

FOOD AND BEVERAGE SAMPLING

Food Sampling Food/non-alcoholic beverage sampling in conjunction with specified food distribution exhibits may be permitted. All sample sizes for non- alcoholic beverage and food (either pre-packaged or single consumption) items have been waived due to the nature of the NACUFS event. All Samples are limited to products manufactured, processed or distributed by the exhibiting firm and must be directly related to the purpose of the show. Items are to be intended as samples in order to make them known by visitors ; no cash sales permitted.

For insurance and liability purposes, Capital Traiteur Montréal Inc. requires that each exhibitor serving food or beverage items at their booth fills and submits the **'Authorization for Distribution of Samples'** no later than February 28th.

Note that all products brought in and served on-site must be compliant with the laws applicable in Québec. Exhibitors must also adhere to the Montreal Food Safety and Hygiene in Temporary Food Stands regulations. Please review the document :

http://ville.montreal.qc.ca/pls/portal/docs/PAGE/ALIMENTS_FR/MEDIA/DOCUMENTS/29%20-%20TEMPORARY%20FOOD%20STANDS.PDF

Québec governance prohibits anyone other than the alcohol license holder to distribute, give away or bring in the licensed establishment (Palais des congrès de Montréal) any alcoholic beverages.

In the event of non-conformity or if a party brings unauthorized food and/or beverage into the Palais des congrès de Montréal and does not subsequently meet one of the conditions above, the party must immediately remove the unauthorized item(s) from their booth.

FOOD PREPARATION REQUESTS

Please note that the Palais des congrès de Montréal kitchen facilities access/use is strictly limited to Capital Traiteur Montréal Inc.

Exhibitors who wish to have food preparation handled by Capital Traiteur Montréal Inc. are responsible for making sure their product has arrived to location, is clearly identified and have been properly stored. We do not assume responsibility of missing products.

For food preparation, Capital Traiteur Montréal Inc. may request that a representative speaks with the Executive Chef to ensure that the recipe will be made to the exhibitor's expectation. Please refer to the **'Products and Services Form for Exhibitors'** and **'Food Prep Request Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.

PRODUCTS AND SERVICES REQUESTS

Capital Traiteur Montréal Inc. does not lend/rent any material or equipment. Exhibitors must therefore arrived prepared with their own refrigeration, cooking and service equipment, presentation platters, service utensils, etc...

Some compostable ware and miscellaneous small items are available for purchase and staffing is available for hire. Please refer to the **'Products and Services Form for Exhibitors'**. Order deadline is February 28th. Requests will be addressed on a first-come-first-serve basis, and subject to facility and inventory availability.

AUTHORIZATION FOR DISTRIBUTION OF SAMPLES

Capital Traiteur Montréal Inc. (Capital Traiteur) is the exclusive supplier of food services at the Palais des congrès de Montréal.

In a special agreement with The National Association of College & University Food Services (NACUFS), exhibitors will be allowed to offer and distribute samples at their booth free of charge. To be recognized as samples, these products must be part of the nature of the trade involved and therefore distributed in order to make them known to the public.

All products (food or non-alcoholic beverages) brought in and served must be compliant with the regulations and laws applicable in Québec ; please refer to the "Tasting and cooking demonstrations" document. In the event of non-conformity, Capital Traiteur reserves the right of refusal.

Alcoholic products or beverages are strictly forbidden.

Anyone who distributes food or drinks on the premises of the Palais des congrès de Montréal without having submitted this form to Capital Traiteur may be obliged to remove unauthorized products from its kiosk, at the request of the Capital Traiteur or one of its representatives.

Please complete the section below at least three (3) weeks prior to the event.

Name of the event: **NACUFS 2019**

Activity dates: **March 21, 2019**

Booth number:

On-site contact

Name :

Mobile number:

Company name:

Product(s) for sampling and format:

Applicant's name:

Phone:

Adress:

Email:

City:

Province / State:

Country:

Postal / ZIP code:

You will receive a notice of receipt by e-mail within days of the request.

Capital Traiteur Montréal Inc., 159, St. Antoine West, 4th Floor, Montréal, Québec H2Z 2A7 – Phone : 514 871-3111



PRODUCTS AND SERVICES ORDER FORM FOR EXHIBITORS

Please complete and return by email at: info@capitaltraiteur.com

DEADLINE FEBRUARY 28, 2019
Telephone orders not accepted



Event: NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase		Booth n°:
Activity dates: March 21, 2019		Telephone:
Company:		Fax:
Contact name:		Mobile number:
Address:		E-mail:
City:	Prov./State:	
Postal/Zip Code:		
Onsite contact + Mobile number (only if different than above):		

IN-BOOTH STAFFING

	Hourly Rate	Number requested	Hours (start / end) – min 3 consecutive hrs
Wait Staff*	\$58.00		
Cook*	\$58.00		
Runner*	\$58.00		

PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED:

Prices in Canadian dollars and subject to GST (5%) and PST (9.975%)
Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)

