



## Sodexo Live! Catering Services

### Shipping Product to Sodexo Live!

The Sodexo Live! catering services warehouse hours are 6:00 a.m. – 2:00 p.m., Monday – Friday. Please use the **Catering Direct Shipment label** provided in the service kit for all items to be prepared by Sodexo Live! 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 advanced storage arrangements with Sodexo Live! for product to be used by Sodexo Live! for samples to ensure space availability.
- There is a receiving charge of \$125.00 delivery fee of \$100.00 per delivery to your booth.
- Storage fees are \$125 per pallet per day for dry, \$150 per pallet per day for refrigeration and \$175 per day for freezer.
- A service charge of 22% and FL State Sales Tax of 6.5% will be assessed for 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 Orange County 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 Shipping Waiver 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 IDDBA Show Management nor GES nor Sodexo Live! will be responsible for improperly labeled, shipped, or misdirected food preparation product(s). Appropriate labor fees will be assessed if Sodexo Live! must break down the delivery.
- All products contracted to be stored by Sodexo Live! must be received no earlier than **October 8<sup>th</sup>-11<sup>th</sup>**, unless given instructions otherwise by Sodexo Live!

### Kitchen Preparation Guidelines

Sodexo Live! can provide kitchen preparation services to assist exhibiting firms' food and beverage sampling needs. The **Sampling Waiver Form & Sample Recipe Card** must be submitted in writing to the Sodexo Live! Sales Office at least 30 days prior to event start – form provided below. All kitchen preparation requests received less than 30 days prior to the start of the show will incur a 15% 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 Sodexo Live!
3. List/quantity of all products from recipe that your exhibiting firm will be providing (*Sodexo Live! 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 Sodexo Live! provided items.
5. Time(s) and quantities you would like the kitchen-prepared product sent to your booth (*a \$100.00+ 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 Sodexo Live! to provide (utensils, chafers, bowls, plates, etc.; see below for pricing) — ***please note that Sodexo Live! 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:**

Shahd Youssef  
Sodexo Live!  
Exhibit Catering Sales Manager  
Orange County Convention Center  
Email: [shahd.youssef@sodexo.com](mailto:shahd.youssef@sodexo.com)  
Direct Line: +1 (407) 685-5797

Mia Lim  
Sodexo Live!  
Exhibit Catering Sales Manager  
Orange County Convention Center  
Email: [mia.lim@sodexo.com](mailto:mia.lim@sodexo.com)  
Direct Line: +1 (407) 685-1701

### **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\$125.00 per shipment received*
- *US\$100.00 per delivery to booth*
- *US\$125.00 per pallet per day for dry storage*
- *US\$150 per pallet per day for refrigerated storage*
- *US\$175 per pallet per day for freezer storage*

Labor Fees (22% service charge and 6.5% sales tax not included):

- Delivery fee: US\$100.00+, per delivery of product to booth
- Dedicated Attendant/Catering Server fee: US\$225+ (up to 4hrs)/ US\$56.25+ each additional hour
- Bartender fee: US\$225+ (4 hour minimum)/\$56.25+ each additional hour. Required for all alcohol



## Shipping and Receiving Information for Dry, Refrigerated, & Freezer Storage

<b>Company</b>	<b>Booth Number</b>	
<b>Billing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Contact</b>	<b>Phone Number</b>	
<b>Email</b>		

**Fees:** The receiving fee is \$125, and delivery fee to booth is \$100 per delivery.  
Please add 22% service charge and 6.5% sales tax to all prices.

- ❖ Dry Storage @ \$125.00 per pallet per day
- ❖ Refrigerated Storage @ \$150.00 per pallet per day
- ❖ Freezer Storage @ \$175.00 per pallet per day

**To arrange, please complete the following information:**

Receiving Date	Product Description	Quantity <i>(# of pallets)</i>	Type of Storage <i>(Dry, Refrigerated or Freezer)</i>

**Delivery Schedule to Your Booth:**

Day/Date	Time	Item	Quantity

**CREDIT CARD AUTHORIZATION**  
Names of Authorized Signatures for Event: \_\_\_\_\_  
Card Type:  Visa  MC  Amex  Discover  
Signature of Cardholder \_\_\_\_\_  
Credit Card Number (last 4 digits): \_\_\_\_\_  
Expiration Date \_\_\_\_\_  
407.685.5546 ~ 407.685.9859 (fax)  
**EMAIL FORM TO: [Shahd.Youssef@sodexo.com](mailto:Shahd.Youssef@sodexo.com)**

**Ship to:**  
ATTN: Sodexo Live Receiving  
Lower Dock 7  
9800 International Blvd  
Orlando, FL 32819

**Warehouse delivery hours:**  
**6:00am – 2:00pm**

Use this shipping label as it will expedite handling. Copies of this label are acceptable if additional labels are needed.

# Catering Kitchen

To: **Sodexo Live! at Orange County Convention Center - West Concourse**  
**Attn: Sodexo Live! Receiving – Shahd Youssef & Mia Lim**  
**Lower Dock 7**  
**9800 International Drive**

From: [Exhibiting Company]

**The IDDBA Show**

**BEO #** \_\_\_\_\_

Booth Number/ Meeting Room: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone # \_\_\_\_\_

Type of Storage: \_\_\_\_\_

Circle one:           **Frozen**           **Chilled**           **Dry**

## Shipment Should Arrive on or Between:

**1 WEEK PRIOR MONDAY-FRIDAY**

**6:00 am to 2:00 pm**

Outside these hours may result in additional charges.

Carrier \_\_\_\_\_

Number \_\_\_\_\_ of \_\_\_\_\_ pieces

Please print this label on a color printer if possible

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