

2026 Foodservice Forum - Vendor Equipment/Labor Form

Submit **(3) Weeks** prior to **First day of Contracted Load in**
 All Items are requested, not guaranteed, and are based on availability of inventory.
 Pricing does **note**: include labor as additional Culinary labor charges may apply.
 Contact your Event Manager for labor quote.
EVENT MANAGER CONTACT INFORMATION
 Pricing is subject to current tax 10% and current taxable service charge 25 % (if applicable)
 No Items are guaranteed without prior credit card authorization

Ordered by: _____
 On-Site Contact: _____ Phone: _____ Email: _____
 Booth Name/Booth Number: _____
 Product being served: _____
 Method of Preparation (ex: baked/fried or cold prep): _____
 Delivery Dates/Times: _____

Items	Price	Quantity
Plastic Platters	\$15/each	
Plastic Tongs	\$5/each	
Plastic Serving Spoons	\$5/each	
Plastic 6" Plates	\$20 per. 100 pcs.	
Plastic Tasting Spoons	\$10 per. 100 pcs.	
Chaffing Dish	\$150/each per day	
Heat Lamp	\$150/each per day	
Cutting Board	\$50 each	
Ice	\$15/lb	
Sterno	\$4/each	

Labor	Price	Quantity
Food Runner (Transport food from Hotel Prep to Event)	\$85/4 hour minimum and consecutive time period	
Kitchen Prep	Chef fee required \$125+ per hour, minimum of 4 hours The chef would supervise the kitchen and be there to assist you with all equipment, utensils, dishwashing areas, etc.	
Storage	\$450+ per pallet – or – \$30+ per box. There will be an additional \$65 ++ delivery / runner fee to get the product to and from cooler to exhibit hall.	
Shipping and Receiving Pallets	\$450 per pallet – 200-800 lbs. – self-containing & properly sealed	

Beverage Note
 All beverages, including bottled water, soft drinks, alcoholic beverages, beer and wine will be supplied by the hotel and orders must go through catering. Pricing will be retail plus service charge and applicable taxes.

Shipment of Product
 Hotel will decline any product received more than **3 days prior to event**
 Please label all boxes as listed below:

- Name of Booth/Company
- Booth Number
- Renaissance Schaumburg Convention Center Hotel
- 1551 N Thoreau Drive, Schaumburg, IL 60173

Please return completed form to: pamela.zuniga@renhotels.com & mary.payne@informa.com email by Wednesday, May 27th.