



Exhibitor Catering 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% administrative charges pursuant to the menu package and 13% HST tax
- Disposable service ware are used for all food and beverage functions on the Exhibit Floor
- Exhibitor Booth Catering does not supply tables for your booth; tables are to be ordered 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 apply a charge for such exclusions to exclusivity

Billing, Payments and Cancellations

- All menu prices are subject to change at any time; this also includes administrative charges and sales tax
- \$25.00 delivery fee is applied to each order 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.

* We are not able to guarantee that on-site orders will be able to be facilitated.

Booth Catering Service Menu

The Metro Toronto Convention Centre is the exclusive provider of all food and beverage services on the exhibit floor and in meeting rooms.

Staffing

Booth Attendant \$180.00 / 4 hour shift

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

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

A-La-Carte Snacks

Decadent chocolate brownies & blondies \$38.00 / dz

Homestyle cookies \$36.00 / dz

Mini French pastries \$58.00 / dz

Cupcakes \$55.00 / dz

Cupcakes with logo \$75.00 / dz

Chewy homestyle power bars \$32.00 / dz

Granola & cereal bars \$3.00 / each

Individual yogurt \$4.25 / each

Retro ice creams \$4.25 / each

Gelato Fresco fruit tubes \$4.25 / each

Chocolate bars \$3.00 / each

Individual potato chips & pretzels \$3.25 / bag

Kettle chips \$4.25 / prs

Individual bag of popcorn \$4.50 / bag

Individual bag of dried fruits & nuts \$4.25 / bag

A-La-Carte Beverages

Freshly brewed Lavazza

regular / decaffeinated coffee \$45.00
10 cups

Tea regular / herbal / decaffeinated \$45.00
10 cups

Freshly brewed Lavazza

regular / decaffeinated coffee \$450.00
100 cups

Tea regular / herbal / decaffeinated \$450.00
100 cups

Hot chocolate 10 cups \$45.00

Brewed iced tea 100 cups \$350.00

Lemonade 100 cups \$350.00

Orange, grapefruit, apple juice \$28.00 / L

Bottled juices \$4.25 / each

Premium bottled juices \$5.50 / each

Chilled soft drinks / iced tea \$4.50 / each

Still water \$4.00 / each

Sparkling water \$4.50 / each

MTCC 'Eau' (750 ml) bottled in-house

sparkling or flat \$8.00 / each

Infused water station

– Orange lemon-lime / Cucumber mint \$37.00 / 9 L

Can't find what you're looking for?

Have a look at our new and exciting menu at <http://www.mtccc.com/planners/food/menu/index.aspx> or e-mail us at catering@mtccc.com for some more options!



Booth Catering Service Menu

The Metro Toronto Convention Centre is the exclusive provider of all food and beverage services on the exhibit floor and in meeting rooms.

Candy Station **\$750.00 / order** (serves 100)

Assortment of sweets displayed in clear bowls.

Select 5 of the following:

Licorice nibs, M&Ms, gummy bears, yogurt-covered raisins, Jolly Ranchers, jube jubes, sour gummy worms, chocolate covered pretzels

*Includes display bowls / jars, scoops and paper candy bags
3x2 ft counter space required*

Trail Mix Station **\$800.00 / order** (serves 100)

Selection of nuts and savoury snacks.

Includes: assorted nuts, pretzel sticks, dried cranberries, yogurt chips, raisins, dark chocolate & banana chips

*Includes display bowls / jars, scoops and bamboo cones
3x2 ft counter space required*

Chocolate Break **\$800.00 / order** (serves 100)

Assorted chocolate bark, chocolate silk pops, milk chocolate fondue with fruits & lemon cake cubes

4x2 ft counter space required

Cupcake Station **\$72.00 / dozen**

Decorate your own cupcakes with creative edible toppings.

4x3 ft counter space required

Gourmet Snack Bar **\$800.00 / order** (serves 100)

Fresh kettle chips, salts & dips
Muskoka fireweed honey bar nuts, wasabi peas, pretzel rods

3x2 ft space counter space required

Retro Ice Cream/Novelty Bar chest **\$48.00 / dozen**
Ice cream chest included

4x3 ft space required, Client to order power

Nacho Bar with tex-mex condiments and dips **\$900.00 / order** (serves 100)

4x3 ft counter space required

Charcuterie, cheese, antipasto selection, artisan bread & crostini **\$1375.00 / order** (serves 100)

4x3 ft space required

Hydration Station **\$85.00 / order** (serves 40)

Infused sparkling or mineral water in acrylic dispensers.

Choose two of the following: Orange, lemon/lime, watermelon, mixed berries

Boxed Lunches (Minimum order of 5)

1. Seared herb marinated chicken breast with oven roasted vine tomato salsa, Grilled Mediterranean vegetable pasta salad with olives & crumbles goat cheese Balsamic fig vinaigrette **\$28.00 / person**
2. Seared chilli soy glazed Chicken breast, charred red pepper / mango salsa, Quinoa salad with fine green beans, shredded Asian cabbage, edamame beans, Coriander lime dressing **\$28.00 / person**

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Booth 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)	\$8.50
Canadian beer / ale	\$7.50
<i>Molson Canadian, Labatt Blue, Molson Coor's light, Labatt Budweiser</i>	
Imported & Premium beer	\$8.50
<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)	\$10.25
Wine by the glass	\$8.50
Sparkling water (300 ml)	\$4.75
Soft drinks	\$4.75
Domestic Beer by the Keg	\$700.00

*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.*

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 administrative charges). 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% administrative charges. *Prices in effect until March 31, 2016.*



Food & Beverage Booth 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 BOTTLED 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, method of dispensing and food vessel used) Please note the exclusion of any of this information may result in a delayed approval process. Matron service or booth cleaning charges may apply.

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