

Food and/or Beverage Distribution Sampling Request Form

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 to the Metro Toronto Convention Centre and adherence to ALL of the conditions outlined below.

For those exhibitors that produce or bring to market a food and/or beverage product and wish to provide sampling at your booth, please complete this form to request authorization from the Metro Toronto Convention Centre.

Conditions for Sampling Food & Beverage

NOTE: Please carefully review the conditions that apply to food & beverage sampling at the Metro Toronto Convention Centre.

1. Exhibitor that are permitted to apply for food and/or beverage sampling is limited to exhibitors that **produce or bring to market** a food and/or beverage product. Such exhibitors are limited solely to specific food and/or beverage products that they actually produce or bring to market.
2. Food and/or beverage product(s) for sampling purposes will be limited to size parameters below.
3. Exhibitors providing and attendees receiving food and/or beverage sampling items from an exhibitor must adhere to all provincial regulations and Toronto Public Health policies at the time that the show occurs. It is the **responsibility of the exhibitor and show organizer** to ensure all provincial regulations and Toronto Public Health policies are followed at all times within the Metro Toronto Convention Centre.
4. All items are limited to SAMPLE SIZE;
 - (a.) *Sample or promotional non-alcoholic beverages must be approved by the Catering Department and will be limited to a maximum 3 oz / 89 ml sample size.*
 - (b.) *Sample food items must be approved by the Catering Department and will be limited to a maximum of 4" x 2" inches / 10cm x 5cm or 4oz / 114gr portions.*
5. For sampling questions regarding alcoholic beverage, please contact the Catering Department at the MTCC at catering@mtccc.com or call us at **(416) 585-8144**.
6. For those exhibitors that do not produce or bring to market food and/beverage products yet still wish to provide sampling, the requirements above still apply and exhibitors are requested to apply for approval to the MTCC using the form below. A **Loss of Revenue Fee** for and approved food and/or beverage products distributed will apply. This charge is determined based on the product(s), size and quantity. You may contact us at catering@mtccc.com or **(416) 585-8144** to discuss further.
7. Approved sampling 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.



Food and/or Beverage Distribution Sampling Request Form

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: _____ Booth #: _____ Event Room/Hall: _____

Event Name: _____

Company Name: _____

Contact: _____

Phone: _____ Email: _____

Address: _____

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

Country: _____

Please list below all food and/or beverage item(s) requested for sampling approval. As well as the purpose of distribution. Include quantity and portion. Please note the exclusion of any of the information may result in delayed request and approval process.

Exhibitor Signature: _____

MTCC USE ONLY:

Approved: Yes / No

MTCC Manager's Signature: _____



Exhibitor Catering Menu 2022



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.
- To ensure availability of menu items, all orders must be confirmed and paid in full 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 two (2) weeks are subject to a 25% surcharge.
- Should any orders be cancelled with less than two (2) weeks 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 two (2) weeks prior to the first scheduled food function.
- Event pre-payments of less than \$5,000 can be processed by credit card. All other payment must be by 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 \$125 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 \$63.50 / 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 3-5)

- 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

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



Exhibitor Catering – Contact and Billing Info.

Booth #: _____

Show: _____

Company Name: _____

Contact Name: _____

Address: _____

City: _____

Province / State: _____ Postal Code / ZIP: _____

Telephone: _____ Email: _____

BILLING INSTRUCTIONS: Credit Card* Wire Transfer

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

VISA MASTERCARD AMERICAN EXPRESS

CREDIT CARD #: _____ EXP. DATE: ____ / ____
mm yy

NAME ON CARD: _____

CARD HOLDERS SIG.: _____

CARD HOLDER'S EMAIL: _____

ONSITE CONTACT NAME: _____

PHONE #: _____

| Delivery Date: | Delivery Time: | Number of People: |
|----------------|----------------|-------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Special Instructions:

| A-la-Carte Beverages (minimum order of \$500 before tax & administrative charge) | Quantity | Price | Total |
|---|----------|-------|-------|
| Freshly brewed Starbucks regular coffee (gallon; 20 servings) | | | |
| Tea Squared specialty teas (gallon; 20 servings) | | | |
| Freshly brewed Starbucks decaffeinated coffee (gallon; 20 servings) | | | |
| Chilled soft drinks/ iced tea (each) | | | |
| Still water (each) | | | |
| Sparkling water (each) | | | |
| Bottled juices (each) | | | |

| 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 1 Barista* (Max. 500 cups per day, 8 hours max)** | | | |
| Professional Cappuccino Machine with 2 Barista* (Unlimited cups per day, 8 hours max)** | | | |
| <p>*NOTE: power & labour <u>not</u> included in the above pricing. **Must supply: floorplan of booth indication location for set up, countertop or table, set up 3 hours prior to the scheduled start time.</p> | | | |

