

EXHIBITOR ORDER FORM

Contact Name: _____

Company: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone: _____ Facsimile: _____ Email: _____

Event Name: _____

Dates: _____

Booth Number: _____

Payment: Cash

Cheque

Credit Card

Catering Payment Policy

All food and beverage requires full payment one week prior to the start of your event. Credit Cards will be required to cover any on site incidentals. (If you are paying by credit card, fill out the attached credit card authorization form.)

Catering Rules and Regulations

The EY Centre has exclusive food and beverage distribution rights within the EY Centre. Exposition sponsoring organizations and/or exhibitors may distribute sample food and/or beverage upon written request, pending authorization. A Sample Food and/or Beverage Authorization Request can be requested via your Event Coordinator or our Food & Beverage Manager.

Ordering Deadline

All catering orders should be received no later than seven (7) days prior to the start of the show. All food and beverage orders placed on site will be from a reduced menu.

DELIVERY

Morning Delivery (7am - 8am)

Lunch Time Delivery (11am - 11:30am)

Afternoon Delivery (1pm - 2pm)

Evening Delivery (5pm - 6pm)

Morning Delivery (7am - 8am)

Lunch Time Delivery (11am - 11:30am)

Afternoon Delivery (1pm - 2pm)

Evening Delivery (5pm - 6pm)

FOOD & BEVERAGE ORDER FORM

BEVERAGES

(All CoGee Service includes Creamers, Sugar, Stir Sticks & Cups)

TOTAL

_____	CoGee or Tea (10 Cups)		\$24.00 =	_____
_____	CoGee or Tea (25 Cups)		\$65.00 =	_____
_____	CoGee or Tea (80 Cups)		\$175.00 =	_____
_____	Keurig Rental	(includes 20 assorted pods)	\$70.00 =	_____
_____	ADDITIONAL PODS		\$20.00/dz =	_____
_____	SOFT DRINKS Assorted	(355ml - Pepsi Products)	\$3.00 =	_____
		_____ BY THE CASE	\$48.00 =	_____
_____	BOTTLE WATER	(591ml - Aquagna)	\$3.50 =	_____
		_____ BY THE CASE	\$48.00 =	_____
_____	DOLE PREMIUM JUICES	(Apple, Orange, Cranberry, Strawberry Kiwi)	\$3.25 =	_____
		_____ BY THE CASE	\$48.00 =	_____
_____	WATER COOLER		\$80.00 =	_____
ICE DELIVERY	_____ 5lb Bag / \$5.00	_____ 25lb Bag / \$25.00	=	_____

BAKERY ITEMS

ASSORTED MUFFINS	_____ Dozen	\$25.00	=	_____
ASSORTED COOKIES	_____ Dozen	\$16.00	=	_____
ASSORTED PASTRIES	_____ Dozen	\$16.00	=	_____

SNACK ITEMS

INDIVIDUAL CHIPS	_____ Each	\$2.25	=	_____
CHOCOLATE BARS	_____ Each	\$2.25	=	_____
GRANOLA BARS	_____ Each	\$2.00	=	_____
YOGURT PARFAIT	_____ Each	\$3.95	=	_____
ASSORTED WHOLE FRUITS	_____ Each	\$3.50	=	_____

BOXED LUNCH ITEMS

All boxed lunches come with Lays Plain Chips and a Canned Pop.

_____	TURKEY CLUB	(Bacon Mayo, Lettuce, Tomato & Cheese on Brioche Bun)	\$15.00 =	_____
_____	ALBERTA BEEF	(Digon, Fried Onion, Provolone on a Onion Kaiser)	\$15.00 =	_____
_____	CAJUN CHICKEN	(Cheddar, Lettuce, Chipotle Aioi in a Sundried Tomato Wrap)	\$15.00 =	_____
_____	CHEESE PIZZA		\$16.00 =	_____
_____	PEPPERONI PIZZA		\$18.00 =	_____

HOSPITALITY ITEMS

All platters come with Disposable Plates, Cutlery and Napkins. Based on 10 person minimum orders.

_____	ASSORTED SANDWICHES	(Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	\$13.25 pp =	_____
_____	ASSORTED WRAPS	(Cajun Chicken, Calssic Egg, Tuna, Smoked Turkey, Ham)	\$12.00 pp =	_____
_____	FRUIT PLATTERS		\$5.50 pp =	_____
_____	CHIPS & SALSA		\$6.50 pp =	_____
_____	SUSHI PLATTERS		\$11.00 pp =	_____

GRAND TOTAL

Prices do not include tax or service charge. = _____

FOOD & BEVERAGE CREDIT CARD AUTHORIZATION FORM

NAME OF EVENT: _____

TOTAL AMOUNT

FOOD & BEVERAGE Order Form Total = _____

ALCOHOL ORDER Form Total + _____

SERVICE CHARGE (15%) + _____

HST (13%) + _____

GRAND TOTAL = _____

CANADA

OTHER (USA and International)

I hereby authorize the **EY Centre** to place any charges I incur at the facility to my credit card account. To ensure the proper processing, please mark an **X** in the appropriate box below to indicate where your credit card was issued.

COMPANY NAME

CREDIT CARD NUMBER

EXPIRY DATE

VERIFICATION CODE (CVV)

NAME OF THE CARD HOLDER

SIGNATURE OF CREDIT CARD HOLDER

NOTE:

We require a photocopy of both the front and back of the signed credit card to be returned with this form.

