



Exhibitor General Information & Policies

Employees, Service and Labour Charges

- Catering employees will deliver food and beverage, service, and clean related areas
- Catering personnel are not permitted to perform any non-food service related duties or act as badge checkers or ticket takers
- All food and beverage charges are subject to 18% service charge and 13% HST tax
- Disposable service ware is used on all food and beverage functions on the Exhibit Floor
- Exhibitor Booth Catering does not supply tables for your booth.
You must order these through the contracted service contractor

Exclusivity

1. The Catering Department retains the exclusive right to provide, control and retain all food and beverage services through the facility for events
2. All food and beverage items must be supplied and prepared by the Metro Toronto Convention Centre Catering Department, THIS INCLUDES BOTTLED WATER
3. No food, beverage, or alcohol will be permitted to be brought into or removed from the Metro Toronto Convention Centre facility by the client or any of the client's guests or invitees without written approval by the Catering Department
4. Requests must be received by the Catering Department no less than three (3) weeks prior to the first day of the event
5. The Catering Department reserves the right to assess a charge for such exclusions to exclusivity

Billing, Payments and Cancellations

- All menu prices are subject to change at any time; this also includes service charge and sales tax
- \$25.00 delivery fee is applied to all orders under \$60.00
- Booth deliveries on a Statutory Holiday are subject to a 5% surcharge on listed menu prices
- Full payment of the total estimated food and beverage and signed contract (BEO) is due in our office at least one (1) week prior to the first scheduled food function
- Event pre-payments of less than \$5000.00 can be processed by credit card. All other payment must be by company cheque or wire transfer
- On-site orders will require payment by Credit Card
- Cancellations received three (3) business days prior to the event day will be charged 75% of the estimated food & beverage charges and those received two (2) business days or less will be charged the full 100% of the estimated food and beverage charges.

Booth Catering Service Menu

Staffing

Booth Attendant \$180.00 / 4 hour shift

Coffee Service

Freshly Brewed Coffee \$42.00 / 10 cups
(regular & decaffeinated)

Tea \$38.00 / 10 cups
(regular, herbal, decaffeinated)

Includes cups, creamers, sugar, artificial sweetener
& stirrers

Beverage Service

Assorted canned soft drinks* \$4.00 / each

Bottled water* \$3.75 / each

Assorted bottle juices* \$4.25 / each

Iced Tea (can)* \$3.75 / each

Iced Tea (brewed) \$34.00 / 10 cups

Lemonade \$34.00 / 10 cups

Water Service

Water dispenser \$85.00

*Rental price per show based on a three (3) day rental and
begins on the first day of deliver, not first day of usage. Client
required to provide power (100 volt, 15 amp)*

18.5 L jug of water \$30.00 / each

Ice Delivery \$20.00 / 11 kg

From the bakery – 2 dozen minimum required

Assorted muffins \$48.00 / dz

Assorted danishes \$49.00 / dz

Assorted croissants \$49.00 / dz

Assorted bagels & cream cheese \$70.00 / dz

Assorted brownies \$37.00 / dz

Assorted dessert squares \$40.00 / dz

Assorted cookies \$35.00 / dz

Assorted cupcakes \$45.00 / dz

† Cupcakes with logo price based on logo,

5 business days notice required

Assorted English scones \$48.50 / dz

From the pantry

Selection of Ontario cheeses \$250.00

20 portion platter

Crudite \$125.00

20 portion platter

Fresh fruit platter \$115.00

20 portion platter

Assorted whole seasonal fruit \$3.75 / each

Mixed nuts \$77.00 / kg

Ontario peanuts \$35.00 / kg

Chips / pretzels \$36.00 / bowl

Granola bars \$2.90 / each

Frito Lay chips / pretzels \$3.00 / bag

Chocolate bars \$2.80 / each

Mints \$3.50 / dz

* 50 or more bottled beverages will be charged on consumption.
If bottled beverages are left for duration of the day, they will be
considered fully purchased.