| Bakery & Pre-Packaged Items (minimum order of \$500 before tax & administrative charge and minimum 2 dozen per selection, per order) | Quantity | Price | Total |
|---|----------|-------|-------|
| Breakfast loaf (loaf, minimum 2 loaves per order) - Rhubarb strawberry & kamut flour | | | |
| Scones (dozen) - Red fife scone, Devonshire cream & berry compote | | | |
| Mini breakfast pastries (dozen) | | | |
| Muffins - Stone fruit cinnamon crumble (dozen) | | | |
| Muffins - Chocolate espresso (dozen) | | | |
| Decadent chocolate brownies & blondies (dozen) | | | |
| Homestyle cookies (dozen) | | | |
| Chewy homestyle powers bars (dozen) | | | |
| Whole fruits (dozen) | | | |
| Breakfast bundle (croissant / danish / juice / coffee & tea) (each, minimum 24 guests) | | | |
| Individual bag of popcorn (dozen) | | | |
| Granola & cereal bars (dozen) | | | |
| Individual bag of chips & pretzels (dozen) | | | |
| Individual bag of dried fruits & nuts (dozen) | | | |
| Individual yogurt (dozen) | | | |

Exhibitor Catering – Daily Order Form

| Lunch (minimum 30 per option, per order) | Quantity | Price | Total |
|--|----------|-------|-------|
| Working Lunch Option #1 1 salad selection, 3 sandwich selections, dessert, coffee & tea | | | |
| Working Lunch Option #2 2 salad selections, 3 sandwich selections, dessert, coffee & tea | | | |
| Working Lunch Option #3 2 salad selections, 4 sandwich selections, dessert, coffee & tea | | | |
| Boxed Lunch 1 salad selection, 3 sandwich selections, dessert | | | |

| Stationary Presentations (minimum 30 portions, per order) | Quantity | Price | Total |
|---|----------|-------|-------|
| Selection of Canadian cheeses (30 portions) | | | |
| Seasonal market vegetable platter (30 portions) | | | |
| Antipasto platter (30 portions) | | | |
| Rustic bread display (30 portions) | | | |

| Cold Reception Items (minimum order of \$500 before tax & administrative charge and minimum 4 dozen per selection) | Quantity | Price | Total |
|--|----------|-------|-------|
| Local blue cheese, roasted apple & onion confit, toasted focaccia (dozen) | | | |
| Mini open face Atlantic smoked salmon, lemon scone, 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) | | | |
| Vegan forest mushroom salad, white bean hummus, grain wasa (dozen) | | | |

| Hot Reception Items (minimum order of \$500 before tax & administrative charge and minimum 4 dozen per selection) | Quantity | Price | Total |
|---|----------|-------|-------|
| Braised short rib, leeks & smoked Gouda micro Yorkie, pepper scallion salsa (dozen) | | | |
| Indian beef kebabs, curry mayo dip (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) | | | |
| Buttermilk fried chicken bite with Creole mayo (dozen) | | | |
| Dim sum: Shrimp har gow (dozen) | | | |
| Dim sum: Shumai (dozen) | | | |
| Dim sum: Vegetarian Pot stickers (dozen) | | | |
| Asian chicken ball pops, roasted sweet & sour plum sauce (dozen) | | | |
| Vegan mini fish & chips, vegan tartar sauce (dozen) | | | |



Exhibitor Catering – Daily Order Form

| Stations | Quantity | Price | Total |
|---|----------|-------|-------|
| Gourmet Snack Bar (minimum 100 guests per order) Fresh kettle chips, salts & dips, Muskoka firewood honey bar nuts, wasabi peas, pretzel rods <i>3x2 feet counter space required</i> | | | |
| Carnival Popcorn Cart | | | |
| Machine rental: 1 machine plus 100 bags (1 day show)* | | | |
| Machine rental: 1 machine plus 100 bags (2 day show)* | | | |
| Machine rental: 1 machine plus 100 bags (3 day show)* | | | |
| Popcorn kernels (up to 100 bags x 20 g servings) | | | |
| *NOTE: 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 |
|----------------------------------|-----------------|-------------|-------|-------|
| Food & Beverage 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. | | | |
| Featured spirit brands (1 oz) | | | |
| Local craft beer (473ml) | | | |
| Wine by the glass | | | |
| Sparkling water (300 ml) | | | |
| Soft drinks | | | |
| Based on a maximum of 2 hours service time. A minimum host bar revenue of \$1,500 net (before HST & administration charge) per bartender is required. Below this minimum, the difference will be paid by the client in catering surcharge. | | | |

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 www.mtccc.com/food-beverage/menu/

Totals are estimates only. Please submit to your Catering Manager for approval and final pricing.