

APPENDIX B

EXHIBITOR GUIDELINES AND AUTHORIZATION FORM

(Complete these forms to receive authorization to distribute foods and non-alcohol beverages not purchased through the Rogers Centre).

The Rogers Centre Ottawa has the exclusive food and beverage rights within the facility. As the exclusive provider, the Rogers Centre Ottawa strictly prohibits any and all food, beverage, candy, logo water and other similar items from being brought into the facility without prior authorization.

In order to obtain authorization from the Rogers Centre Ottawa to distribute any food or beverage item, one of the following conditions must exist:

Option #1 - **Manufacturer of Product**

The party interested in distributing food or beverage **must be the manufacturer of said product** and is exhibiting at a **food and beverage or related industry show**. The interested party must only distribute SAMPLE sizes (two ounces or less for food and three ounces or less of non-alcoholic beverages) of the product.

**A waiver releasing the Rogers Centre Ottawa of liability will be required.*

Option #2 – **Non-manufacturers of Product**

The party interested in distributing food or beverage must pay a fee to Rogers Centre Ottawa in order for Rogers Centre Ottawa to waive its right to exclusivity. The waiver fee will be no more than the full retail menu price, but the final waiver fee will be up to the discretion of Rogers Centre Ottawa. All payment must be made 14 days prior to the event date. Credit Cards will be required to cover any on site incidentals.

**A waiver releasing the Rogers Centre Ottawa of liability will be required.*

For your ease and convenience, the Rogers Centre Ottawa offers a great selection of food and beverage for your needs including bar service. Contact the Event Services Department for selections.

It is the responsibility of the client/exhibitor to comply with all local health and safety and the Alcohol and Gaming Commission of Ontario regulations. If a party brings unauthorized food or beverage into the Rogers Centre Ottawa and does not subsequently meet one of the conditions listed above, the party must immediately remove the unauthorized items from their exhibit or meeting space.

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_____	_____
BOOTH NUMBER OR ROOM NUMBER	SHOW NAME and DATE
_____	_____
COMPANY NAME	TELEPHONE NUMBER
_____	_____
ON-SITE CONTACT NAME	E-MAIL ADDRESS
_____	_____
FAX	ADDRESS

Product(s) for Sampling: _____

Check Applicable Line:

- I/we are the manufacturer or distributor of the products listed above. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.
- I/we would like to request permission to pay a waiver fee to the Rogers Centre Ottawa so that I/we may sample above product. I/we agree to only sample 2 oz or less of food and 3 oz or less of non-alcoholic beverage.

**Signed Event Order and Payment Required*

RELEASE AND INDEMNITY AGREEMENT

This Agreement is by and between Rogers Centre and _____
Above Named Customer

In consideration of the terms and conditions set forth below, Caterer and Exhibitor, intending to be legally bound, agree as follows: Exhibitor hereby agrees to indemnify, defend and hold harmless Rogers Centre Ottawa its subsidiaries, affiliates, employees, agents, officers and directors from and against any liabilities, damages, losses, claims, suits, judgments, fines, costs and expenses, including without limitation, attorneys' fees and expenses, incurred by Rogers Centre Ottawa and arising out of or relating to Exhibitor's distribution of food and non-alcoholic beverage service at the Facility or any other activity related thereto, including, without limitation, any such liabilities, damages or said other matters arising from injury to or death of any person, or damage to or destruction of any property.

Exhibitor Signature & Date

Rogers Centre Ottawa Signature & Date

(All catering orders or authorization requests must be received three (3) weeks prior to the event date.)
Save, print and fax the completed forms to the Rogers Centre Ottawa at 613-563-7646, or scan and e-mail to eventservices@rogers-centre.ca.

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CATERING WAIVER FORM

NAME _____ COMPANY NAME _____

SHOW NAME _____

SHOW DATE _____ BOOTH # _____

ADDRESS _____

PHONE _____ FAX _____ E-MAIL _____

ONSITE CONTACT _____ ONSITE CELL _____

DELIVERY DATE	DELIVERY START TIME	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL PRICE

- The Rogers Centre Ottawa is the exclusive food and beverage provider within the facility. As the exclusive provider, the Rogers Centre Ottawa 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 14 days prior to the event. Full charges will apply to cancellation made within 5 days prior to delivery.
- Attendant & bartender labour charges are \$45.00/hour (minimum 4 hours).
- The Rogers Centre Ottawa 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% Admin	
Labour	
13% HST	
TOTAL	

Method of payment

(Must be made at time of ordering):

CREDIT CARD *(please check):* Visa Mastercard AMEX

CARDHOLDER'S NAME *(Please print)* _____

CARD NUMBER _____

CARDHOLDER'S SIGNATURE CLIENT _____

EXP. DATE _____ 3 DIGIT SECURITY CODE _____

SIGNATURE _____

DATE _____

Save, print and fax the completed form to the Rogers Centre Ottawa at 613-563-7646, or scan and e-mail to eventservices@rogers-centre.ca.