

Pittsburgh Regional Food Service Directors

www.prfsd.com

2021-2022

VENDOR GUIDELINES AND INFORMATION

What is PRFSD?



Why would a business join PRFSD?

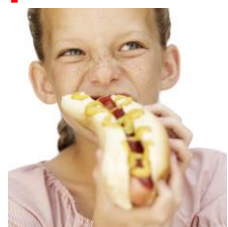


PRFSD is the acronym for Pittsburgh Regional Food Service Directors Association. Pittsburgh Regional Food Service Directors is a non-profit organization of self-operating school district professionals committed to and employed in School Food Service. Its members are dedicated to the maintenance and improvement of Child Nutrition Programs by providing a forum for professional development, continuing education, networking, and developing and supporting legislative issues. Currently, our membership stands at 130 different school/school district entities.

Business partners are critical to the success of the food service operations of PRFSD members. Our business partners include food brokers, food manufacturers, food distributors, equipment specialists, and dairies, to name a few. Our business partners have distinct products or offerings that are an integral part of school food service. By being a business partner, you can present your products and/or services at any of our membership meetings.

How do I become a PRFSD business partner?

Membership forms are available throughout the school year on the organization's website: www.prfsd.com or, it is available by contacting an officer of the organization. Membership is \$500.00 per year and is subject to approval by the Board of Directors.



Note: (NEW) Membership forms and fees should be accompanied by the signature page included with the vendor guideline information.

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How do I exhibit at a meeting?

I need details about the meeting and setting up my table:



Once the membership dues have been paid and membership is approved, a business partner can submit an Exhibit Form to request table space at one of the meetings, normally held six times per year at various locations. The dates for the meetings can be found on the website or on the Exhibit Form. The desired months are selected on the form and, for each month selected, the table fee listed on the form will apply. The payment for the exhibit tables and/or presentations should then be sent with the exhibit request form to the person noted on the form, currently the Treasurer of PRFSD. Once your exhibit form and payment have been received, you will receive email confirmation of the availability of your selected dates. **Please note that there is a deadline of two weeks before the scheduled meeting to request a table otherwise a late fee may apply.** Making a request does not guarantee that a spot is still available. No refunds or credits will be given for vendors who cancel.

Exhibit Start/Finish Time: Check each monthly agenda for the exact time.

Set up Time: 8am the day of the meeting is the earliest that set up can begin. Vendors should allow 1 to 1 ½ hrs. for table set up & food prep depending on the number of items being exhibited. Tables are randomly assigned. Please note the exhibit time on each month's agenda to determine your arrival time. **Dropping off items the night before or early set-up may or may not be permitted depending on the venue. Please contact the PRFSD president to request this - do not contact the venue.**

Kitchen Usage: Vendors who are displaying cooked foods at their table will be permitted access to the facilities kitchen to use their ovens. Please be aware other vendors will be cooking so you want to consider the number of cooked items you will be bringing. **All rules for use of the kitchen set by the venue or PRFSD must be strictly adhered to.** Failure to do so may result in the loss of your exhibiting privileges.

Electricity: There is access to electricity. You should bring extra extension cords, chafers and/or heat lamps to keep hot foods hot. Chafers are preferred to minimize the number of people using electricity. **There will be charges for electricity based on the charges administered by the venue.**

Table Set up – What should I bring: You may bring anything you need to display your product(s). This may include point of sale literature, nutritional information, sign up sheets for special orders, business cards, food samples or extra samples to give away, distributor stock numbers for ordering, plates, napkins, forks/spoons for tasting, foil, chafing pans, heat lamps and other items needed for serving food. You may also decorate your table with special coverings and decorations at your discretion. You are limited to the table space that you have rented, no use of carts or other space is permitted.

Breakfast/Meeting: Vendors are encouraged to participate in the entire meeting. They may attend the business meeting and the educational sessions that are held after the breakfast buffet.

By my signature, I acknowledge that I have read, understand, and agree to the guidelines outlined in this document.

Industry Partner Representative

Company Name

Date: _____