

Shaw Centre Booth Catering Form

AME COMPANY NAME						
SHOW NAME						
SHOW DATE BOO			воотн	#		
ADDRESS						
PHONE		FAX		E-MAIL		
ONSITE CONTACT	ONSITE CELL					
DELIVERY DATE	DELIVERY START TIME	EVENT END TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE
 The Shaw Centre is the exclusive food and beverage provider within the facility. As the exclusive provider, the Shaw Centre strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization. Orders must be received no later than 7 days prior to the event. Full charges will apply to cancellations made within 5 days prior to delivery. Attendant & bartender labour charges are \$35.00/hour (minimum 4 hours). The Shaw Centre does not provide skirted tables or electrical hook-ups in your exhibit space, including meeting rooms utilized for exhibits. Please order these requirements through the exhibitor supplier. 					SUB-TOTAL 18% Service Labour 13% HST TOTAL	
Method (Must be made at time		nt credit	CARD (please cl	heck): Visa Mastercard	H AMEX	
CARDHOLDER'S NAME (Please print)				CARD NUMBER WITH 3 DIGIT SECURITY CODE		
CARDHOLDER'S SIGNATURE				EXP. DATE	3 DIGIT SECURITY CODE	
CLIENT SIGNATURE				DATE		

Save, print and fax the completed form to the Shaw Centre at 613-563-7646, or scan and e-mail to eventservices@shaw-centre.com.