**PLEASE BE ADVISED THAT ALL FOOD AND BEVERAGE ITEMS IN THE EXHIBIT HALLS MUST
BE PURCHASED THROUGH THE CATERING DEPARTMENT – THIS INCLUDES BOTTLED WATER**

Menu items may be subject to change without notice. A \$25.00 delivery fee will be applicable for all orders less than \$60.00 (before applicable tax and service charge). All food and beverage requires full pre-payment one week prior to the start of the event; Credit Cards will be required to cover any on-site incidentals. The catering department does not supply tables for your booth. You MUST order through your service contractor. All listed prices are subject to 13% HST and 18% service charge. *Prices in effect until March 31, 2015.*

Booth Catering Service Menu

Box Luncheons (20 minimum per order)

Box lunch #1 \$24.00

Choice of: Roast beef, caramelized onion, horseradish on a panini bun; or grilled tofu, teriyaki glaze, julienne grilled peppers, carrots on a spinach tortilla; or Greek wrap - grilled chicken, hummus spread, tzatziki, olives, tomato, pickled onions.

Whole fresh fruit and a choice of gourmet cookie or granola bar or cheese & crackers

Box lunch #2 \$22.00

Choice of: Vegan wrap with chick peas, lentils, fresh mint and hummus; or Mexican turkey wrap, shaved smoked turkey, jalapeno corn cream cheese, guacamole, tomato, lettuce; or Asian beef wrap

Whole fresh fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Box lunch #3 \$21.00

Choice of: Israeli couscous salad with portobello mushrooms, grilled vegetables and grains, in a wrap; or Tuna salad, celery lola rosa on spinach tortilla; or curry chicken on a bun

Fresh whole fruit and a choice of granola bar or gourmet cookie or cheese & crackers

Action stations

Cappuccino Service

Includes Nespresso machine; 200 capsules & cups; napkins, stir stix, sugar and creamer per day

1 Day Show \$900.00

2 Day Show \$1600.00

3 Day Show \$2000.00

4 Day Show \$2250.00

Additional cups of cappuccino / espresso at \$3.00 / each

Power & labour not included within charge

Requires 110V – 20amp power

Popcorn Cart \$800.00

To include old fashioned popcorn cart, popcorn kernels (yield 900-20 grm servings), butter, salt and popcorn flavouring

Client to supply 110V – 20amp power, 4x4 work space; trash removal and clean-up

Labour not included

NOTE: Prepopped popcorn available at \$135.00 / bag; yields 50-20 grm bags

Pretzel Cart \$550.00

To include 50 pretzels, napkins, paper plates, grainy mustard & cheese sauce

Additional pretzels at \$5.00 / each

Power & labour not included within charge

Client to supply 110V – 20amp power, 4x4 work space, trash removal and clean-up

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Bar Service Order Menu

All alcohol sales and consumption in the Metro Toronto Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be served by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors and event participants from removing alcohol from the premises.

HOST BAR

Featured brands (1 oz)	\$8.25
Canadian beer / ale	\$7.50
<i>Molson Canadian, Labbat Blue, Molson Coor's light, Labatt Budweiser</i>	
Imported & Premium beer	\$8.00
<i>Imported: Heineken, Becks, Stella Artois, Corona</i>	
<i>Premium: Muskoka lager, Muskoka dark, Muskoka pilsner light, Alexander Keith's, Steam Whistle</i>	
Liqueurs (1 oz)	\$9.75
Martini	\$9.50
Wine by the glass	\$8.50
Sparkling water (300 ml)	\$4.75
Soft drinks	\$4.75
Tropical Fruit Punch (1 litre)	\$45.00
Domestic Beer by the Keg	\$685.00

*A bartender is required to distribute all alcoholic beverages.
A \$250.00 per 4 hour minimum shift labour fee will apply.*

Client to supply a 6'x4' work space, trash removal and clean-up.

