

April 20-22, 2017
Hilton Austin & Convention Center
Austin, Texas
VivaFreshExpo.com



EXHIBITOR INSTRUCTIONS FOR SHIPPING FRESH PRODUCE TO VIVA FRESH EXPO 2017

CH Robinson via Brother's Produce Austin will be receiving all fresh produce items this year for Viva Fresh Expo 2017. This service is provided at no charge for our registered exhibitors. Freeman will be **charging a fee** to bring the produce items to exhibitors' booths once the product has been delivered to the docking area in the Austin Convention Center.

Please Note: DO NOT ship fresh produce directly to Freeman. Items such as booth fixtures, display tables, boxes, etc. and all other materials related to the exhibitor's booth, with the exception of fresh produce, can be shipped to Freeman for storage and delivery. **Remember**, if it requires refrigeration, it must be shipped to Brother's Produce Austin in advanced of the show.

Exhibitors may make personal deliveries to the convention center within these guidelines:

- The convention center will NOT accept any shipments or deliveries prior to or during exhibitor move-in times under any circumstance – shipments will be refused.
- You may only make personal deliveries during exhibitor move-in times.
- You may park in the loading dock area if there is room, and only to unload items. If there is not room at the loading dock, you may park on the street or in the convention center parking ramp.
- If you are hand carrying items into the expo hall, you must do so through the loading dock and not through the main entrance doors.
- The convention center does not provide dollies – please bring your own.

Below are the guidelines and instructions for shipping your refrigerated items to Brother's Produce Austin.

Brother's Produce Austin will receive your refrigerated items between the following dates:
Tuesday, April 18 through Thursday, April 20

All exhibitors shipping refrigerated produce must complete the **Fresh Produce Shipping Form** (on page 3 of this document). Once completed, the form must be sent via email to Ray Sierras at ray@brothersproduceaustin.com prior to shipping your product. Do not ship any items to them without sending this form. Failure to send this form will result in your product not being loaded and shipped to the convention center.

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When shipping your items, please be sure that each and every case of product has an Expo label attached. All pallets on all 4 sides must include a label and must have legible writing that includes **your company name AND booth number**. Print-out labels are Avery compatible (template, Avery 8126: 5 ½ X 8 ½).

For your convenience and to facilitate your produce being delivered promptly to your booth, we have split the delivery labels accordingly. The break out is as follows:

Yellow: Use the yellow labels if you would like your product delivered to your booth on Friday, April 21st

Green: Use the green labels if you would like your product delivered to your booth on Saturday, April 22nd

Both Friday and Saturday deliveries will be made prior to exhibitor move-in times to ensure on-time delivery by Freeman to booths. Exhibitor move-in times are:

- Friday, April 21: 2:00pm - 6:00pm
- Saturday, April 22: 7:00am - 10:30am

Please remember, CH Robinson via Brother's Produce Austin will provide this storage and final mile delivery service at no charge for our registered exhibitors. It is the exhibitor's responsibility to get their products to Brother's Produce as instructed above. If these instructions are not followed, CH Robinson and Brother's Produce will not be responsible if your product is not delivered to the convention center.

Please do not ship anything to Brother's Produce Austin that does not require refrigeration.

Fresh Produce Shipping Form is on the following page.

FRESH PRODUCE SHIPPING FORM

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Expo Booth Number: _____

Deliveries to the convention center will be made on both Friday, April 21 and Saturday, April 22 morning. We will be running two separate trucks each day, one between 45-50 degrees and one between 34-38 degrees – please list what delivery date is preferred and which temperature range is needed for each case.

Date for delivery:

- Friday, April 21
- Saturday, April 22

Temperature zone required:

- 45-50 degrees
- 34-38 degrees

List below the specific items and number of cases for each product you are shipping: _____

Product will need to be shipped to:

Brother's Produce Austin
ATTN: Ray Sierras
979 Springdale Rd.
Austin, TX 79702
Phone: 512-804-6017

Any and all questions should be sent by email to ray@brothersproduceaustin.com

When shipping product to Brother's Produce Austin, please follow these parameters:

- Completed form must be sent to Brother's Produce Austin (ray@brothersproduceaustin.com) before product is shipped
- Securely wrap all products on and to the shipping pallet
- All pallets must be labeled on each side with:
 - Green or Yellow print-out label noting which day of delivery
 - Company Name and Booth Number must be legibly printed

Brothers Produce Austin

DELIVER TO
Austin Convention Center
ON 4/22/17 BETWEEN
6:00 AM - 6:30 AM
Temperature _____
NO. OF PIECES _____

SHIP TO: _____
Company Name and Booth #
Viva Fresh Expo 2017
C/O FREEMAN

500 E Cesar Chavez Street
Austin TX 78701

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/17/17 – 4/20/17

Brothers Produce Austin

DELIVER TO
Austin Convention Center
ON 4/22/17 BETWEEN
6:00 AM - 6:30 AM
Temperature _____
NO. OF PIECES _____

SHIP TO: _____
Company Name and Booth #
Viva Fresh Expo 2017
C/O FREEMAN

500 E Cesar Chavez Street
Austin TX 78701

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/17/17 – 4/20/17

Brothers Produce Austin

DELIVER TO
Austin Convention Center
ON 4/21/17 BETWEEN
12:00 PM -- 1:00 PM
Temperature _____
NO. OF PIECES _____

SHIP TO: _____
Company Name and Booth #
Viva Fresh Expo 2017
C/O FREEMAN

500 E Cesar Chavez Street
Austin TX 78701

FRESH PRODUCE SHIPMENT

DELIVERY DATE: 4/17/17 – 4/20/17

Brothers Produce Austin

DELIVER TO
Austin Convention Center
ON 4/21/17 BETWEEN
12:00 PM - 1:00 PM
Temperature _____
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