



# Exhibitor Catering



## Exhibitor Catering – Terms and Conditions

### Exclusivity:

- The Metro Toronto Convention Centre (MTCC) is the exclusive supplier of Food & Beverage services. No other products can be brought into our building, this includes bottled water.
- A more extensive menu is available on our website at [www.mtccc.com](http://www.mtccc.com) or please call a Catering representative at (416) 585-8144.
- To ensure availability of menu items, we encourage you to place your order two (2) weeks prior to your scheduled event.

### Billing and Cancellations:

- 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 to be considered as confirmed.
- Any orders received within three (3) business days are subject to a 15% surcharge.
- Should any orders be cancelled with less than five (5) business days of notice, the total amount of the order will be charged fully.
- All menu prices are subject to change at any time; this also includes administrative charges and sales tax.
- Full payment of the total estimated food and beverage and signed contract (BEO) is due at least one (1) week prior to the first scheduled food function.
- Event pre-payments of less than \$5,000.00 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.

### Employees, Service and Labour:

- 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.
- On-site orders are subject to additional banquet labour charge of \$180.00 per delivery.
- All prices are quoted in Canadian dollars, subject to 18% administrative charge, 13% HST. An administrative charge (18%) is added to your bill for this catered event / function (or comparable service). 6.65% of the total amount of this charge is used to defray the cost of house expenses and will be maintained by the MTCC. 11.35% of the total amount of this administrative charge is distributed to employees providing the service including servers, bartenders and porters.
- A designated banquet attendant can be arranged through the Catering Department, and the cost is \$45.00 / hour, minimum 4-hour shift.
- For all booth deliveries, compostable and disposable utensils are included in the menu prices. Additional charges may apply for tables, linen, chinaware and glassware.

### Instructions:

- Step 1** Download and save this PDF to your work station.
- Step 2** Complete the Contact and Billing Information form as well as credit card information (page 2)
- Step 3** Set the quantity for the desired menu items to calculate totals for each item, and to generate a grand total (Page 3-8)

- Step 4** Save the completed file electronically.  
**OR**  
Print, complete manually and scan the form.
- Step 5** Email the completed form to [catering@mtccc.com](mailto:catering@mtccc.com)

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



## Exhibitor Catering – Contact and Billing Information

Booth #: \_\_\_\_\_

Show: \_\_\_\_\_

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province / State: \_\_\_\_\_ Postal Code / ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**BILLING INSTRUCTIONS:**  Cheque  Credit Card\*  Wire Transfer

\*Credit cards accepted only for orders under \$5,000.

VISA  MASTERCARD  AMERICAN EXPRESS

CREDIT CARD #: \_\_\_\_\_ EXP. DATE: \_\_\_\_ / \_\_\_\_ NAME ON CARD: \_\_\_\_\_  
mm yy

CARD HOLDERS SIG.: \_\_\_\_\_ CARD HOLDER'S EMAIL: \_\_\_\_\_

ONSITE CONTACT NAME: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

Delivery Date:	Delivery Time:	Number of People:

Special Instructions:



## Exhibitor Catering – Daily Order Form

A-la-Carte Beverages	Quantity	Price	Total
Coffee (gallon)			
Tea (gallon)			
Decaf coffee (gallon)			
Brewed iced tea (gallon)			
Lemonade (gallon)			
Assorted soft drinks			
Bottled water			
Sparkling water			
Bottled juices			
Infused water station (2 gallon) orange-lemon-lime / cucumber-mint			

Specialty Coffee Service	Quantity	Price	Total
Nespresso machine 1-day show* (200 servings per day)			
Additional Nespresso Pods (Case of 50)			
Professional Cappuccino Machine with Barista* (Max. 500 cups per day, 8 hours max)**			

\*NOTE: power & labour not included in the above pricing.

\*\*Must supply: floorplan of booth indication location for set up, countertop or table, set up 1 hour prior to the scheduled start time.

From the Bakery / Pantry	Quantity	Price	Total
Breakfast loaf ("quantity"). Select one (1) of the following flavours: - Bergamot lavender, pineapple coconut passionfruit, double chocolate chip			
Scones (dozen). Select one (1) of the following flavours: - Citrus ginger, chai pear, coconut vanilla			
Baby loaves (dozen). Select one (1) of the following flavours: - Cherry lime, vanilla custard or banana, dark chocolate ganache			
Decadent chocolate brownies & blondies (dozen)			
Homestyle cookies (dozen)			
Cupcakes with logo (dozen)			
Cupcakes (dozen)			
Mini French pastries (dozen)			
Mini Muffins (dozen). Select one (1) of the following flavours: - Banana pecan, cinnamon streusel, apple bran, chocolate espresso			
Chewy homestyle powers bars (dozen)			
Whole fruits			
Breakfast bundle (croissant / danish / juice / coffee & tea) <b>(minimum 10 people)</b>			



