



# EXHIBITOR CATERING SERVICES 2017

## DAILY ORDER FORM

EVENT: \_\_\_\_\_ BOOTH NUMBER: \_\_\_\_\_

COMPANY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_

- The Vancouver Convention Centre is the exclusive supplier of all food and beverage services. No other products can be brought into our building.
- Please use a separate order form for each day an order is required, then **fax directly to the Exhibitor Services Department at 604-647-7325.**
- A more extensive menu is available on our website [www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com), or please call **604-689-8232** and ask the **Catering Department for assistance.**
- Please allow for a minimum of 10 business days to process booth delivery orders.
- Upon receipt of the order, a 'Service Order Confirmation' will be sent to you for approval and signature. All orders must be prepaid in full by credit card to be considered as confirmed.
- Any orders received within 3 business days prior to service are subject to 15% surcharge.
- On-site orders are subject to additional banquet labour charge of \$140 per delivery.
- All beverage orders will be charged in full, regardless of consumption.
- Should any order be cancelled with less than 5 business days' notice, the total amount of the order will be charged fully.
- All prices are quoted in Canadian funds, subject to **18% service charge, 7% PST on Rentals, and 5% GST.**
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$35.00/hour, minimum 4 hour shift.
- For all booth delivery orders, compostable and disposable utensils will be supplied and the costs are included in the menu prices. Additional charges may apply for request of table, linen, chinaware & glassware.

**FOOD:** To avoid delay in processing your order, please circle your exact selection.

_____ x Assorted Muffins, Scones and Croissants served with Butter & Assorted Preserves .....	\$ 51.00 / dozen
_____ x Carrot Squares, Callebaut Walnut Brownies, Pecan Tarts and Nanaimo Bars .....	\$ 54.00 / dozen
_____ x Assorted House Made Cookies .....	\$ 48.00 / dozen
_____ x Hearty Sandwiches (One Sandwich per person) (Min Qty 12) .....	\$ 14.00 / guest
_____ x Hearty Sandwiches with Salad (One Sandwich per person) (Min Qty 12).....	\$ 20.00 / guest
_____ x Individual Natural Yogurts (Min Qty 12).....	\$ 4.25 each
_____ x Sliced Fresh Fruit & Berries Platter (Min Qty 12) .....	\$ 7.50 / guest
_____ x Fresh Whole Fruit Basket (Min Qty 12) .....	\$ 3.25 / guest
_____ x Canadian & International Cheese Tray with Baguette and Biscuits (Min Qty12).....	\$ 16.00 / guest
_____ x Fresh Vegetable Crudite with Herb Dip (Min Qty 12).....	\$ 6.00 / guest
_____ x Kettle Chips (half pound basket) – (Min Qty 12).....	\$ 17.00 /basket
_____ x Pretzels <b>or</b> Japanese Dry Snacks (1 pound basket) – (Min Qty 12) .....	\$ 17.00 /basket
_____ x Individual Bags of Chips, Pretzels – (Min Qty 12).....	\$ 3.00 / bag

**BEVERAGE:**

_____ x Freshly Brewed Moja Certified Organic Coffee or Decaf (serves 10 cups).....	\$ 47.50 / airpot
_____ x Hot Water with Selection of Tea Bags (serves 10 cups).....	\$ 47.50 / airpot
_____ x 6 pack Bottled Orange <b>or</b> Grapefruit Juice (Single Servings).....	\$ 30.00 / pack
_____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite <b>or</b> Ginger Ale (Single Servings).....	\$ 27.00 / pack
_____ x 6 pack Bottled Water (Single Servings).....	\$ 27.00 / pack
_____ x Water Cooler/Equipment Rental (Does not include Water Jug) .....	\$ 25.00 /day
_____ x Water Jug 18 L (Does not include Equipment Rental).....	\$ 18.00 / each
_____ x Ice (One bin: 20 lbs).....	\$ 20.00 / bin

**OTHERS:**

_____ x Rental of black <b>or</b> white tablecloth in the size of 53"x53" <b>or</b> 90"x90".....	\$ 20.00 each
_____ x Rental of glass bowl for business cards.....	\$ 10.00 each



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**CONTACT NAME:** \_\_\_\_\_

### CREDIT CARD AUTHORIZATION FORM

This fax will authorize the Vancouver Convention Centre to charge the following credit card:

American Express                       Visa                       MasterCard

**TOTAL AMOUNT:** \_\_\_\_\_

**CARD NUMBER:** \_\_\_\_\_

**NAME OF CARDHOLDER:** \_\_\_\_\_

**EXPIRY DATE:** \_\_\_\_\_

**SIGNATURE OF CARDHOLDER:** \_\_\_\_\_

All credit card charges will be processed in full prior to the Event.  
Any additional charges accrued will be charged post event.

Please fax this form to:  
604-647-7325

[www.vancouverconventioncentre.com](http://www.vancouverconventioncentre.com)