**Special order wines, beers and champagnes are sold by the case only
and are not based on consumption.*

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Food & Beverage Order Form

Contact Name: _____

Booth #: _____

Show: _____

Name: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____

BILLING INSTRUCTIONS: Cash Cheque Credit Card

(If you are paying by credit card, fill out the attached credit card authorization form. Credit cards accepted only for orders under \$5,000.)

Show Dates: _____ Number of People: _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

MORNING SERVICE

Time _____

NOON SERVICE

Time _____

AFTERNOON SERVICE

Time _____

Catering Rules and Regulations

The Metro Toronto Convention Centre has exclusive food and beverage distribution rights within the Convention Centre, this includes BOTTLE WATER.

All alcohol sales and consumption in the Convention Centre is regulated by the Alcohol and Gaming Commission of Ontario (AGCO) and the Metro Toronto Convention Centre is responsible for the administration of those regulations. No alcoholic beverages are allowed to be by anyone other than a Metro Toronto Convention Centre Bartender. The Convention Centre prohibits exhibitors/event participants from removing alcohol from the premises.

Expositions, sponsoring organizations and /or exhibitors may distribute sample Food and / or Beverage only upon written request, pending authorization. A Sample Request form can be found in your Exhibitor Kit.

Ordering Deadline

All Catering Orders should be received no later than 15 business days prior to the start of the show. All Food and Beverage orders placed on site will be from a reduced menu.

Catering Payment Policy

All Food and Beverage orders require full pre-payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals.

Please discuss any specialty orders with the Catering Department (416) 585-8144



Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation has exclusive food and beverage distribution rights within the Convention Centre. Exposition sponsoring organizations and/or exhibitors may distribute SAMPLE food and/or beverage products ONLY upon written authorization and adherence to ALL of the conditions outlined below.

Please complete this form to request authorization to distribute food or beverages not purchased through the Food & Beverage Department of the Metro Toronto Convention Centre.

General Conditions for Sampling Food & Beverage

- Items dispensed are limited to products **manufactured, processed or distributed** by an exhibiting firm and/or are related to the purpose of the show.
- All items are limited to SAMPLE SIZE and must be dispensed/distributed in accordance with **Local Public Health Codes**. **Visit the following link for more information: <http://www.toronto.ca/health/>.**
 - Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum **4 oz / 118 ml** sample size.
 - Sample food items limited to bite sized (**2x2 inches/5x5cm or 2oz/59gr portions**).
- For sampling questions regarding alcoholic beverages, please contact the Catering Department at **catering@mtccc.com** or call us at **(416) 585-8144**.
- Sponsorships or donations involving Food and/or Beverage products are subject to a **Loss of Revenue Fee** for food and beverage products distributed. This charge is determined based on the product. You may contact us at catering@mtccc.com or (416) 585-8144 to discuss further.
- Samples may be distributed from the exhibiting booth only, and not in any pre-function spaces or public spaces without written consent from the show manager as well as the Metro Toronto Convention Centre.

The Company named below acknowledges they have sole responsibility for the use, servicing or other disposition of all food and beverage items in compliance with all applicable policies and laws in the City of Toronto, Province of Ontario. Accordingly, the Company agrees to fully indemnify and hold harmless the Metropolitan Toronto Convention Centre Corporation from all liabilities, damages, losses, costs, expenses, legal fees and disbursements, penalties or fines resulting directly or indirectly from their use, serving or other disposition of all food and beverage items.

Date: _____ Event Name: _____ Booth Number: _____
month/day/year

Company Name: _____ Contact: _____

Office Phone: _____ Mobile: _____ E-Mail: _____

Address: _____ Prov./State: _____ Country: _____ Postal/Zip Code: _____

Event Room / Hall: _____

Item and purpose of distribution (include quantity, portion size and method of dispensing):

Approved: Yes **No** **Manager's Signature:** _____