## Exhibitor Catering – Daily Order Form

Pre-packaged Items	Quantity	Price	Total
Kettle chips & sour cream dip (per person)			
Retro ice creams (per dozen)			
Gelato fresco fruit tubes (each)			
Individual bag of popcorn (each)			
Granola & cereal bars (each)			
Individual bag of chips & pretzels (per dozen)			
Individual bag of dried fruits & nuts (per dozen)			
Individual yogurt (per dozen)			

Lunch	Quantity	Price	Total
<b>Assorted Sandwiches* (Max. 3 sandwich types)</b>			
<b>Working Lunch Option #1* (minimum order 30)</b> Soup, 1 salad selection, 3 sandwich selections, dessert, coffee & tea			
<b>Working Lunch Option #2* (minimum order 30)</b> Soup, 2 salad selections, 3 sandwich selections, dessert, coffee & tea			
<b>Working Lunch Option #3* (minimum order 30)</b> Soup, 2 salad selections, 4 sandwich selections, dessert, coffee & tea			
<b>Boxed Lunch* (minimum order 30)</b> 1 salad selection, 3 sandwich selections, dessert			

\*Visit [www.mtccc.com/food-beverage/lunch/](http://www.mtccc.com/food-beverage/lunch/) for details and specify your selections at the end of this form.

Water Service	Quantity	Price	Total
Rental price for water dispenser is per event based on a three day show and begins on the first day of delivery, not the first day of usage. Client to provide power (110 volts, 15 amp)			
Water dispenser			
18.5 litre water jug			

Ice Delivery (conditions apply)	Quantity	Price	Total
Bus pan of ice (25 lbs)			

Platters	Quantity	Price	Total
Selection of Canadian cheeses (20 portions)			
Seasonal market vegetable platter (20 portions)			
Fresh fruit platter (per person, minimum 20 orders)			
Antipasto platter (20 portions)			
Rustic bread display (20 portions)			
Charcuterie platter (20 portions)			

## Exhibitor Catering – Daily Order Form

Cold Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Local blue cheese, roasted apple & onion confit, toasted focaccia (dozen)			
Marinated mushroom salad, charred vegetables, goat cheese, toasted brioche (dozen)			
Asian soft spring roll selection & futomaki (dozen)			
Seafood salad, lemon thyme scone, tarragon mayo (dozen)			
Grilled asparagus, prosciutto, tomato, Parmesan, Caesar crostini (dozen)			
Mini open face Atlantic smoked salmon potato rösti, Boursin cheese (dozen)			
Beef carpaccio, Parmesan feather, caramelized onion & truffle paste on crostini (dozen)			
Mini capresse tomato salads, fior di latte, basil dressing (dozen)			
Shrimp Caesar, spicy clamato mayo, celery salt (dozen)			
Fresh figs, prosciutto cracklings, chocolate dipped walnuts, mascarpone cheese and honey drizzle (dozen)			
Mini charcuterie skewer, cured salami, olive, charred vegetables, baby mozzarella, gremolata (dozen)			

Hot Reception Items (minimum 3 dozen per item)	Quantity	Price	Total
Roasted mushroom, vine tomato & pepper confit, prosciutto, fresco cheese, Italian flatbread (dozen)			
Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen)			
Mediterranean vegetable phyllo tarts, roasted vegetables, goat cheese, spinach (dozen)			
Indian beef kebabs, curry mayo dip (dozen)			
Roasted chicken gyros, red onions, preserved tomato, roasted garlic hummus, mini flatbrad wrap (dozen)			
Mini Hogtown peameal slider, red pepper salsa, Jack cheese, herb mayo (dozen)			
Vegetarian spring rolls, Thai chili sauce (dozen)			
Vegetable samosas, tamarind chutney (dozen)			
Local smoked duck skewer, five spice orange maple glaze (dozen)			
Choice of gourmet slider on mini soft brioche bun (dozen): » Buttermilk fried chicken bite with Creole mayo » Tempura pickerel, tarragon tartar sauce, white cheddar » Spiced maple bacon cheeseburger, caramelized onions, grain mustard aioli			
Choice of dim sum with sauces (dozen): » Shrimp har gow » Shumai » Vegetarian Pot stickers			
Asian chicken ball pops, roasted sweet & sour plum sauce (dozen)			
Vegan tempeh 'fish taco', spicy slaw, pickled jalapeños, sesame vegan mayo (dozen)			
Spicy crab cake panko herb crust, smoke tomato aioli (dozen)			