DISPOSABLE WARE PURCHASE

	Price	Quantity	Delivery Date	Delivery Time
Forks – Compostable CPLA (1000 ct)	\$160.00			
Knives – Compostable CPLA (1000 ct)	\$160.00			
Spoons – Compostable CPLA (1000 ct)	\$160.00			
Utensil kits including napkin – Compostable CPLA (250 ct)	\$110.00			
Napkins – Cocktail paper (500 ct)	\$95.00			
Napkins – Dinner paper (250 ct)	105.00			
Cups – Portion 2oz Compostable PLA (2000 ct)	\$250.00			
Cups – Cold beverage clear 7oz Compostable PLA (1000 ct)	\$190.00			
Cups – Hot beverage 8oz Compostable paperboard (1000 ct)	\$200.00			
Lids – Hot beverage Compostable CPLA (1000 ct)	\$210.00			
Plates – Round 7” Compostable bagasse (1000 ct)	\$250.00			
Plates – Round 9” Compostable bagasse (500 ct)	\$175.00			
Bowls – Hot liquids 12oz Compostable paperboard (500 ct)	\$200.00			
Wetnaps moist towelettes (1000 ct)	\$30.00			
Vinyl gloves: M / L / XL (100 ct)	\$100.00			
Sternos – Gel chafing fuel 2hr (each)	\$5.00			
Water – 10 litres dispenser with tap (per fill-up)	\$32.00			
Milk 2% – 1 litre carton (each)	\$15.00			
Coffee Cream (Half & Half) 10% – Carton (each)	\$15.00			
Dairy Creamers 10% (200 ct)	\$22.00			
Ice – Bag 9.07kg/22lb (each)	\$22.50			

Quantities purchased are considered sold. Left-over items or returns will not be credited
Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)

FOOD PREPARATION



*** IMPORTANT: PLEASE NOTE THAT THE KITCHEN ACCESS IS STRICTLY LIMITED TO CAPITAL TRAITEUR MONTRÉAL INC. ***

<p>Kitchen Finishing Service Fee: Our staff will re-heat, fry or bake/roast basic items for display as needed. No production will be executed with this option Please fill the 'Food Prep Request Form' to ensure that product is prepared correctly. Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.</p>	<p>Starting at \$350.00 per day, per booth</p>
<p>Kitchen Chef Service Fee: We will provide you with a chef that will execute the slicing, dicing, and/or full preparation of recipes as needed. Please fill the 'Food Prep Request Form' to ensure that product is prepared correctly. Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.</p>	<p>\$58.00/hour, minimum 3 hours</p>
<p>Runner Service Fee: Mandatory should either of the above services are ordered. A runner will bring your items to the kitchen, and bring them back to your booth, ensuring that your cooked/prepared products stay fresh throughout.</p>	<p>\$58.00/hour, minimum 3 hours</p>
<p align="center">Costs will be reviewed, evaluated and confirmed back once all the necessary documents have been received. Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date Prices in Canadian dollars and subject to 16% administrative fees, as well as GST (5%) and PST (9.975%)</p>	

TERMS AND CONDITIONS

- Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date.
- Prices in Canadian dollars.
- All prices are subject to administrative fees (16%), as well as GST (5%) and PST (9.975%).
- Terms, prices, administration fees and taxes may change without notice.
- Capital Traiteur Montréal Inc. holds the exclusive catering rights at the Palais des congrès de Montréal. The client, guests and exhibitors are not authorized to procure any food and beverages from an outside vendor.
- Capital Traiteur Montréal Inc reserves the right of refusal on requests received after the deadline date.
- Full prepayment is required upon confirming your order (credit card only).
- Quantities purchased are considered sold. Left-over items or returns will not be credited.
- Any cancellation received within 48hrs (2 business days) of the event will not be refunded.

FULL PRE-PAYMENT REQUIRED
 Deadline February 28th, 2019

Telephone: 514-871-3111 Fax: 514-875-1300 info@capitaltraiteur.com	Capital Traiteur Montréal Inc. 159, rue Saint-Antoine Ouest, 4 ^e étage Montréal (Québec) H2Z 2A7	
Credit card  5 MasterCard	 5 Visa	Security number:
Card n°: * * * * _ * * * * _ * * * * _ * * * *	Expiration date (MM/YY): * * / * *	
Cardholder name:		
<p align="center"><i>By signing below, the customer agrees to pay the total charges as specified on the Order form as well as any applicable charges for additional items or services ordered onsite, or charged incurred as a result of on-site order modification by the representative</i></p>		
Cardholder's signature		



FOOD PREP REQUEST FORM FOR EXHIBITORS
 (INFORMATION COMPLEMENT TO PRODUCTS AND SERVICES ORDER FORM)

Please complete and return by email at: info@capitaltraiteur.com



DEADLINE FEBRUARY 28, 2019
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Event: NACUFS 2019 Mid-Atlantic/Northeast Regional Showcase	Booth n°:
Company:	
Onsite contact :	Mobile number:

ITEM #1			
Item description:		Quantity:	
Required on (date):		Required at (time):	
Thawing time:		Preparation time:	
Equipment(s) required:			
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):			
DELIVERY INSTRUCTIONS:			
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.			

ITEM #2			
Item description:		Quantity:	
Required on (date):		Required at (time):	
Thawing time:		Preparation time:	
Equipment(s) required:			
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):			
DELIVERY INSTRUCTIONS:			
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.			

ITEM #3			
Item description:		Quantity:	
Required on (date):		Required at (time):	
Thawing time:		Preparation time:	
Equipment(s) required:			
PLEASE BRIEFLY DESCRIBE TASK(S) TO BE EXECUTED (Specialty recipe preparation should be typed and emailed to sarine.lebrun@capitaltraiteur.com):			
DELIVERY INSTRUCTIONS:			
Capital Traiteur Montréal Inc. does not accept responsibility for missing ingredients, faulty instructions and dirty dishes.			

* * * IF YOU HAVE MORE THAN 3 ITEMS, PLEASE USE ADDITIONAL FORMS * * *