



Exhibitor Catering Menu 2025

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 three (3) 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 \$10,000 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 \$280 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 \$70 /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 \$10,000.

ONSITE CONTACT NAME: _____

PHONE #: _____

Delivery Date:

Delivery Time:

Number of People:

Note: Each form is for one order only.

Special Instructions:

Exhibitor Catering – Daily Order Form

A-la-Carte Beverages (minimum order of \$500 before tax & administrative charge)	Quantity	Price	Total
Freshly brewed Starbucks regular coffee (gallon; 20 servings)		\$ 104	\$ 0
Specialty teas (gallon; 20 servings)		\$ 104	\$ 0
Freshly brewed Starbucks decaffeinated coffee (gallon; 20 servings)		\$ 104	\$ 0
Chilled soft drinks/ iced tea (each)		\$ 5.80	\$ 0.00
Still water (each)		\$ 5.80	\$ 0.00
Sparkling water (each)		\$ 6.00	\$ 0.00
Bottled juices (each)		\$ 5.80	\$ 0.00

Specialty Coffee Service	Quantity	Price	Total
Professional Cappuccino Machine with 1 Barista* (Max. 500 cups per day, 8 hours max)**		\$ 3,750	\$ 0
Professional Cappuccino Machine with 2 Barista* (Unlimited cups per day, 8 hours max)**		\$ 6,200	\$ 0
*NOTE: power <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.			

Special Instructions:

Subtotal (<i>Admin. Charge applicable</i>)	\$ 0.00
18% Administrative Charge	\$ 0.00
Subtotal (<i>Admin. Charge not applicable</i>)	\$ 0.00
Subtotal	\$ 0.00
13% HST	\$ 0.00
Total (\$CAD)	\$ 0.00

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.