



## TRADESHOW POLICIES & PROCEDURES

We are delighted to host the \_\_\_\_\_ at the Fairmont Scottsdale Princess. The following policies, procedures and attached forms have been designed to ensure a successful show. It is extremely important that these policies are followed and deadlines are met to avoid service shortfalls. Thank you for your cooperation.

- Due to fire codes, exhibitors are not permitted to cook in the exhibit hall. Exhibitors requiring food preparation must complete the attached forms and return them on or before the due date.
- Due to limited refrigeration and frozen storage space, food will not be accepted more than three (3) days prior to the show. Food arriving prior to three days will be returned to the sender. There is a \$250.00 handling charge for all stored food product.
- Fairmont Scottsdale Princess will not accept any food products that do not require our preparation. Please send these items to the freight company handling the exhibits.
- Food products will only be prepared at the specified times listed on the attached Delivery Schedule.
- Labor charges for food preparation and distribution:
  - o \$200.00 per hour Banquet Chef
  - o \$45.00 per hour Banquet Servers\*\*Banquet Servers are a four (4) hour minimum (service charge included)
- All necessary forms must be returned by the deadline to:
  - o Name of Conference Service Manager  
Conference Planning and Catering  
480-585-2620-Dir. Line  
480-515-3316-FAX
- Food Products must be shipped to:
  - o Bruce Hahn  
Fairmont Scottsdale Princess  
7575 E. Princess Dr.  
Scottsdale, AZ 85255  
HOLD FOR: (Name of company and date of exhibit)
- All shipped food product must have the following code clearly displayed on the label:
  - o Refrigerated Foods: Walk-in
  - o Frozen Foods: Freezer
  - o Dry Foods: Dry Foods

Initials: \_\_\_\_\_