



2024

FRESH PRODUCE SHIPPING INSTRUCTIONS



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BRINGING FRESH PRODUCE TO YOUR BOOTH

Brothers Food Service in partnership with Robinson Fresh will be receiving all fresh produce items this year for Viva Fresh Expo 2024. This service is provided at no charge for our registered exhibitors.

NOTE: FREEMAN WILL CHARGE A FEE OF \$1.35 PER POUND TO BRING THE PRODUCE ITEMS TO EXHIBITORS' BOOTHS ONCE ROBINSON FRESH HAS DELIVERED THE PRODUCT TO THE DOCKING AREA AT THE MARRIOTT MARQUIS .

IMPORTANT REMINDER

DO NOT ship fresh produce directly to Freeman. Only items such as booth fixtures, display tables, boxes, etc. and all other materials related to the exhibitor's booth, can be shipped to Freeman for storage and delivery - NOT fresh produce. Remember, if it requires refrigeration, it must be shipped to Brothers Food Service in advance of the show.

PERSONAL DELIVERIES

Exhibitors may make personal deliveries of fresh produce to the hotel within these guidelines:

- Marriott Marquis will NOT permit deliveries to their dock at ANY TIME, REGARDLESS OF THE PRODUCT. Shipments will be refused.
- Exhibitors that plan on bringing fresh produce items directly to the expo may do so during exhibitor move-in times ONLY in personal vehicles NOT trucks.
- Exhibitors are permitted to drive a vehicle to the designated area of the Marriott Marquis Loading Dock that can be accessed via Rusk Street, which is the backside of the hotel. This area may be used for active drop-off only, not parking, and does have a 20-minute time limit.
- The hotel does not provide dollies or carts - please bring your own.

GUIDELINES AND INSTRUCTIONS FOR SHIPPING REFRIGERATED ITEMS

Robinson Fresh has partnered with Brothers Food Service for cold storage of fresh produce. Brothers Food Service will receive your refrigerated items between the following dates:

TUESDAY, APRIL 9 AND THURSDAY, APRIL 11

RECEIVING HOURS: 7:00 AM TO 2:00 PM

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All exhibitors shipping refrigerated produce must complete the Fresh Produce Shipping Form (located on page 3 of this document) no later than Wednesday March 13, 2024. Once completed, the form must be sent via email to drew@brothersfoodservice.com; prior to shipping your product. Do not ship any items to Brothers Food Service without sending this form. Failure to send this form will result in your product not being loaded and shipped to the hotel.

GUIDELINES AND INSTRUCTIONS FOR SHIPPING REFRIGERATED ITEMS

When shipping your items, please be sure that each and every case of product has an Expo label attached (pages 4 and 5 of this document). All boxes 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: 5.5 X 8.5).

For your convenience and to facilitate prompt delivery of your product to your booth, there are different delivery labels for Friday and Saturday deliveries to the expo. The break out is as follows:

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

YELLOW: Use the yellow labels if you would like your product delivered to your booth on the **afternoon of Friday, April 12 by 5:00 PM.**

GREEN: Use the green labels if you would like your product delivered to your booth on the **morning of Saturday, April 13 by 8:00 AM.**

EXHIBITOR MOVE-IN TIMES

- Friday, April 12, 2024: 2:00 PM - 6:00 PM (product will be at booths by 5:00 PM at latest)
- Saturday, April 13, 2024: 6:00 AM - 8:30 AM (product will be at booths by 8:00 AM at latest)

DISCLAIMER

Please remember: Brothers Food Service/Robinson Fresh will provide this service at no charge for our registered exhibitors. It is the exhibitor's responsibility to get their products to Brothers Food Service as instructed above. If these instructions are not followed, Robinson Fresh and Brothers Food Service will not be responsible if your product is not delivered to the convention center.

**Please do not ship anything to Brothers Food Service that does not require refrigeration.

***Fresh Produce Shipping Form is on the following page.



2024 FRESH PRODUCE SHIPPING INSTRUCTIONS

PLEASE SUBMIT THIS FORM NO LATER THAN WEDNESDAY, MARCH 13, 2024

Company Name: _____

Contact Name: _____

Contact Phone: _____

Contact Email: _____

Expo Booth Number: _____

Temperature Range:

☐ Warm Product: 45-50 degrees

☐ Cold Product: 34-38 degrees

Date for delivery:

☐ Friday, April 12 by 5:00 PM

☐ Saturday, April 13 by 8:00 AM

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

Deliveries to the hotel will be made on both the afternoon of Friday, April 12 and the morning of Saturday, April 13. There will be separate trucks running each day, one between 45-50 degrees and one between 34-38 degrees - please list which delivery date is preferred and which temperature range is needed for each case.

SHIP PRODUCT TO:

**Brothers Foodservice Houston
23623 Colonial Parkway, Katy Texas 77493**

ATTN: Drew Erenwert
281-914-9217
drew@brothersfoodservice.com

Any and all questions should be sent by email to drew@brothersfoodservice.com

When shipping product to Brothers Food Service, please follow these parameters:

- Completed form must be sent to drew@brothersfoodservice.com before product is shipped.
- Securely wrap all products on the shipping pallet.
- **All cases must be labeled with:**
 - Green or Yellow print-out label noting which day of delivery
 - Company Name and Booth Number must be legibly printed

BROTHERS FOOD SERVICE

DELIVER TO:

MARRIOTT MARQUIS

FRIDAY, APRIL 12

BETWEEN 2:00 PM AND 5:00 PM

TEMPERATURE _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2024

*Contact: _____

*Phone: (____) _____

*If information is incomplete, there may be a delay with your delivery.

FRESH PRODUCE SHIPMENT

Product accepted between

Tuesday, April 9 and Thursday, April 11

Receiving Hours: 7:00 AM to 2:00 PM

BROTHERS FOOD SERVICE

DELIVER TO:

MARRIOTT MARQUIS

FRIDAY, APRIL 12

BETWEEN 2:00 PM AND 5:00 PM

TEMPERATURE _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2024

*Contact: _____

*Phone: (____) _____

*If information is incomplete, there may be a delay with your delivery.

FRESH PRODUCE SHIPMENT

Product accepted between

Tuesday, April 9 and Thursday, April 11

Receiving Hours: 7:00 AM to 2:00 PM

BROTHERS FOOD SERVICE

DELIVER TO:

MARRIOTT MARQUIS

SATURDAY, APRIL 13

BETWEEN 6:00 AM AND 8:00 AM

TEMPERATURE _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2024

*Contact: _____

*Phone: (____) _____

*If information is incomplete, there may be a delay with your delivery.

FRESH PRODUCE SHIPMENT

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BROTHERS FOOD SERVICE

DELIVER TO:

MARRIOTT MARQUIS

SATURDAY, APRIL 13

BETWEEN 6:00 AM AND 8:00 AM

TEMPERATURE _____

NO. OF PIECES _____

SHIP TO:

*Company: _____

*Booth #: _____

Viva Fresh Expo 2024

*Contact: _____

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