## Exhibitor Catering – Daily Order Form

Stations	Quantity	Price	Total
<b>Candy Station (serves 100ppl)</b> Assortment of sweets displayed in a clear bowls Select five (5) of the following: Licorice Nibs, M&M's, gummy bears, yogurt-covered raisins, Jolly Ranchers, Jube Jubes, sour gummy worms, chocolate <i>(Includes displays bowls / jars, scoops and paper candy bags)</i> <i>3x2 feet counterspace required</i>			
<b>Trail Mix Station (serves 100ppl)</b> Selection of nuts and savoury snacks Includes: assorted nuts, pretzel sticks, dried cranberries, yogurt chips, raisins, dark chocolate & banana chips <i>(Includes displays bowls / jars, scoops and bamboo cones)</i> <i>3x2 feet counterspace required</i>			
<b>Chocolate Break (serves 100ppl)</b> Triple chocolate macaron pop, hot chocolate tart, double chocolate éclair, salame di cioccolato <i>4x2 feet counter space required</i>			
<b>Gourmet Snack Bar (serves 100ppl)</b> Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods <i>3x2 feet counter space required</i>			
<b>Retro Ice Cream / Novelty Bar Chest (dozen)</b> Ice Cream Chest included <i>4x3 feet counter space required</i>			
<b>Nacho Bar with Tex-Mex (serves 100ppl)</b> Condiments and dips <i>4x3 feet counter space required</i>			
<b>Housemade Cotton Candy Station (per person / minimum 100ppl)</b> Candy floss, cones, plastic holders, Chef attendant included <i>8x4 feet counter space required</i>			
<b>Housemade Gourmet Popcorn Station (per person / minimum 100ppl)</b> Flavours to include maple, ginger orange, vanilla caramel & a selection of nuts & dried fruits, presented in clear bowls. Chef attendant available at \$55.00 per hour (minimum 4 hours) <i>8x4 feet counter space required</i>			
<b>Carnival Popcorn Cart</b> Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Popcorn kernels (up to 100 bags x 20 g servings)			
Popcorn kernels (up to 250 bags x 20 g servings)			
Popcorn kernels (up to 500 bags x 20 g servings)			



## Exhibitor Catering – Daily Order Form

Stations (continued)	Quantity	Price	Total
<b>Warm Pretzel Cart</b>			
Machine rental (1 day show)*			
Machine rental (2 day show)*			
Machine rental (3 day show)*			
Large soft warm pretzel (each) (minimum order of 50)			
<b>*NOTE:</b> power & labour <u>not</u> included in the above pricing. Requires 110V - 20amp power.			

Labour Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
Booth Attendant				

Host Bar	Quantity	Price	Total
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.			
<b>Featured brands (1 oz)</b>			
<b>Selection of local craft beer (473ml)</b> Steam Whistle Pilsner, Ace Hill Pilsner, Ace Hill Vienna Lager, MacKinnon Brothers Crosscut Canadian Ale			
<b>Selection of imported beer (473 ml)</b> Coors Light, Stella Artois			
<b>Brickworks local cider (473ml)</b>			
<b>Liqueurs (1 oz)</b>			
<b>Classic &amp; curated cocktails</b> (starting from \$10)			
<b>Georgian Bay Vodka Smash</b>			
<b>Wine by the glass</b>			
<b>Sparkling water (300 ml)</b>			
<b>Soft drinks</b>			

*Client to supply a 6'x4' work space, trash removal and clean-up, and power for keg units (110V).*

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

Bartender Charges (minimum 4 hours)	Number of Staff	Total Hours	Price	Total
<i>A bartender is required to distribute all alcoholic beverages.</i>				

**Special Instructions:**

Subtotal (Admin. Charge applicable) \_\_\_\_\_  
 18% Administrative Charge \_\_\_\_\_  
 Subtotal (Admin. Charge not applicable) \_\_\_\_\_  
**Subtotal** \_\_\_\_\_  
**13% HST** \_\_\_\_\_  
**Total (\$CAD)**

For dietary indicators please refer to our Catering Menu at [www.mtccc.com/food-beverage/menu](http://www.mtccc.com/food-beverage/menu)

**Totals are estimates only.** Your Catering Manager will provide an itemized invoice when confirming your order.





## Authorization Request – Sample Food and/or Beverage Distribution

Metro Toronto Convention Centre Corporation (MTCC) 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.

\_\_\_\_\_  
\_\_\_\_\_

#### MTCC USE ONLY:

Approved: Yes  No  MTCC Manager's Signature: \_\_\_\_\_