
accepted via PayPal invoice.**

____ Check here to use PayPal

****Absolutely no reservations
will be honored if not
submitted by 12:00PM
Thursday the week prior to
the show. Payment for last
day requests must be received
within 1 hour of invoice**

GENERAL INFORMATION:

- Each industry member may book one table per meeting.
- Table rentals fees vary per meeting. Please check prices below. Table space is limited to the table you have rented, use of any other surfaces such as mobile carts or other vendor furniture is not permitted. A table will be assigned to you. B&I partners ARE NOT PERMITTED to move assigned tables.
- Payment MUST accompany request. Therefore, no requests can be honored via phone, email or in person
- Individual broker members whose manufacturers are also members of PRFSD may both occupy tables during a meeting. The winning contract provider of PRFSD bid is granted a complimentary table.
- Any non-member wishing to exhibit products must first purchase a PRFSD membership. Brokers may show FOUR non-member product per table.
- Reservation requests and payments must be received *no later than 2 weeks prior or a late fee of \$25 will apply. No reservations will be made within one week of the meeting.*
- No refunds or credits will be given for reservations cancelled by vendors.
- Any misrepresentation of exhibited products may result in the loss of further participation with PRFSD.
- Official nutritional information must be provided and copies made available to PRFSD members at the time of presentation.
- Additional tables will be released 2 weeks prior to each meeting for those interested in having more than 1 table.

Requesting (X)	MEETING DATE	PLACE		Electric Y/N \$50 Charge	COST	AMOUNT DUE
	October 13, 2023	Syria Shrine Center, Cheswick	Table	Yes \$50 / No	\$200	
	*November 17, 2023	Blair County Convention Center	Table	Yes \$50 / No	\$200	
	December 8, 2023	Treesdale Country Club, Cranberry	No Tables	XXXXXX	XXXXX	XXXXXXXXXXXXXX
	February 9, 2024	Doubletree by Hilton, Monroeville	Table	Yes \$50 / No	\$200	
	March 15, 2024	Syria Shrine Center, Cheswick	Table	Yes \$50 / No	\$200	
	April 2024	ADANE Meeting	No Tables	XXXXXX	XXXXXXX	XXXXXXXXXXXXXX
	May 3, 2024	Seven Springs, Seven Springs, PA	Table	Yes \$50 / No	\$200	
*Commodity Show					<u>TOTAL:</u>	\$

**Electricity is limited—two pieces of hot holding or other equipment per table.
No cooking equipment is permitted without prior approval of PRFSD**

Contact Name:
Company Name:
Address:
City, State, Zip
Phone:
Email:
Food table or Equipment?

With my signature, I hereby attest that I will make a professional commitment to abide by any and all kitchen or exhibit instructions given to me, verbally, or in writing by PRFSD or the host location, and that failure to do so will subject my company to a fine up to \$250 and possible exhibit privileges to termination without refund pending an appropriate investigation.
SIGNATURE: _____
DATE: _____

For PRFSD Use Only:

Date received: _____ Check enclosed # _____ PRFSD dues current? _____ Email vendor: _____