



EXHIBITOR CATERING SERVICES 2018 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, or please call **604-689-8232** and ask the Catering Department for assistance.
- Please allow for a minimum of **(10) ten** 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 20% 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.

TO AVOID DELAY IN PROCESSING YOUR ORDER, **PLEASE CIRCLE YOUR EXACT SELECTION**

FOOD:

- _____ x Assorted Muffins, Scones or Croissants served
with Butter & Assorted Preserves (*Min order of 12 pieces of any type*)\$ 54.00 / dozen
- _____ x Carrot cake with cream cheese icing, Belgian chocolate brownies,
Maple pecan tarts or Coconut Nanaimo bars (*Min order of 12 pieces of any type*).....\$ 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*).....\$ 7.00 / guest
- _____ x Fresh Whole Fruit Basket (*Min Qty 12*)\$ 3.25 / guest
- _____ x Canadian & International Cheese Tray with Baguette and Biscuits (*Min Qty12*)\$ 17.00 / guest
- _____ x Fresh Vegetable Crudit  with Herb Dip (*Min Qty 12*)\$ 6.00 / guest
- _____ x Kettle Chips (half pound basket)(*suggested serving size for 8 guests*)\$ 17.00 /basket
- _____ x Pretzels or Japanese Dry Snacks (1 pound basket)(*suggested serving size for 8 guests*)...\$ 17.00 /basket
- _____ x Individual Bags of Smart Food popcorn, kettle 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 or Grapefruit Juice (Single Servings)\$ 30.00 / pack
- _____ x 6 pack Soft Drinks: Coke, Diet Coke, Sprite or 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 is 20 lbs)\$ 20.00 / bin

OTHERS:

- _____ x Rental of black or white tablecloth in the size of 53"x53" or 90"x90"\$ 20.00 / each



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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